



contemporary galleries

December 13, 2012

WV Purchasing
ATTN: Guy Nisbet
2019 Washington Street, East
Charleston, WV 25305

RE: RFQ# BCF13078 for the Department of Health & Human Resources – Ohio County

Dear Guy:

Thank you for giving us the opportunity to bid on this project.

We have used our Herman Miller Action Office System, Sit On It Seating, and Workstream Freestanding Desk Units. (Brochures, warranty and info are included.)

A few differences/deviations are as follows:

- The desk units/laterals have a pull option to select from.
- Round table for Section 3.40 has a pre-determined X base.
- All of the large conference tables for Sections 3.41, 3.41A, 3.42 and 3.43 come included with a pre-determined base.
- The laminate storage cabinets with doors for Sections 3.41 and 3.41A are 30" high.
- The table for Section 3.42 is 44" wide.
- The coffee table (22x48) and end table (22x22) are slightly different in size and they have full end/side panels for the legs. (As shown in brochure.)

Please call if you have any questions or need any more information. (304) 344-1231.

Thank you for your interest in Contemporary Galleries.

Sincerely,

Jennifer B. Kirkpatrick
Sales/Design
jkirkpatrick@cgwv.com

12/13/12 11:00:23 AM
West Virginia Purchasing Division

Enc.



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

Solicitation

NUMBER

BCF13078

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

GUY NISBET
304-558-8802

*709044350 304-344-1231
CONTEMPORARY GALLERIES OF WV I
1210 SMITH ST

CHARLESTON WV 25301

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

V
E
N
D
O
R

S
H
I
P
T
O

DATE PRINTED

12/04/2012

BID OPENING DATE:

12/13/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO.1		
				ADDENDUM FOR THE OHIO COUNTY DHHR OFFICE FURNITURE SOLICITATION ISSUED TO DISTRIBUTE THE ATTACHED DOCUMENTATION.		
0001	1	JB		425-94		
				NEW MODULAR FURNITURE FOR OHIO COUNTY DHHR OFFICE		
***** THIS IS THE END OF RFQ BCF13078 ***** TOTAL:						363,900.57

SIGNATURE

Gregory B. Kirkpatrick

TELEPHONE

304-344-1231

DATE

12.13.12

TITLE

Sales Design

FEIN

550564447

ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: BCF13078
 Addendum Number: No. 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum for the DHHR solicitation of modular furniture for the Ohio County, DHHR office, is being issued to distribute the following information to the Vendor community.

1. Questions and associated answers.
2. Electronic Bid sheets on CD for Vendor's convenience.

* Vendor's are required to submit hard copy of the Bid Sheets with their bid submittal. Should there be a discrepancy between the hard copy and the electronic copy the hard copy will prevail. *

No other changes.

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

Terms and Conditions:

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

ATTACHMENT A

BCF13078 ADDENDUM #1

Ohio County Modular Furniture

Questions & Answers

1. **Question:** 3.1.1.1 – Fixed firm date of 01/07/2013 is to short of a time period can this be changed.

Answer: Yes, Fixed firm delivery date is 01/21/2013.

2. **Question:** 3.1.1.3 - Are wing panels required on end panels.

Answer: Yes, Wing panels are required on all workstations. See drawing for size.

3. **Question:** 3.39

Reads: guest chair (qty 2) metal frame with arms 4 legs without casters molded poly shell upholstered in fabric.

Change to read: guest chair (qty 2) metal frame with arms 4 legs without casters upholstered in fabric. **Specifications and Bid sheet.**

4. **Question:** 3.47, the drawing show a bookcase in the video is that correct.

Answer: Yes, There should be a bookcase in the video per the drawing.

5. **Question:** Can we receive the PDF drawing for the floor plan and bid sheet sent to email in excel file electronically.

Answer: Yes. However, all bids from the vendors must be submitted in hard copy form. No electronic files will be accepted. Only firm, signed FAX or hard copy bids received in the DOA Purchasing Division by the bid opening date and time, will be accepted.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF13078

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Contemporary Galleries
 Company

Jennifer B. Kirkpatrick
 Authorized Signature

12-13-12
 Date

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

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Contemporary Galleries
(Company)

Jennifer B. Kirkpatrick
(Authorized Signature)

Jennifer B. Kirkpatrick Sales/Design
(Representative Name, Title)

304 344 1231 304 344 1262
(Phone Number) (Fax Number)

12.13.12
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF13078

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Contemporary Galleries

Company

Jennifer B. Kirkpatrick

Authorized Signature

12.13.12

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

RFQ No. BCF 13078STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: Contemporary GalleriesAuthorized Signature: Jennifer B. Kirkpatrick Date: 12.13.12State of West VirginiaCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 13th day of December, 2012My Commission expires April 14, 2016.

NOTARY PUBLIC

Carol Raider

AFFIX SEAL HERE



Purchasing Affidavit (Revised 07/01/2012)

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.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

- ☐ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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.

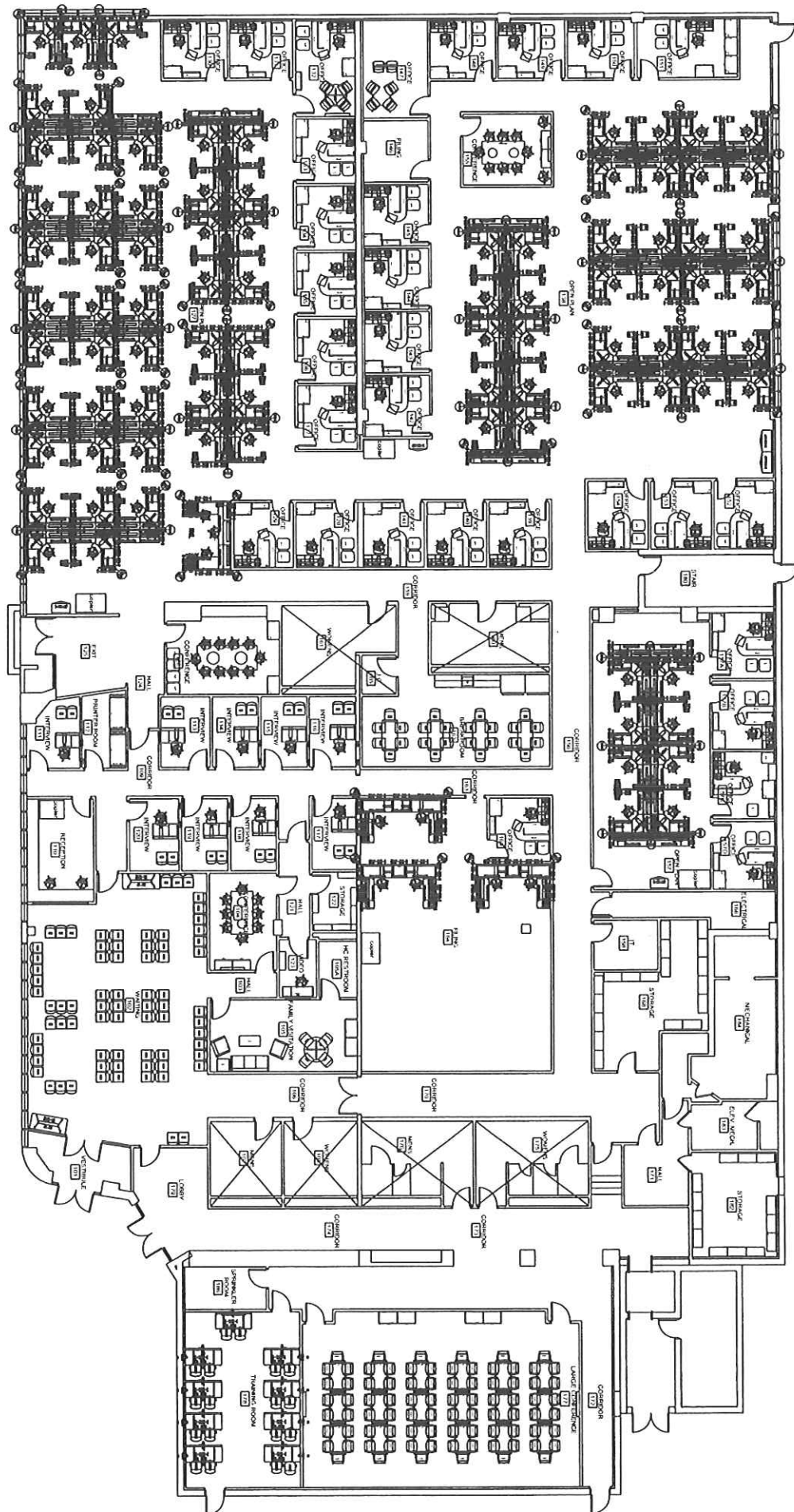
Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will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

Bidder: Contemporary Galleries

Date: 12.13.12

Signed: James B. Kukpatuck

Title: SALES / DESIGN





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

Solicitation

NUMBER

BCF13078

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

V
E
N
D
O
R

*709044350 304-344-1231
CONTEMPORARY GALLERIES OF WV I
1210 SMITH ST
CHARLESTON WV 25301

S
H
I
P
T
O

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

DATE PRINTED

11/09/2012

NOV 15 2012

BID OPENING DATE:

12/13/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		425-94		
NEW MODULAR FURNITURE FOR OHIO COUNTY DHHR OFFICE						
REQUEST FOR QUOTATION SECONDARY BID FOR SYSFURN10						
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 OHIO COUNTY DHHR OFFICE LOCATED 69 16TH STREET, WHEELING, WV 26003, PER THE ATTACHED SPECIFICATIONS.						
THIS SECONDARY COMPETITIVE BID IS LIMITED TO THOSE VENDORS HOLDING A STATEWIDE CONTRACT AWARD UNDER SYSFURN10. NO OTHER BIDS WILL BE CONSIDERED.						
SYSFURN VENDORS MUST BID ONLY PRODUCTS FROM CATALOGS AWARDED AS A PART OF THEIR SYSFURN10 CONTRACT. VENDOR BIDDING PRODUCTS FROM ANY OTHER CATALOGS WILL BE DISQUALIFIED.						

SIGNATURE

TITLE

FEIN

TELEPHONE

DATE

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, 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

Solicitation

NUMBER

BCF13078

PAGE

2

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

V
E
N
D
O
R

*709044350 304-344-1231
CONTEMPORARY GALLERIES OF WV I
1210 SMITH ST
CHARLESTON WV 25301

S
H
I
P
T
O

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

DATE PRINTED

11/09/2012

BID OPENING DATE:

12/13/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ BCF13078 ***** TOTAL:						343,900.51

SIGNATURE

Ganides B. Kirkpatrick

TELEPHONE

304 344 1231

DATE

12.13.12

TITLE

Sales / Design

FEIN

550564447

ADDRESS CHANGES TO BE NOTED ABOVE

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

[| A pre-bid meeting will not be held prior to bid opening.

[| A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

[☒ | A MANDATORY PRE-BID meeting will be held at the following place and time:

11/27/2012 at 9:00 AM

350 Capitol Street, Room 732
Charleston, WV 25301

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: 11/30/2012 at 4:00 pm

Submit Questions to:

Frank Whittaker

2019 Washington Street, East

P.O. Box 50130

Charleston, WV 25305

Fax: 304-558-4115

Email: frank.m.whittaker@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130,
Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID

BUYER: _____
 SOLICITATION NO.: _____
 BID OPENING DATE: _____
 BID OPENING TIME: _____
 FAX NUMBER: _____

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus ☐ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: ☐ Technical
 ☐ Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time:

12/13/2012 at 1:30 PM

Bid Opening Location:

Department of Administration, Purchasing Division
 2019 Washington Street East
 P.O. Box 50130,
 Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.
 - 2.1 **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
 - 2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
 - 2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
 - 2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8 **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

| | Term Contract

Initial Contract Term: This Contract becomes effective on []
and extends for a period of [] year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to [] successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

| ✓ | Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within [120] days.

| | One Time Purchase: The term of this Contract shall run for one year from the date the Purchase Order is issued or from the date the Purchase Order is issued until all of the goods contracted for have been delivered, whichever is shorter.

| | Other: See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- | | **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.
 - | | **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
 - | ☒ | **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
 - | | **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.
- | | **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

| | **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

| | **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

| | **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

| | **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

| | **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

| | **Commercial General Liability Insurance:**

or more.

| | **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

| |

| |

| |

| |

| |

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

- LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

[]	
[]	
[]	
[]	

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

- 9. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.
- 10. ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount

[redacted] for [redacted].

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

13. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.

14. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.

15. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

16. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

17. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."

18. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

19. DELIVERY: All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.

20. INTEREST: Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.

21. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 22. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 23. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 24. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 25. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
- 26. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 27. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 28. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 29. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

30. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
31. **MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
32. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
33. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
34. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
35. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
36. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
37. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

38. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <http://www.state.wv.us/admin/purchase/vrc/hipaa.html> and is hereby made part of the agreement provided that the Agency meets the definition of a Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor.
39. **CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.
40. **DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

41. **LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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 agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

42. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

43. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

44. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

☒ Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

45. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the

State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 50. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- [] Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

- | | Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

51. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total

contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel 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, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. **CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor.

West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. Failure to include a contractor's license number on the bid shall result in Vendor's bid being disqualified. Vendors should include a contractor's license number in the space provided below.

Contractor's Name:

Contractor's License No.

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a purchase order/contract.

2. **DRUG-FREE WORKPLACE:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit at the same time an affidavit that the Vendor has a written plan for a drug-free workplace policy. To comply with this law, Vendor must either complete the enclosed drug-free workplace affidavit and submit the same with its bid or complete a similar affidavit that fulfills all of the requirements of the applicable code. Failure to submit the signed and notarized drug-free workplace affidavit, or a similar affidavit that fully complies with the requirements of the applicable code, with the bid shall result in disqualification of Vendor's bid.
3. **AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the AIA A101-2007 and A201-2007 or the A107-2007 documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.
4. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$500,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.

c. **Required Information.** The subcontractor list shall contain the following information:

- i. Bidder's name
- ii. Name of each subcontractor
- iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.
- iv. Notation that no subcontractors will be used if the bidder will perform the work

d. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor list within one business day after the deadline for submitting bids shall result in disqualification of the bid.

e. **Substitution of Subcontractor.** Written approval must be obtained from the Purchasing Division before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy;
- ii. The subcontractor in the original bid has been debarred or suspended; or
- iii. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.

5. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: *Provided*, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

ADDITIONAL TERMS AND CONDITIONS (Architectural and Engineering Contracts Only)

1. **PLAN AND DRAWING DISTRIBUTION:** All plans and drawings must be completed and available for distribution at least five business days prior to a scheduled pre-bid meeting for the construction or other work related to the plans and drawings.
2. **PROJECT ADDENDA REQUIREMENTS:** The Architect/Engineer and/or Agency shall be required to abide by the following schedule in issuing construction project addenda:
 - a. The Architect/Engineer shall prepare any addendum materials for which it is responsible, and a list of all vendors that have obtained drawings and specifications for the project. The Architect/Engineer shall then send a copy of the addendum materials and the list of vendors to the State Agency for which the contract is issued to allow the Agency to make any necessary modifications. The addendum and list shall then be forwarded to the Purchasing Division buyer by the Agency. The Purchasing Division buyer shall send the addendum to all interested vendors and, if necessary, extend the bid opening date. Any addendum should be received by the Purchasing Division at least fourteen (14) days prior to the bid opening date.
3. **PRE-BID MEETING RESPONSIBILITIES:** The Architect/Engineer shall be available to attend any pre-bid meeting for the construction or other work resulting from the plans, drawings, or specifications prepared by the Architect/Engineer.
4. **AIA DOCUMENTS:** Contracts for architectural and engineering services will be governed by the AIA document B101-2007, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein when procured under Chapter 5G of the West Virginia Code.
5. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: *Provided*, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Health and Human Resources, Bureau for Children and Families to establish a contract for the one time purchase of Modular Furniture.

1.1 The Department of Health & Human Resources (DHHR) is requesting a monetary quote for the products listed herein. All vendors must bid grade A products/fabrics and to provide complete information on the product they are bidding. It is acceptable to offer your product's closest match (5% variation on each dimension) if your product does not conform to the exact dimensions of the products listed. Alternate dimensions or deviations 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 Ohio County office is 25,000 sq. ft.

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. In the event of a conflict between written specifications and the drawing, the written specifications prevail.

1.4 This is a Secondary Bid, only products and Vendors that have been pre-approved by inclusion on the Statewide Contract SYFURN10 can bid on this request.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1.1 **"Desired Item"** means Modular Furniture.

2.1.2 **"Bid Evaluation Page"** means the page upon which Vendor should list its proposed price for the Desired Items in the manner requested by thereon. The Desired Item is either included on the last page of this RFQ or attached hereto as Exhibit A.

2.1.3 **"RFQ"** means the official RFQ published by the Purchasing Division and identified as **BCF13078**.

2.1.4 All qualified bidders, being familiar with and understanding the bidding documents and being familiar with all local conditions affecting the

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

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.

- 2.1.5 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. GENERAL REQUIREMENTS:

SCOPE OF WORK

- 3.1 **Mandatory Desired Item Requirements:** Desired Item must meet or exceed the mandatory requirements listed below.

3.1.1 Modular Furniture – SYFURN10

- 3.1.1.1 The objective of this quotation is to obtain a turn-key installation of new modular furniture in the new Ohio County office to be located in Wheeling, WV. The successful vendor and DHHR will mutually agree on a firm and fixed delivery date. January 01/07/2013 will be the targeted date for this solicitation based on current construction schedule for the new building.

- 3.1.1.2 Furniture provider will be responsible for providing the equipment/services listed below:

- 3.1.1.3 The individual workstations in the left and right bay areas will number 87. The workstation dimensions should be approximately 6' X 7'. All panels are to be 62" high (+/-5") All panels are acoustical, monolithic, 2" thickness and solid core, no frame or tile panels will be accepted. The panels shall have NRC rating of min.50 and STC rating of 22. 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.

Adding panels are required.

change?

REVAMPED CAR
DEALERSHIP
1 FLOOR

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

In File Room 3.3A Room 1164

***** Please note the service window, one
60" wide panel will need to be 30" high

**3.2 Workstations 6' x 7' (87) (Room 127 – 45 units)
(Room 138 – 34 units) (Room 157 – 8 units)**

- 24"d x 36"w laminate work surface
- 24"d x 36"w laminate corner work surface
- 24"d x 48"w laminate work surface
- 36"w steel flipper door unit w/lock
- 48"w steel flipper door unit w/lock
- 24"d f/f pedestal must be full height to attach to work surface w/lock
- 24"d b/b/f pedestal must be full height to attach to work surface w/lock
- 11"h x 36"w tack board
- 30"w task light – must be within 6" of the width of the cabinet
- 42" w task light – must be within 6" of the width of the cabinet
- Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of 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
- 48"w toolbar 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" wide panel.
- Coat hook, one per workstation
- task chair: (82)
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.
- 5 ea. Big and Tall chairs with same features as standard task chair but must hold minimum weight of 350 lbs.

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

3.3A File Room Workstations (Room 164 –1 unit 7x13')

- 1 ea 24"d x 36"w laminate work surface
- 4 ea 24"d x 60"w laminate work surface
- 2 ea. 60"w steel flipper door unit w/lock
- 2 ea 24"d f/f pedestal must be full height to attach to work surface w/lock
- 2 ea 24"d b/b/f pedestal must be full height to attach to work surface w/lock
- 1 ea 11"h x 60"w tack board
- 1 ea 11"h x 36"w tack board
- 2ea. 54"w task light – must be within 6" of the width of the cabinet
- 2 ea Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of 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
- 2 ea 60"w toolbar 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 60"w panel.
- 2ea Coat hook, one per workstation
- 2ea 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

3.3B File Room Workstations (Room 164 – 2 unit 7' x 12')

- 1ea 24"d x 24"w laminate work surface
- 4ea 24" x 60" w laminate work surface
- 2 ea. 60"w steel flipper door unit w/lock
- 2 ea 24"d f/f pedestal must be full height to attach to work surface w/lock
- 2 ea 24"d b/b/f pedestal must be full height to attach to work surface w/lock
- 2ea 11"h x 60"w tack board
- 2ea. 54"w task light – must be within 6" of the

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

width of the cabinet

- 2ea Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of 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
- 2ea 60"w toolbar 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 60"w panel.
- 2 ea Coat hook,
- 2 ea 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 Printer Stations within Work Station Areas
(Rm 127 – 1 unit) (Rm 138 – 2 units) (Rm 157 2 units)**

- 2 ea. 72"w x 24"d laminate work surfaces to span entire back of workstation where noted
- 2 ea. 24" deep file/file pedestals must be full height to attach to work surface
- 4 ea. open shelves to match panel widths
- 2 ea 24" w x 62" h work station panels for end panels
- 2 ea. Duplex outlets

3.31A Printer Stations within Work Station Areas (Rm 127 2 units)

- 1 ea. 36"w x 24"d laminate work surface to span back of workstation where noted
- 1 ea. 48"w x 24"d laminate work surfaces to span back of workstation where noted
- 2 ea. 24" deep file/file pedestals must be full height to attach to work surface
- 2 ea. open shelves to match panel widths
- 2 ea 24" w x 62" h work station panels for end panels
- 2 ea. duplex outlets

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

3.32 Mail Area (Rm 127 / 1 unit)

- 1 ea 24"d x 48"w laminate work surface
- 2 ea 24"d x 60"w laminate work surface
- 1 ea 24"d x 84"w laminate work surface
- 1 ea 36"w steel flipper door unit with lock
- 2 ea 48"w steel flipper door with lock
- 1 ea 30"w task light – must be within 6" of the cabinet width
- 2 ea 42"w task light – must be within 6" of the cabinet width
- On the two 24"w x 62"h end panels add the following;
2 ea 24"w toolbars to include 4 horizontal in/out baskets with one divider to allow for 2 levels of storage
- ******This will be a total of 4 – 24" toolbars and 8 horizontal in/out baskets******
- 2 ea 24"d f/f pedestals must be full height to attach to work surface with lock
- 3 ea 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.

3.33 Locate beside copiers (Rm 127/1 unit) (beside Rm 142/ 1 unit) (Rm 157 / 1 unit) Total of 3 units

- 1 ea Steel Storage Cabinet – 3 high, 36"w with hinged doors, lock and adjustable glides

3.34 Locate beside Rm 152

- 2 ea Steel Storage Cabinet – 5 high, 42"w with hinged doors, lock and adjustable glides

3.35 Two receptionists (Room 110)

- Task chairs: (2) standard pneumatic ht, tilt, swivel features metal frame with ht. adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

3.36 There are 9 Interview Rooms and the design options for each are as follows: (Rooms 111, 113, 114, 115, 116, 117, 118, 119 and 120)

- Desk, General Specifications – 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. Drawers are opened with side pulls. Full leg end panels and modesty panel.
- Desk 48"l x 30"w x 29"h
laminate top, full laminate desk **no steel**, single pedestal box/box/file free standing design.
- Keyboard tray, fully adjustable, 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.
- Tack board - 36"w x 11"h attached to the 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 no arms, 4 legs, stationary without casters molded poly shell, no upholstery

3.36A Printer Room (Room 112)

- 2 ea Tables 30"d x 72"w laminate tops with steel base and 4 legs on casters.

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

3.37 27 Enclosed Private Offices: (Rooms 128, 129, 130, 131, 133, 134, 135, 136, 137, 139, 140, 141, 142, 143, 144, 145, 148, 149, 150, 152, 153, 154, 157A, 157B, 157C, 157D, and 165)

- Desk, General Specifications – 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. Drawers are opened with side pulls. Full end panels with modesty panel.
- 36" x 72" d peninsula desk
- 48"w return. with f/f full height pedestal
- 48"w over desk w/tack board
- 36"w task light
- 24" full height, laminate b/b/f pedestal mobile - with casters
- Keyboard tray, fully adjustable, 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
- freestanding paper tray to include one horizontal in/out with one divider to allow for 2 levels of storage
- freestanding diagonal tray to consist of 3 slots.
- 36"w x 4 high laminate lateral file w/lock
- bookcase 4 high laminate with 3 adjustable shelves in 1" increments, must have finished back
- 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

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

- guest chair (qty 2)
metal frame with no arms
4 legs no casters molded poly shell
no upholstery.

3.38 There is 1 enclosed office, the design options are as follows: (Room 151)

- Free standing design: Desk, General Specifications – 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. Drawers are opened with side pulls. Full end panels with modesty panel.
- 36" x 72" d peninsula desk
- 48" w return with f/f full height pedestal
- 48" w over desk w/tack board
- 36" w task light
- 24" full height, laminate b/b/f pedestal mobile – with casters
- Keyboard tray, fully adjustable, 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
- freestanding paper tray to include one horizontal in/out with one divider to allow for 2 levels of storage
- freestanding diagonal tray to consist of 3 slots.
- 4 ea 36" w x 4 high lateral file laminate w/lock
- task chair:
standard 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

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

- guest chair (qty 2)
metal frame with no arms
4 legs no casters molded poly shell
no upholstery

3.39 There is 1 enclosed office and the design options are as follows: (Room 147)

- guest chair (qty 2)
metal frame with arms
4 legs without casters molded poly shell
no upholstery *upholstered in fabric*
- 4 ea. side chairs with metal frame, arms, 4 legs
with casters and upholstered in fabric

3.40 There is 1 enclosed office and the design options are as follows: (Room 132)

- Free standing design: Desk, General
Specifications – 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. Drawers are opened with side pulls. Full end panels with modesty panel.
- 36" x 72" d peninsula desk
- 48" w return with f/f full height pedestal
- 48" w over desk w/tack board
- 36" w task light
- 24" full height, laminate b/b/f pedestal mobile – with casters
- 1 ea. 36" w x 4 high lateral file laminate w/lock
- 1 ea 4 high bookcase 36" wide x 4 high laminate frame, 3 adjustable shelves in 1" increments with finished back
- Keyboard tray, fully adjustable, with mouse pad that can be moved to either left or right side of the keyboard tray, includes palm support, no

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

- knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel
- freestanding paper tray to include one horizontal in/out with one divider to allow for 2 levels of storage
- freestanding diagonal tray to consist of 3 slots
- 48" round laminate table with one round laminate pedestal base
- 1 ea 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 no arms, 4 legs no casters, upholstered in fabric
- 4 ea. side chairs with metal frame, arms, 4 legs with casters and upholstered in fabric
- Visual board to consist of: white board, two side opening doors, cork board on right door and 50 sheet writing pad on left door. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.

3.41 There is 1 conference room and the design options are as follows: (Room 126)

- 1 conference table
10'1 x 48" w conference table, laminate top and two round laminate pedestal bases
- 10 ea. task chairs, standard 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
- 4 ea. stacking side chairs, 4 legs, arms and upholstered in fabric
- 2 ea. Laminate Storage Cabinets with doors, locking 24"d x 36"w x 40"h

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

3.41A There is 1 conference room and the design options are as follows: (Room 104)

- 1 conference table
10'1 x 48" w conference table, laminate top and two round laminate pedestal bases
- 8 ea. task chairs, standard 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
- 2 ea. Laminate Storage Cabinets with doors, locking 24"d x 36"w x 40"h

3.42 There is one conference room and the design options are as follows: (Room 155)

- 1 conference table
8'1 x 48" w conference table, laminate top and two round laminate pedestal bases
- 10ea. task chairs, standard 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
- 1ea. credenza 24"d x 72"w with double storage full to the floor
- Visual board to consist of: white board, two side opening doors, cork board on right door and 50 sheet writing pad on left door. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.

3.43 There is one large conference room with the following design options: (Room 177)

- 18 tables 30"d x 60"w laminate tops with steel base and 4 legs on casters.

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

- 84 chairs, metal frame, 4 legs, arms stacking, Upholstered in fabric.
- 2 credenzas 24"d x 72"w with double storage full to the floor, laminate
- 2 Visual board to consist of: white board, two side opening doors, cork board on right door and 50 sheet writing pad on left door. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.

**3.44 The break room design options are as follows:
(Room 162)**

- 4 tables:
72"w x 36"d laminate top with two 29"h, metal column with "T" legs
- 24 chairs:
molded poly shell, no upholstery metal frame without arms, 4 legs, stationary

**3.45 The training room design options are as follows:
(Room 178)**

- 9 tables 30"w x 72"w laminate tops with steel base and 4 legs on casters.
- 18ea. task chairs, standard pneumatic height, swivel and tilt features, metal frame with no arms, 5 star base with casters, adjustable lumbar, mid back design upholstered in fabric

3.46 The lobby area (Room 102)

- 74 stacking hard-shell chairs, no arms (fully molded, no open back) with metal frame, 4 legs, stationary without casters. The chairs are ganged in accordance with the attached floor plan.
- 2 ea. Table 30" d x 72 w laminate top with four legs, steel base on casters.

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

**3.47 The video room will contain the following options:
(Room 123)**

- Free standing design: Desk, General Specifications – 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. Drawers are opened with side pulls. Full end panels and modesty panel
- single pedestal desk, free standing design, 24" w x 60" l single pedestal box/box/file full to the floor, 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

*Add bookcase
4H 3LW
laminate
same as private
office...*

3.48

The family visitation room will contain the following design options: (Room 105)

- sofa 3 seat sofa with minimum of four legs, stationary without casters, upholstered in vinyl
- 48" round laminate table 29" high metal column with cross base
- 2 lounge chairs, no more than 32" wide, with arms, upholstered in vinyl, minimum of four legs
- 4ea. molded poly shell chairs, no upholstery metal frame without arms, 4 legs, stationary
- 1 ea. coffee table 42" x 20" laminate with 4 legs
- 1 ea. end table 24" x 24" laminate with 4 legs
- 1 credenza 24" d x 72" w with double storage full to the floor

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

3.49 Storage room to contain: (Room 122)

- 6 ea - 6 high 36" wide x 12" deep open style shelving heavy duty, 20 gauge steel, 1000 lb. max load per shelf

3.49A Storage room: (Room 168)

- 18 ea - 6 high 36" wide x 18" deep open style shelving with metal shelves heavy duty, 20 gauge steel, 1000 lb. max load per shelf

3.49B Storage room: (Room 182)

- 13 ea - 6 high 36" wide x 18" deep open style shelving with metal shelves heavy duty, 20 gauge steel, 1000 lb. max load per shelf

3.50 Miscellaneous

- Task lights must be within 6" of the width of the overhead cabinet
- Pedestals for desks and work stations **MUST** be equal depth of work surface and full height.
- Locks are to be included in all cabinets and drawers
- All locks per station to be keyed alike
- 3 duplex outlets per workstation
- All corners and straight covers to be provided at every junction on panel systems
- Minimum of 3 circuit power in the panels

3.51 INSPECTION:

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.

3.52 SHOP DRAWINGS:

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

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.

3.53 TEMPORARY FACILITIES:

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.

Furniture provider shall provide safety barriers around work area as required by OSHA.

3.54 COORDINATION OF WORK:

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.

3.55 WARRANTY: (GUARANTEE)

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.

3.56 PERMITS

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.

3.57 CLEAN UP:

The contractor shall take all necessary precautions to protect the interior of the building from debris, dust any residue resulting from the work.

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.

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

3.58 WAGE RATES:

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 Ohio County pursuant to West Virginia Code 21-5-1, et.seq. West Virginia Department of Labor Wage Rates are available at the following website: <http://www.wvsos.com/adlaw/wagerates/building06.htm>

3.59 PROGRESS PAYMENTS:

Due to the scope of the project, one payment will be made, at 100% completion upon acceptance by DHHR.
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.

3.60 TERM OF WORK

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. The award of this RFQ shall be based upon the lowest Vendor's bid meeting all the specifications. The Agency will provide a Notice to Proceed Letter to advise the successful vendor when the project is to start and the project must be completed within 120 days of the notice to proceed.

3.61 DELAYS AND EXTENSION OF TIME

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 change order from DHHR.

3.62 TOOLS AND EQUIPMENT STORAGE:

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

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

his tools, equipment and materials.

3.63 SAFETY EQUIPMENT:

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.

3.64 DAMAGES:

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.

3.65 SCHEDULE OF BID RESPONSES

Bidders shall submit one lump-sum bid for all work and equipment under all the terms and conditions as described herein.

Successful bidder shall submit full warranty information. The warranty information shall minimally contain the product warranty and labor warranty product. Warranty must be in compliance with the original terms and conditions and subsequent change orders of SWC SYFURN10.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Desired Items. The Contract shall be awarded to the Vendor that provides the Desired Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Bid Evaluation Page: Vendor should complete the Bid Evaluation Page in full as failure to complete the Bid Evaluation Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Bid Evaluation Page to prevent errors in the evaluation.

5. PAYMENT:

REQUEST FOR QUOTATION
BCF13078 SYFURN10 Modular Furniture

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Desired Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Desired Items within [60 working days allowed for shipping] after receiving a purchase order or notice to proceed. Desired Items must be delivered to Agency at 69 16th Street, Wheeling West Virginia 26003.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Desired Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Desired Items from a third party.

Any Agency seeking to obtain the Desired Items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Desired Items F.O.B. destination to the Agency's location.

6.4 Return of Unacceptable Items: If the Agency deems the Desired Items to be unacceptable, the Desired Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

SWC SYSFURN10 BID SHEET

Release No.: BCF13078
 Project: DHHR, Bureau for Children and Families, Ohio County Office
 Section: _____

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.

Please provide an electronic copy with your bid on a CD or other electronic media. You may contact Guy.L.Nisbet@wv.gov if you have any questions.

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.

Section 3.3 - Workstations (87) (Room 127 – 45 units) (Room 138 - 34 units) (Room 157 - 8 units)

Workstations 6' x 7'

Description	QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
62" h (+/-5")	88	HERMAN MILLER	A1131.6224N	HERMAN MILLER ACTION O	77		\$ 135.44	\$ 11,918.72
All panels are acoustical, monolithic	118	HERMAN MILLER	A1131.6236G	HERMAN MILLER ACTION O	77		\$ 201.76	\$ 23,807.68
2" thickness and solid core,	149	HERMAN MILLER	A1131.6236N	HERMAN MILLER ACTION O	77		\$ 165.56	\$ 24,668.44
no frame or tile panels will be	45	HERMAN MILLER	A1131.6248G	HERMAN MILLER ACTION O	77		\$ 218.57	\$ 9,835.65
accepted. All panels shall be powered								\$ -
so that each workstation has 3 duplex outlets								\$ -
per station, no power strips will be accepted.								\$ -
***Please note the service window, one 60"								\$ -
wide panel will need to be 30" high."								\$ -
All work stations should have wing panels								\$ -
See drawing for size.								\$ -
Subtotal								\$ 70,230.49

Installation/Electrical Hardware/Misc for Panels

Description	QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
+Conn, 2-Way 90 Deg Hard 62H	48	HERMAN MILLER	A1220.62H	HERMAN MILLER ACTION O	130		\$ 31.53	\$ 1,513.44
+Conn, 3-Way 90 Deg Hard 62H	44	HERMAN MILLER	A1230.62H	HERMAN MILLER ACTION O	136		\$ 56.04	\$ 2,465.76
+Conn, 4-Way 90 Deg 62H	46	HERMAN MILLER	A1240.62H	HERMAN MILLER ACTION O	139		\$ 72.15	\$ 3,318.90
Finished End 62H	127	HERMAN MILLER	A1271.62H	HERMAN MILLER ACTION O	140		\$ 13.08	\$ 1,661.16
+Draw Rod 57H	156	HERMAN MILLER	AO215.57	HERMAN MILLER ACTION O	127		\$ 5.37	\$ 837.72
+15 Amp Receptacle 4 Circuit, Duplex, Circuit A	11	HERMAN MILLER	A1311.A	HERMAN MILLER ACTION O	195		\$ 43.44	\$ 477.84
+15 Amp Receptacle 4 Circuit, Duplex, Circuit B	11	HERMAN MILLER	A1311.B	HERMAN MILLER ACTION O	195		\$ 43.44	\$ 477.84

+15 Amp Receptacle 4 Circuit, Duplex, Circuit C	11	HERMAN MILLER	A1311.C	HERMAN MILLER ACTION O	195		\$	43.44	\$	477.84
+15 Amp Receptacle 4 Circuit, Duplex, Circuit D	11	HERMAN MILLER	A1311.DN	HERMAN MILLER ACTION O	195		\$	43.44	\$	477.84
+Base Pwr Entry,Dir Con 4-Circ,6Ft L	9	HERMAN MILLER	A1322.06E	HERMAN MILLER ACTION O	178		\$	37.84	\$	340.56
+Ceiling Pwr Entry,Int Direct Conn,Pwr 62H	7	HERMAN MILLER	A1325.62E	HERMAN MILLER ACTION O	184		\$	71.22	\$	498.54
								Subtotal	\$	12,547.44

Work Surfaces									
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
24" d x 36" w laminate work surface	87	HERMAN MILLER	A2310.2436L	HERMAN MILLER ACTION O	212		\$	69.59	\$ 6,054.33
24" d x 36" w laminate corner work surface	87	HERMAN MILLER	A2332.2436L	HERMAN MILLER ACTION O	215		\$	108.82	\$ 9,467.34
24" d x 48" w laminate work surface	87	HERMAN MILLER	A2310.2448L	HERMAN MILLER ACTION O	212		\$	78.23	\$ 6,806.01
36" w steel flipper door unit w/lock	87	HERMAN MILLER	A3353.1336	HERMAN MILLER ACTION O	284		\$	105.09	\$ 9,142.83
48" w steel flipper door unit w/lock	87	HERMAN MILLER	A3353.1348	HERMAN MILLER ACTION O	284		\$	119.33	\$ 10,381.71
24" d f/f pedestal must be full height to attach to work surface w/lock.	87	HERMAN MILLER	LW140.24FF	HERMAN MILLER TU FILING	70		\$	125.00	\$ 10,875.00
24" d b/f pedestal must be full height to attach to work surface w/lock.	87	HERMAN MILLER	LW140.24BBF	HERMAN MILLER TU FILING	70		\$	136.26	\$ 11,854.62
11" h x 36" w tack board	87	HERMAN MILLER	A3410.1236	HERMAN MILLER ACTION O	323		\$	29.89	\$ 2,600.43
30" w task light - must be within 6" of the width of the cabinet	87	HERMAN MILLER	G6136.30S	HERMAN MILLER ACTION O	336		\$	49.04	\$ 4,266.48
42" w task light - must be within 6" of the width of the cabinet.	87	HERMAN MILLER	G6136.42S	HERMAN MILLER ACTION O	336		\$	53.95	\$ 4,693.65
Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of 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.	87	HERMAN MILLER	Y7727.2H	THRIVE PORTFOLIO - SEP	122		\$	138.89	\$ 12,083.43
48" w toolbar 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" wide panel.	87	HERMAN MILLER	A3610.48	HERMAN MILLER ACTION O	342		\$	24.29	\$ 2,113.23
	87	HERMAN MILLER	Y7218.	THRIVE PORTFOLIO - SEP	29		\$	16.68	\$ 1,451.16
	174	HERMAN MILLER	Y7216.10	THRIVE PORTFOLIO - SEP	25		\$	10.15	\$ 1,766.10
								Subtotal	\$ 93,556.32

Seating									
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
Task chairs - 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.	82	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$186.66	\$	15,306.12
Big and Tall chairs with same features as standard task chair but must hold minimum weight of 350 lbs.	5	SIT ON IT	671T2.A68	SIT ON IT SEATING - JANUA	92		\$457.67	\$	2,288.35
								Subtotal	\$ 17,594.47

Miscellaneous Items									
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
Coat hooks	16	HERMAN MILLER	AO535.	HERMAN MILLER ACTION O	319		\$7.70	\$	123.20
								Subtotal	\$ 123.20

Section 3.3A - File Room Workstations (Room 164 – 1 unit) 7' x 13'

Panel Systems	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
62" h (+/-5")	1	HERMAN MILLER	A1120.3260G	HERMAN MILLER ACTION O	70		\$ 183.78	\$ 183.78
All panels are acoustical, monolithic	2	HERMAN MILLER	A1131.6224G	HERMAN MILLER ACTION O	77		\$ 171.87	\$ 343.74
2" thickness and solid core,	1	HERMAN MILLER	A1131.6236G	HERMAN MILLER ACTION O	77		\$ 201.76	\$ 201.76
no frame or tile panels will be	1	HERMAN MILLER	A1131.6260G	HERMAN MILLER ACTION O	77		\$ 259.21	\$ 259.21
accepted. All panels shall be powered	2	HERMAN MILLER	A1131.6260N	HERMAN MILLER ACTION O	77		\$ 223.01	\$ 446.02
so that each workstation has 3 duplex outlets							\$	-
per station, no power strips will be accepted.							\$	-
							\$	
***Please note the service window, one 60"							\$	
wide panel will need to be 30" high.***							\$	
							\$	
All work stations should have wing panels							\$	
See drawing for size.							\$	
							Subtotal	\$ 1,434.51

Installation/Electrical Hardware/Wmisc for Panels	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
Finished End 62H	2	HERMAN MILLER	A1271.62H	HERMAN MILLER ACTION O	140		\$ 13.08	\$ 26.16
+15 Amp Receptacle 4 Circuit, Duplex, Circuit A	1	HERMAN MILLER	A1311.A	HERMAN MILLER ACTION O	195		\$ 43.44	\$ 43.44
+Conn, 2-Way 90 Deg Hard 62H	2	HERMAN MILLER	A1220.62H	HERMAN MILLER ACTION O	130		\$ 31.53	\$ 63.06
+Base Pwr Entry, Dir Con 4-Circ, 6Ft L	1	HERMAN MILLER	A1322.06E	HERMAN MILLER ACTION O	178		\$ 37.84	\$ 37.84
+Draw Rod 57H	4	HERMAN MILLER	AO215.57	HERMAN MILLER ACTION O	127		\$ 5.37	\$ 21.48
							\$	-
							Subtotal	\$ 191.98

Work Surfaces	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
24" d x 36" w laminate work surface	1	HERMAN MILLER	A2310.2436L	HERMAN MILLER ACTION O	212		\$ 69.59	\$ 69.59
24" d x 60" w laminate work surface	4	HERMAN MILLER	A2310.2460L	HERMAN MILLER ACTION O	212		\$ 100.42	\$ 401.68
60" w steel flipper door unit w/lock	2	HERMAN MILLER	A3353.1360	HERMAN MILLER ACTION O	284		\$ 145.48	\$ 290.96
24" d f/f pedestal must be full height to attach	2	HERMAN MILLER	LW140.24FF	HERMAN MILLER TU FILING	70		\$ 125.00	\$ 250.00
to work surface w/lock.							\$	-
24" d b/b/f pedestal must be full height to attach	2	HERMAN MILLER	LW140.24BBF	HERMAN MILLER TU FILING	70		\$ 136.26	\$ 272.52
to work surface w/lock.							\$	-
11" h x 60" w tack board	1	HERMAN MILLER	A3410.1260	HERMAN MILLER ACTION O	323		\$ 43.90	\$ 43.90
11" h x 36" w tack board	1	HERMAN MILLER	A3410.1236	HERMAN MILLER ACTION O	323		\$ 29.89	\$ 29.89
54" w task light - must be within 6" of the width	2	HERMAN MILLER	G6136.60S	HERMAN MILLER ACTION O	336		\$ 59.78	\$ 119.56
of the cabinet.							\$	-
Keyboard tray fully adjustable, with mouse pad	2	HERMAN MILLER	Y7727.2H	THRIVE PORTFOLIO - SEP	122		\$ 138.89	\$ 277.78
that can be moved to either left or right side of							\$	-
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.							\$	-
60" w toolbar to include one horizontal in/out	2	HERMAN MILLER	A3610.60	HERMAN MILLER ACTION O	342		\$ 30.82	\$ 61.64

Section 3.3B – File Room Workstations (Room 164 – 2 units) 7' x 12'

Panel Systems	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
62" h (+/-5")	6	HERMAN MILLER	A1131.6224G	HERMAN MILLER ACTION O	77		\$ 171.87	\$ 1,031.22
All panels are acoustical, monolithic	4	HERMAN MILLER	A1131.6260G	HERMAN MILLER ACTION O	77		\$ 259.21	\$ 1,036.84
2" thickness and solid core,	4	HERMAN MILLER	A1131.6260N	HERMAN MILLER ACTION O	77		\$ 223.01	\$ 892.04
no frame or tile panels will be								\$ -
accepted. All panels shall be powered								\$ -
so that each workstation has 3 duplex outlets								\$ -
per station, no power strips will be accepted.								\$ -
								\$ -
***Please note the service window, one 60"								\$ -
wide panel will need to be 30" high.***								\$ -
								\$ -
All work stations should have wing panels								\$ -
See drawing for size.								\$ -
Subtotal							\$	2,960.10

Installation/Electrical Hardware/Misc for Panels	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
+Conn, 2-Way 90 Deg Hard 62H	4	HERMAN MILLER	A1220.62H	HERMAN MILLER ACTION O	130		\$ 31.53	\$ 126.12
Finished End 62H	4	HERMAN MILLER	A1271.62H	HERMAN MILLER ACTION O	140		\$ 13.08	\$ 52.32
+15 Amp Receptacle 4 Circuit, Duplex, Circuit A	2	HERMAN MILLER	A1311.A	HERMAN MILLER ACTION O	195		\$ 43.44	\$ 86.88
+Base Pwr Entry, Dir Con 4-Circ, 6Ft L	2	HERMAN MILLER	A1322.06E	HERMAN MILLER ACTION O	178		\$ 37.84	\$ 75.68
+Draw Rod 57H	8	HERMAN MILLER	AO215.57	HERMAN MILLER ACTION O	127		\$ 5.37	\$ 42.96
								\$ -
Subtotal							\$	383.96

Work Surfaces	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
24" d x 24" w laminate work surface	2	HERMAN MILLER	A2310.2424L	HERMAN MILLER ACTION O	212		\$ 54.65	\$ 109.30
24" d x 60" w laminate work surface	8	HERMAN MILLER	A2310.2460L	HERMAN MILLER ACTION O	212		\$ 100.42	\$ 803.36
60" w steel flipper door unit w/lock	4	HERMAN MILLER	A3353.1360	HERMAN MILLER ACTION O	284		\$ 145.48	\$ 581.92
24" d f/f pedestal must be full height to attach	4	HERMAN MILLER	LW140.24FF	HERMAN MILLER TU FILING	70		\$ 125.00	\$ 500.00
to work surface w/lock.								\$ -
24" d b/b/f pedestal must be full height to attach	4	HERMAN MILLER	LW140.24BBF	HERMAN MILLER TU FILING	70		\$ 136.26	\$ 545.04
to work surface w/lock.								\$ -
11" h x 60" w tack board	4	HERMAN MILLER	A3410.1260	HERMAN MILLER ACTION O	323		\$ 43.90	\$ 175.60
54" w task light - must be within 6" of the width	4	HERMAN MILLER	G6136.60S	HERMAN MILLER ACTION O	336		\$ 59.78	\$ 239.12
of the cabinet.								\$ -
Keyboard tray fully adjustable, with mouse pad	4	HERMAN MILLER	Y7727.2H	THRIVE PORTFOLIO - SEP	122		\$ 138.89	\$ 555.56
that can be moved to either left or right side of								\$ -
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.								\$ -

Section 3.31- Printer Stations within Work Station Areas (Rm 127 – 1 unit) (Rm 138 – 2 units) (Rm 157 – 2 units)

Workstation Area

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room	Unit Price	EXT. Price
72" w x 24" d laminate work surfaces to span entire back of workstation where noted.	10	HERMAN MILLER	A2310.2472L	HERMAN MILLER ACTION O	212		\$ 117.69	\$ 1,176.90
24" deep fff pedestals must be full height to attach to work surface.	10	HERMAN MILLER	LW140.24FF	HERMAN MILLER TU FILING	70		\$ 125.00	\$ 1,250.00
Open shelves to match panel widths.	20	HERMAN MILLER	A3210.1336	HERMAN MILLER ACTION O	291		\$ 40.87	\$ 817.40
Duplex outlets (pack of 6)(some in section 3.31)	1	HERMAN MILLER	A1311.A	HERMAN MILLER ACTION O	195		\$ 43.44	\$ 43.44
62Hx24W PANELS (wings)	10	HERMAN MILLER	A1131.6224N	HERMAN MILLER ACTION O	77		\$ 135.44	\$ 1,354.40
Finished End 62H	10	HERMAN MILLER	A1271.62H	HERMAN MILLER ACTION O	140		\$ 13.08	\$ 130.80
Subtotal							\$	4,772.94

Section 3.31A - Printer Stations within Work Station Areas (Rm 127 – 2 units)

Workstation Area	QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
36" w x 24" d laminate work surfaces to span entire back of workstation where noted.	2	HERMAN MILLER	A2310.2436L	HERMAN MILLER ACTION O	212		\$ 69.59	\$ 139.18
48" w x 24" d laminate work surface to span back of work surface where noted.	2	HERMAN MILLER	A2310.2448L	HERMAN MILLER ACTION O	212		\$ 78.23	\$ 156.46
24" deep f/f pedestals must be full height to attach to work surface.	4	HERMAN MILLER	LW140.24FF	HERMAN MILLER TU FILING	70		\$ 125.00	\$ 500.00
Open shelves to match panel widths.	2	HERMAN MILLER	A3210.1336	HERMAN MILLER ACTION O	291		\$ 40.87	\$ 81.74
	2	HERMAN MILLER	A3210.1348	HERMAN MILLER ACTION O	291		\$ 44.84	\$ 89.68
24" w x 62" h work station panels for end panels	2	HERMAN MILLER	A1131.6224N	HERMAN MILLER ACTION O	77		\$ 135.44	\$ 270.88
Duplex outlets (pack of 6)	1	HERMAN MILLER	A1311.A	HERMAN MILLER ACTION O	195		\$ 43.44	\$ 43.44
Finished End 62H	2	HERMAN MILLER	A1271.62H	HERMAN MILLER ACTION O	140		\$ 13.08	\$ 26.16
							Subtotal	\$ 1,307.54

Section 3.32 - Mail Area (Rm 127 - 1 unit)

Work Surfaces		QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description									
24" d x 48" w laminate work surface	1	HERMAN MILLER	A2310.2448L	HERMAN MILLER ACTION O	212			\$ 78.23	\$ 78.23
24" d x 60" w laminate work surface	2	HERMAN MILLER	A2310.2460L	HERMAN MILLER ACTION O	212			\$ 100.42	\$ 200.84
24" d x 84" w laminate work surface	1	HERMAN MILLER	A2310.2484L	HERMAN MILLER ACTION O	212			\$ 132.41	\$ 132.41
36" w steel flipper door unit w/lock	1	HERMAN MILLER	A3353.1336	HERMAN MILLER ACTION O	284			\$ 105.09	\$ 105.09
48" w steel flipper door unit w/lock	2	HERMAN MILLER	A3353.1348	HERMAN MILLER ACTION O	284			\$ 119.33	\$ 238.66
30" w task light - must be within 6" of the width of the cabinet.	1	HERMAN MILLER	G6136.30S	HERMAN MILLER ACTION O	336			\$ 49.04	\$ 49.04
42" w task light - must be within 6" of the width of the cabinet.	2	HERMAN MILLER	G6136.42S	HERMAN MILLER ACTION O	336			\$ 53.95	\$ 107.90
Finished End 62H	2	HERMAN MILLER	A1271.62H	HERMAN MILLER ACTION O	140			\$ 13.08	\$ 26.16
On the two 24" w x 62" h end panels add the	4	HERMAN MILLER	A1131.6224N	HERMAN MILLER ACTION O	77			\$ 135.44	\$ 541.76
	4	HERMAN MILLER	A1131.6230N	HERMAN MILLER ACTION O	77			\$ 147.35	\$ 589.40
24" w toolbar	4	HERMAN MILLER	A3610.24	HERMAN MILLER ACTION O	342			\$ 17.75	\$ 71.00
Horizontal in/out baskets with one divider to allow for 2 level storage.	8	HERMAN MILLER	Y7216.10	THRIVE PORTFOLIO - SEP	25			\$ 10.15	\$ 81.20
This wil be a total of 4 - 24" toolbars and 8 horizontal in/out baskets								\$ -	\$ -
24" deep f/f pedestals must be full height to attach to work surface w/lock.	2	HERMAN MILLER	LW140.24FF	HERMAN MILLER TU FILING	70			\$ 125.00	\$ 250.00
+Conn,2-Way 90 Deg Hard 62H	2	HERMAN MILLER	A1220.62H	HERMAN MILLER ACTION O	130			\$ 31.53	\$ 63.06
+Wall Start 57H	2	HERMAN MILLER	AO210.57	HERMAN MILLER ACTION O	125			\$ 13.08	\$ 26.16
+Draw Rod 57H	6	HERMAN MILLER	AO215.57	HERMAN MILLER ACTION O	127			\$ 5.37	\$ 32.22
Subtotal								\$	2,593.13

Seating		QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description									
Task chairs - 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	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78			\$186.66	\$ 559.98
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
Subtotal								\$	559.98

Miscellaneous Items



contemporary
galleries

Section 3.34 - Locate beside Rm 152

Miscellaneous Items

Description	QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room	Unit Price	EXT. Price
Steel Storage Cabinet – 5 high, 42" w	2	HERMAN MILLER	LW400.4264	HERMAN MILLER TU FILING	113		\$415.66	\$ 831.32
with hinged doors, lock and adjustable glides								\$ -
								\$ -
							Subtotal	\$ 831.32

Section 3.35 - Two receptionists (Room 110)

Seating

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room	Unit Price	EXT. Price
Task chairs: standard pneumatic height,	2	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$186.66	\$ 373.32
tilt, swivel features metal frame with height								\$ -
adjustable arms, 5 star base casters, mid back								\$ -
design, adjustable lumbar, upholstered in fabric								\$ -
Subtotal							\$	373.32

Seating

[illegible]

Private Offices

[illegible]

3.36A – Printer Room (Room 112)

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Tables 30"d x 72"w laminate tops with	2	WORKSTREAM	AC-TR3072-SQ	WORKSTREAM - 01-01-12	7		\$82.21	\$ 164.42
steel base and 4 legs on casters.	2	WORKSTREAM	AC-LEGTRBC	WORKSTREAM - 01-01-12	7		\$65.77	\$ 131.54
								\$ -
								\$ -
							Subtotal	\$ 295.96

Section 3.37 - 27 Enclosed Private Offices: (Rooms 128, 129, 130, 131, 133, 134, 135, 136, 137, 139, 140, 141, 142, 143, 144, 145, 148, 149, 150, 152, 153, 154, 157A, 157B, 157C, 157D, and 165)

Seating							
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	EXT. Price
Task chairs: standard pneumatic height, tilt, swivel features metal frame with height adjustable arms, 5 star base casters, mid back design, adjustable lumbar, upholstered in fabric	27	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$ 5,039.82
							\$ -
							\$ -
							\$ -
							\$ -
Guest chairs - metal frame no arms, 4 legs stationary without casters molded poly shell no upholstery.	54	SIT ON IT	93FB	SIT ON IT SEATING - JANUA	140		\$ 4,307.04
							\$ -
							\$ -
Subtotal							\$ 9,346.86

Private Offices							
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	EXT. Price
Desk - General Specifications:							\$ -
Outside and surface panels are made from 1" thick 45 lbs. 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 3/4 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. Drawers are open with side pulls. Full leg end panels and modesty panel.							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
36" x 72" d peninsula desk	27	WORKSTREAM	ST-DB3672	WORKSTREAM - 01-01-12	30		\$ 7,724.70
48" w return with f/f full height pedestal	27	WORKSTREAM	ST-RR2448XF	WORKSTREAM - 01-01-12	43		\$ 9,283.14
48" w over the desk w/tack board	27	WORKSTREAM	ST-HDO1648	WORKSTREAM - 01-01-12	80		\$ 11,690.46
36" w task light	27	HERMAN MILLER	G6136.42T	HERMAN MILLER ACTION O	336		\$ 1,456.65
24" full height, laminate b/b/f pedestal mobile with casters.	27	WORKSTREAM	ST-PC1828B	WORKSTREAM - 01-01-12	81		\$ 7,695.00
							\$ -
Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and postive tilt with 360 degree swivel.	27	HERMAN MILLER	Y7727.2H	HERMAN MILLER THRIVE P	122		\$ 3,750.03
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
freestanding paper tray to include 1 horizonal in/out baskets with one divider to allow for 2 level storage.	54	HERMAN MILLER	Y7216.10	HERMAN MILLER THRIVE P	25		\$ 548.10
							\$ -
							\$ -
Freestanding diagonal tray to consist of 3 slots	27	HERMAN MILLER	Y7218.	HERMAN MILLER THRIVE P	29		\$ 450.36
Subtotal							\$ 42,598.44

Miscellaneous Items

Description	QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room	Unit Price	EXT. Price
36" w x 4 high laminate lateral file w/lock	27	WORKSTREAM	ST-L42036L	WORKSTREAM - 01-01-12	82		632.85	\$ 17,086.95
								\$ -
Bookcase 4 high laminate with 3 adjustable shelves in 1" increments must have finished backs.	27	WORKSTREAM	ST-BC1260	WORKSTREAM - 01-01-12	83		284.27	\$ 7,675.29
								\$ -
								\$ -
Subtotal								\$ 24,762.24

Section 3.38 - There is 1 enclosed office, the design options are as follows: (Room 151)

Seating Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Task chairs: standard pneumatic height, tilt, swivel features metal frame with height adjustable arms, 5 star base casters, mid back design, adjustable lumbar, upholstered in fabric	1	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$186.66	\$ 186.66
								\$ -
								\$ -
								\$ -
								\$ -
Guest chairs - metal frame no arms, 4 legs stationary without casters molded poly shell	2	SIT ON IT	93FB	SIT ON IT SEATING - JANUA	140		\$79.76	\$ 159.52
								\$ -
								\$ -
Subtotal								\$ 346.18

Private Offices Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Free standing design:								\$ -
Desk - General Specifications:								\$ -
Outside and surface panels are made from 1" thick 45 lbs. 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 3/4 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. Drawers are open with side pulls. Full leg end panels and modesty panel.								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
36" x 72" d peninsula desk	1	WORKSTREAM	ST-DB3672	WORKSTREAM - 01-01-12	30		\$286.10	\$ 286.10
48" w return with f/f full height pedestal	1	WORKSTREAM	ST-RR2448XF	WORKSTREAM - 01-01-12	43		\$343.82	\$ 343.82
48" w over the desk w/tack board	1	WORKSTREAM	ST-HDO1648	WORKSTREAM - 01-01-12	80		\$432.98	\$ 432.98
36" w task light	1	HERMAN MILLER	G6136.42T	HERMAN MILLER ACTION O	336		\$53.95	\$ 53.95
24" full height, laminate b/b/f pedestal mobile with casters.	1	WORKSTREAM	ST-PC1828B	WORKSTREAM - 01-01-12	81		\$285.00	\$ 285.00
Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of 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.	1	HERMAN MILLER	Y7727.2H	HERMAN MILLER THRIVE P	122		\$138.89	\$ 138.89
								\$ -
								\$ -
								\$ -
								\$ -
freestanding paper tray to include 1 horizontal in/out baskets with one divider to allow for 2 level storage.	2	HERMAN MILLER	Y7216.10	HERMAN MILLER THRIVE P	25		\$10.15	\$ 20.30
								\$ -
								\$ -
Freestanding diagonal tray to consist of 3 slots	1	HERMAN MILLER	Y7218.	HERMAN MILLER THRIVE P	29		\$16.68	\$ 16.68
								\$ -
								\$ -
Subtotal								\$ 1,577.72

Miscellaneous Items

Description	QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room	Unit Price	EXT. Price
36" w x 4 high laminate lateral file w/lock	4	WORKSTREAM	ST-L42036L	WORKSTREAM - 01-01-12	82		632.85	\$ 2,531.40
								\$ -
								\$ -
								\$ -
								\$ -
Subtotal								\$ 2,531.40

Section 3.39 - There is 1 enclosed office and the design options are as follows: (Room 147)

Seating									
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
Guest chairs - metal frame with arms, 4 legs	2	SIT ON IT	5214	SIT ON IT SEATING - JANUA	146		\$148.66	\$	297.32
without casters upholstered in fabric.								\$	-
								\$	-
Side chairs with metal frame, arms, 4 legs	4	SIT ON IT	5224	SIT ON IT SEATING - JANUA	146		\$173.30	\$	693.20
w/casters and upholstered in fabric.								\$	-
								\$	-
							Subtotal	\$	990.52

Private Offices					Page		Location/Room:		Unit Price	EXT. Price
Description	QTY	MNFTR	Part No.	SWC Catalog#						
Free standing design:									\$	-
Desk - General Specifications:									\$	-
Outside and surface panels are made from 1"									\$	-
thick 45 lbs. 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 3/4									\$	-
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. Drawers are open with side									\$	-
pulls. Full leg end panels and modesty panel.									\$	-
									\$	286.10
36" x 72" d peninsula desk	1	WORKSTREAM	ST-DB3672	WORKSTREAM - 01-01-12	30			\$286.10	\$	343.82
48" w return with f/f full height pedestal	1	WORKSTREAM	ST-RR2448XF	WORKSTREAM - 01-01-12	43			\$343.82	\$	432.98
48" w over the desk w/tack board	1	WORKSTREAM	ST-HDO1648	WORKSTREAM - 01-01-12	80			\$432.98	\$	53.95
36" w task light	1	HERMAN MILLER	G6136.42T	HERMAN MILLER ACTION O	336			\$53.95	\$	285.00
24" full height, laminate b/b/f pedestal mobile	1	WORKSTREAM	ST-PC1828B	WORKSTREAM - 01-01-12	81			\$285.00	\$	-
with casters.								\$	\$	138.89
Keyboard tray fully adjustable, with mouse pad	1	HERMAN MILLER	Y7727.2H	HERMAN MILLER THRIVE P	122			\$138.89	\$	-
that can be moved to either left or right side of								\$	\$	-
keyboard tray, includes palm support, no knob								\$	\$	-
or lever needed for height adjustment, 6" of								\$	\$	-
height adjustment, negative and postive tilt with								\$	\$	-
360 degree swivel.								\$	\$	20.30
freestanding paper tray to include 1 horizional	2	HERMAN MILLER	Y7216.10	HERMAN MILLER THRIVE P	25			\$10.15	\$	-
in/out baskets with one divider to allow								\$	\$	-
for 2 level storage.								\$	\$	16.68
Freestanding diagonal tray to consist of 3 slots	1	HERMAN MILLER	Y7218.	HERMAN MILLER THRIVE P	29			\$16.68	\$	-
									\$	-
								Subtotal	\$	1,577.72



contemporary
galleries

Seating								EXT. Price	
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price		
Task chairs: standard pneumatic height, tilt, swivel features metal frame with height adjustable arms, 5 star base casters, mid back design, adjustable lumbar, upholstered in fabric	1	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$186.66	\$	186.66
								\$	-
								\$	-
								\$	-
								\$	-
Guest chairs - metal frame no arms, 4 legs stationary without casters molded poly shell upholstered in fabric.	2	SIT ON IT	5213	SIT ON IT SEATING - JANUA	146		\$128.62	\$	257.24
								\$	-
								\$	-
Side chairs with metal frame, arms, 4 legs w/casters and upholstered in fabric.	4	SIT ON IT	5224	SIT ON IT SEATING - JANUA	146		\$173.30	\$	693.20
								\$	-
Subtotal								\$	1,137.10

Miscellaneous Items								EXT. Price	
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price		
Visual board to consist of white board, two side opening doors, cork board on right side door and 50 sheet writing pad on left door. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.	1	FIRST OFFICE	4-4848VP	FIRST OFFICE - JULY 11, 201	40		573.91	\$	573.91
								\$	-
								\$	-
								\$	-
								\$	-
36" w x 4 high laminate lateral file w/lock	1	WORKSTREAM	ST-L42036L	WORKSTREAM - 01-01-12	82		632.85	\$	632.85
								\$	-
Bookcase 4 high laminate with 3 adjustable shelves in 1" increments must have finished backs.	1	WORKSTREAM	ST-BC1260	WORKSTREAM - 01-01-12	83		284.27	\$	284.27
								\$	-
								\$	-
								\$	-
Subtotal								\$	1,491.03

Section 3.41 - There are 2 conference rooms and the design options are as follows: (Rm. 126)

Seating									
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
Task chairs: standard pneumatic height, tilt, swivel features metal frame with height adjustable arms, 5 star base casters, mid back design, adjustable lumbar, upholstered in fabric	10	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$186.66	\$	1,866.60
								\$	-
								\$	-
								\$	-
								\$	-
Side chairs with metal frame, arms, 4 legs w/casters and upholstered in fabric.	4	SIT ON IT	5214	SIT ON IT SEATING - JANUA	146		\$148.66	\$	594.64
								\$	-
								\$	-
Subtotal								\$	2,461.24

Miscellaneous Items									
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
Laminate storage cabinets with doors locking 24" d 36" w x 40" h	2	WORKSTREAM	ST-SC2436	WORKSTREAM - 01-01-12	82		294.13	\$	588.26
								\$	-
MODIFICATION								\$	-
Subtotal								\$	588.26

Tables									
Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
Conference table: 10' L x 48" w laminate top and two round laminate pedestal bases	1	WORKSTREAM	AC-CTM48120	WORKSTREAM - 01-01-12	85		\$446.13	\$	446.13
								\$	-
								\$	-
								\$	-
Subtotal								\$	446.13

Seating		QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description	8	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78			\$186.66	\$ 1,493.28
Task chairs: standard pneumatic height,									\$ -
tilt, swivel features metal frame with height									\$ -
adjustable arms, 5 star base casters, mid back									\$ -
design, adjustable lumbar, upholstered in fabric									\$ -
									\$ -
Side chairs with metal frame, arms, 4 legs									\$ -
w/casters and upholstered in fabric.									\$ -
								Subtotal	\$ 1,493.28

Miscellaneous Items							EXT. Price
Description	QTY	MNFR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price
Laminate storage cabinets with doors locking	2	WORKSTREAM	ST-SC2436	WORKSTREAM - 01-01-12	82		294.13
24" d 36" w x 40" h							\$ -
MODIFICATION							\$ -
Subtotal							\$ 588.26

Tables	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Description								
	1	WORKSTREAM	AC-CTM48120	WORKSTREAM - 01-01-12	85		\$446.13	\$ 446.13
Conference table:								\$ -
10' L x 48" w laminate top and two round								\$ -
laminate pedestal bases								\$ -
							Subtotal	\$ 446.13

Section 3.42 - There is one conference room and the design options are as follows: (Room 155)

Seating

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Task chairs: standard pneumatic height,	10	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$186.66	\$ 1,866.60
tilt, swivel features metal frame with height								\$ -
adjustable arms, 5 star base casters, mid back								\$ -
design, adjustable lumbar, upholstered in fabric								\$ -
								\$ -
Subtotal							\$	1,866.60

Tables

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Conference table:	1	WORKSTREAM	AC-CTM4496	WORKSTREAM - 01-01-12	85		\$340.90	\$ 340.90
8' l x 48" w laminate top and two round								\$ -
laminate pedestal bases								\$ -
MODIFICATION								\$ -
Subtotal							\$	340.90

Miscellaneous Items

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Visual board to consist of white board, two side	1	FIRST OFFICE	4-4848VP	FIRST OFFICE - JULY 11, 201	40		573.91	\$ 573.91
opening doors, cork board on right side door								\$ -
and 50 sheet writing pad on left door. Marker								\$ -
board can also be used for projection. Set of								\$ -
4 dry markers and eraser included with board.								\$ -
								\$ -
Credenza 24" d x 72" w with double storage	1	WORKSTREAM	ST-CE2472DBD	WORKSTREAM - 01-01-12	40		\$689.12	\$ 689.12
full to the floor.								\$ -
Subtotal							\$	1,263.03

Section 3.43 - There is one large conference room with the following design options: (Room 177)

Miscellaneous Items

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Visual board to consist of white board, two side opening doors, cork board on right side door and 50 sheet writing pad on left door. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.	2	FIRST OFFICE	4-4848VP	FIRST OFFICE - JULY 11, 201	40		573.91	\$ 1,147.82
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Credenza 24" d x 72" w with double storage full to the floor.	2	WORKSTREAM	ST-CE2472DBD	WORKSTREAM - 01-01-12	40		\$689.12	\$ 1,378.24
								\$ -
								\$ -
Subtotal								\$ 2,526.06

Seating

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Stacking chairs metal frame, 4 legs, upholstered in fabric.	84	SIT ON IT	5214	SIT ON IT SEATING - JANUA	146		\$148.66	\$ 12,487.44
								\$ -
Subtotal								\$ 12,487.44

Tables

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
30" d x 60"w laminate tops with steel base and 4 legs on casters.	18	WORKSTREAM	AC-TR3060-SQ	WORKSTREAM - 01-01-12	7		\$69.79	\$ 1,256.22
	18	WORKSTREAM	AC-LEGTRBC	WORKSTREAM - 01-01-12	7		\$65.77	\$ 1,183.86
								\$ -
Subtotal								\$ 2,440.08

Section 3.44 - The break room design options are as follows: (Room162)

Seating

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
chairs: molded poly shell, no upholstery	24	SIT ON IT	93FB	SIT ON IT SEATING - JANUA	140		\$79.76	\$	1,914.24
metal frame without arms, 4 legs, stationary								\$	-
							Subtotal	\$	1,914.24

Tables

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
72"w x 36"d laminate top with two	4	HERMAN MILLER	DL111.3672N	LER CLT TABLES - SEPTEM	11		\$609.73	\$	2,438.92
29"h, metal column with "T" legs								\$	-
								\$	-
							Subtotal	\$	2,438.92

Section 3.45 - The training room design options are as follows: (Room 178)

Seating

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Task chairs: standard pneumatic height, tilt, swivel features metal frame with height adjustable arms, 5 star base casters, mid back design, adjustable lumbar, upholstered in fabric	18	SIT ON IT	3323T.A80	SIT ON IT SEATING - JANUA	78		\$186.66	\$ 3,359.88
								\$ -
								\$ -
								\$ -
								\$ -
Subtotal								\$ 3,359.88

Tables

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
30" w x 72" w laminate tops with steel base and 4 legs on casters.	9	WORKSTREAM	AC-TR3072-SQ	WORKSTREAM - 01-01-12	7		\$82.21	\$ 739.89
	9	WORKSTREAM	AC-LEGTRBC	WORKSTREAM - 01-01-12	7		\$65.77	\$ 591.93
								\$ -
								\$ -
Subtotal								\$ 1,331.82

Section 3.46 - The lobby area (Room 102)

Seating

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
Stacking hard shell chairs, no arms (fully molded, no open back) with metal frame, 4 legs stationary without casters. The chairs are ganged in accordance with the attached floor plan.	74	SIT ONIT	92SB	SIT ON IT SEATING - JANUA	174		\$62.22	\$ 4,604.28
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Subtotal								\$ 4,604.28

Tables

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
30" d x 72" w laminate top with four legs, steel base on casters.	2	WORKSTREAM	AC-TR3072-SQ	WORKSTREAM - 01-01-12	7		\$82.21	\$ 164.42
	2	WORKSTREAM	AC-LEGTRBC	WORKSTREAM - 01-01-12	7		\$65.77	\$ 131.54
								\$ -
Subtotal								\$ 295.96

Work Surfaces

Seating

Miscellaneous Items



contemporary
galleries

Section 3.48 - The family visitation room will contain the following design options: (Rm. 105)

Tables

[illegible]

Seating

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
3 seat sofa with minimum of 4 legs, stationary without casters, upholstered in vinyl.	1	FIRST OFFICE	F43043	FIRST OFFICE - JULY 11, 20	441		\$980.49	\$ 980.49
							\$	-
lounge chairs, no more than 32" w, with arms upholstered in vinyl, minimum of 4 legs.	2	FIRST OFFICE	F43041	FIRST OFFICE - JULY 11, 20	440		\$545.41	\$ 1,090.82
							\$	-
chairs: molded poly shell, no upholstery metal frame without arms, 4 legs, stationary	4	SIT ON IT	93FB	SIT ON IT SEATING - JANUA	140		\$79.76	\$ 319.04
							\$	-
							Subtotal	\$ 2,390.35

Miscellaneous Items

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
								\$ -
Credenza 24" d x 72" w with double storage	1	WORKSTREAM	ST-CE2472DBD	WORKSTREAM - 01-01-12	40		\$689.12	\$ 689.12
full to the floor.								\$ -
								\$ -
							Subtotal	\$ 689.12

Section 3.49 - Storage room to contain: (Room 122)

Miscellaneous Items

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
6 high 36" w x 12" d open style shelving with	6	SAFCO	6250	SAFCO - 01/01/2012	13		\$84.07	\$ 504.42
metal shelves heavy duty, 20 gauge steel,	6	SAFCO	6256	SAFCO - 01/01/2012	13		\$59.89	\$ 359.34
1000 lb. max load per shelf.								\$ -
								\$ -
							Subtotal	\$ 863.76

Section 3.49A - Storage room: (Room 168)

Miscellaneous Items

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price	
6 high 36" w x 18" d open style shelving with	18	SAFCO	6252	SAFCO - 01/01/2012	13		\$97.80	\$	1,760.40
metal shelves heavy duty, 20 gauge steel,	18	SAFCO	6256	SAFCO - 01/01/2012	13		\$59.89	\$	1,078.02
1000 lb. max load per shelf.								\$	-
								\$	-
								\$	-
								\$	-
								\$	-
Subtotal								\$	2,838.42

Section 3.49B - Storage room: (Room 182)

Miscellaneous Items

Description	QTY	MNFTR	Part No.	SWC Catalog#	Page	Location/Room:	Unit Price	EXT. Price
6 high 36" w x 18" d open style shelving with	13	SAFCO	6252	SAFCO - 01/01/2012	13		\$97.80	\$ 1,271.40
metal shelves heavy duty, 20 gauge steel,	13	SAFCO	6256	SAFCO - 01/01/2012	13		\$59.89	\$ 778.57
1000 lb. max load per shelf.								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Subtotal								\$ 2,049.97

Grand Total	\$363,900.57
--------------------	---------------------