

CRFQ 0803 DOT1800000029  
REQUEST FOR QUOTATION  
Window Treatment for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors of Building 5  
State Capital Complex, Charleston WV

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10/26/17 11:41:22  
WV Purchasing Division

EXHIBIT A - Pricing Page

DATE: 10/25/17

NAME OF VENDOR: WV Blinds & Shutters

The aforementioned, hereinafter called Vendor, being familiar with and understanding the Bidding Documents and also having examined the site and being familiar with the local conditions affecting the project hereby proposed to furnish all labor, material, equipment, supplies and transportation and to perform all Work in accordance with the Bidding Documents with the time set forth for the sum of:

**LUMP SUM BID:**

For the sum of: EIGHTEEN THOUSAND TWO HUNDRED DOLLARS  
(In words)

(\$ 18,200.00)  
(In numbers)

(In the event of a difference between the written amount and the number amount, the written amount shall govern.)

Vendor Authorized signature: 

CONTRACT AWARD

The Contract shall be awarded to the Vendor that provides the overall lowest Lump Sum cost.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: BLD 5 Window Treatment  
BUYER: Mark Atkins, File#33  
SOLICITATION NO.: CRFQ 0803 DOT1800000029  
BID OPENING DATE: 10/26/217  
BID OPENING TIME: 1:30pm EST  
FAX NUMBER: 304-558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** 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 n/a 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: (This only applies to CRFP)

- 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 confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: October 26, 2017 @ 1:30pm EST

Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

## 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. If an apparent low bidder fails to submit a license number in accordance with this section, the Purchasing Division will promptly request by telephone and electronic mail that the low bidder and the second low bidder provide the license number within one business day of the request. Failure of the bidder to provide the license number within one business day of receiving the request shall result in disqualification of the bid. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: WV Blinds & Shutters  
Contractor's License No.: WV- WV054622

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

**2. DRUG-FREE WORKPLACE AFFIDAVIT:** 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 an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

**2.1. DRUG-FREE WORKPLACE POLICY:** Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.



# Authorization to Obtain and Use Consumer Reports

Agent # ee1361 Agency Name Garlow Insurance

Business Name West Virginia Blinds & Shutters Inc.

I authorize Erie Insurance to obtain consumer reports concerning me personally. I understand that such reports may be used by Erie Insurance in connection with underwriting insurance concerning a firm for which I am an officer, director, employee, partner, member or with which I am otherwise associated. I understand that such reports may be obtained and used by Erie Insurance in connection with underwriting an initial application for insurance and periodically in the future to underwrite renewals of an existing policy. I understand that revocation of this authorization may be ground for Erie Insurance to deny an application for insurance coverage or deny renewal of coverage.

Kathi Diehl  
Individual Name

1600 Kanawha Blvd W. Charleston WV 25387  
Residence Address

234-88-8201  
Social Security #

*Kathi Diehl*  
Signed

10/25/2017  
Date

**Agent: A copy must be given to the individual signing this Authorization.**

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL OTHER CONTRACTS:** 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.

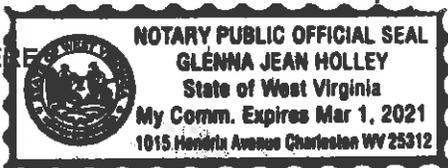
**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: WV Blinds & Shutters  
Authorized Signature: [Signature] Date: 10/25/17  
State of WV  
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 25 day of 10, 2017.  
My Commission expires 3/1, 2021.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

CRFQ 0803 DOT1800000029  
REQUEST FOR QUOTATION  
**Window Treatment for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors of Building 5**  
**State Capital Complex, Charleston WV**

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**11. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

11.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

11.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

11.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

11.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

11.5. Vendor shall inform all staff of Agency's security protocol and procedures.

**12. MISCELLANEOUS:**

**12.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Robert Mobley

Telephone Number: 304-549-1906

Fax Number: 888-865-2818

Email Address: WVBlinds@BMail.COM



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

STATE OF WEST VIRGINIA,  
COUNTY OF Kanawha, TO-WIT:

I, Robert S. McHenry, after being first duly sworn, depose and state as follows:

- 1. I am an employee of WV Blinds; and,  
(Company Name)
- 2. I do hereby attest that WV Blinds  
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code** §21-1D.

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

Printed Name: Robert S. McHenry

Signature: Robert S. McHenry

Title: Installer

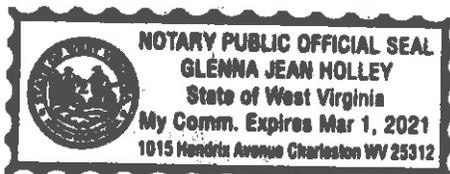
Company Name: WV Blinds

Date: 10/26/17

Taken, subscribed and sworn to before me this 25 day of 10, 2017.

By Commission expires 3/1/2021

(Seal)



Glenna Jean Holley  
(Notary Public)



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

State of West Virginia  
 Request for Quotation  
 09 -- Construction

Proc Folder: 331032

Doc Description: ADDENDUM\_1: INTERIOR WINDOW TREATMENT Bld 5 Floors 7-8-9

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2017-10-19	2017-10-26 13:30:00	CRFQ 0803 DOT1800000029	2

**BID RECEIVING LOCATION**

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

**VENDOR**

Vendor Name, Address and Telephone Number:

WV BLINDS & SHUTTERS  
 1600 KANAWHA BLVD W  
 CHARLESTON WV 25387  
 304-541-2001

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

Signature X

*Justin D. [Signature]*

EEIN #

46-0990904

DATE

10/25/17

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

**ERIE INSURANCE  
PROPERTY & CASUALTY COMPANY  
BID BOND**

**Know All Men by These Presents,**

Bond No. .... EE1361 .....

That we, West Virginia Blinds & Shutters Inc. .....  
(hereinafter called the Principal) as Principal, and the **ERIE INSURANCE PROPERTY & CASUALTY COMPANY**, of  
Erie, Pennsylvania, a corporation duly organized under the laws of the State of Pennsylvania, (hereinafter  
called the Surety), as Surety, are held and firmly bound unto State of West Virginia Purchasing Division

.....hereinafter called the Oblige in the full and just sum of Twenty thousand .....

.....Dollars, (\$20,000 .....) ,  
good and lawful money of the United States of America, to the payments of which sum of money well  
and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 25th .....day of October ....., A.D. 20. 17 .

**THE CONDITION OF THIS OBLIGATION IS SUCH:** That, if the Oblige shall make any award within 30  
days to the Principal for installing window treatments on floors 7, 8 and 9 of building 5 .....

.....  
according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall  
duly make and enter into a contract with the Oblige in accordance with the terms of said proposal  
or bid and award and shall give bond for the faithful performance thereof with the Surety or Sureties  
approved by the Oblige; or if the Principal shall, in case of failure so to do, pay the Oblige the damages  
which the Oblige may suffer by reason of such failure, not exceeding the penalty of this bond, then  
this obligation shall be null and void; otherwise it shall be and remain in full force and effect.

In Testimony Whereof, the Principal and Surety have caused these presents to be duly signed and sealed.

Principal Kathi Diehl .....  
Kathi Diehl, President

Witness: .....

By: Kathi Diehl .....

Witness: .....

**ERIE INSURANCE  
PROPERTY & CASUALTY COMPANY**

By: Lora Fields .....  
Lora Fields Attorney-in-Fact



**ERIE INSURANCE  
PROPERTY & CASUALTY COMPANY  
ERIE, PA 16530  
LIMITED POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That ERIE INSURANCE PROPERTY & CASUALTY COMPANY, a corporation duly organized under the laws of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint

---- Phillip P. Garlow, Jarred W. Hurley, Anita Smith, Lora Fields, Jeffrey Runyan, Tony Lucas, Linda E. Goff, Dan K. Bowen, Jane Lee Fix, Harold Payne, Jennifer Hines, Margaret Gunnoe and Jacqueline Fitch -----

individually, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed: any and all bonds and undertakings of suretyship,

----- each in a penalty not to exceed the sum of five hundred thousand dollars (\$500,000.00). -----

And to bind ERIE INSURANCE PROPERTY & CASUALTY COMPANY thereby as fully and to the same extent as if such bonds and undertakings and other writings obligatory in the nature thereof were signed by the appropriate officer of ERIE INSURANCE PROPERTY & CASUALTY COMPANY and sealed and attested by one other of such officers, and hereby ratifies and confirms all that its said Attorney(s)-in-Fact may do in pursuance hereof.

The Power of Attorney is granted under and by authority of the following Resolution adopted by the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY on the 11th day of March, 2008, and said Resolution has not been amended or repealed:

“RESOLVED, that the President, or any Senior Vice President or Vice President shall have power and authority to: (a) Appoint Attorney(s)-in-Fact and to authorize them to execute on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and, (b) Remove any such Attorney-in-Fact at any time and revoke the power and authority given to him; and

RESOLVED, that Attorney(s)-in-Fact shall have power and authority, subject to the terms and limitations of the Power of Attorney issued to them, to execute and deliver on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof. The corporate seal is not necessary for the validity of any bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.”

This Limited Power of Attorney is signed and sealed by facsimiles under and by virtue of the following Resolution adopted by the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY on the 18th day of September, 2008, at which a quorum was present and said Resolution has not been amended or repealed:

“RESOLVED, that the signature of Terrence W. Cavanaugh, as President and Chief Executive Officer of the Company, and the Seal of the Company may be affixed by the following facsimiles on any Limited Power of Attorney for the execution of bonds, undertakings, recognizances, contracts and other writings in the nature thereof, and the signature of James J. Tanous, as Secretary of the Company, the Seal of the Company, the signature of Sheila M. Hirsch, as Notary Public, and her Notarial Seal, may also be affixed by the following facsimiles to any certificate or acknowledgment of any such Limited Power of Attorney, and only under such circumstances shall said facsimiles be valid and binding on the Company.”

IN WITNESS WHEREOF, ERIE INSURANCE PROPERTY & CASUALTY COMPANY has caused these presents to be signed by its President and Chief Executive Officer, and its corporate seal to be hereto affixed this 3rd day of February, 2011.



*Terrence W. Cavanaugh*  
Terrence W. Cavanaugh  
President and Chief Executive Officer

STATE OF PENNSYLVANIA } ss.  
COUNTY OF ERIE

On this 3rd day of February, 2011, before me personally came Terrence W. Cavanaugh, to me known, who being by me duly sworn, did depose and say: that he is President and Chief Executive Officer of ERIE INSURANCE PROPERTY & CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the Seal of said corporation; that the Seal affixed to the said instrument is such corporate Seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



*Sheila M. Hirsch*  
My commission expires June 27, 2016  
Notary Public

**CERTIFICATE**

I, James J. Tanous, Secretary of ERIE INSURANCE PROPERTY & CASUALTY COMPANY, do hereby certify that the original LIMITED POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is still in full force and effect as of the date below.

In witness whereof, I have hereunto subscribed my name and affixed corporate Seal of the Company by facsimiles pursuant to the action of the Board of Directors of the Company,

this 25 day of October 20 17



*James J. Tanous*  
James J. Tanous, Secretary

# ThermoVeil® Dense Basket Weave 1300 Series (5% open)

MechoSystems  
42-03 35th Street, Long Island City, NY 11101  
T: +1 (718) 729-2020  
E: info@mechosystems.com  
W: mechosystems.com  
@mechosystems



# ThermoVeil® Dense Basket Weave 1300 Series (5% open)

This series is composed of a technically advanced material woven in a 2 x 2 basket-weave pattern. Its weave provides a uniform scrim effect at the window wall with an appropriate density for sun control. The 1300 Series' colors match those of the 1500 Series (3% open), and 2100 Series (10% open).

Content: 75% PVC (coating), 25% polyester (yarn)  
Openness factor: approx. 5%  
Stocked: 63 in. (160cm), 96 in. (244cm), and 126 in. (320cm) wide  
NFPA 701-2010: pass

To request 4¼ x 5½ in. (11 x 14cm), 8½ x 11 in. (22 x 28cm), or 24 x 24 in. (61 x 61cm) samples, send an email to [samples@mechosystems.com](mailto:samples@mechosystems.com).



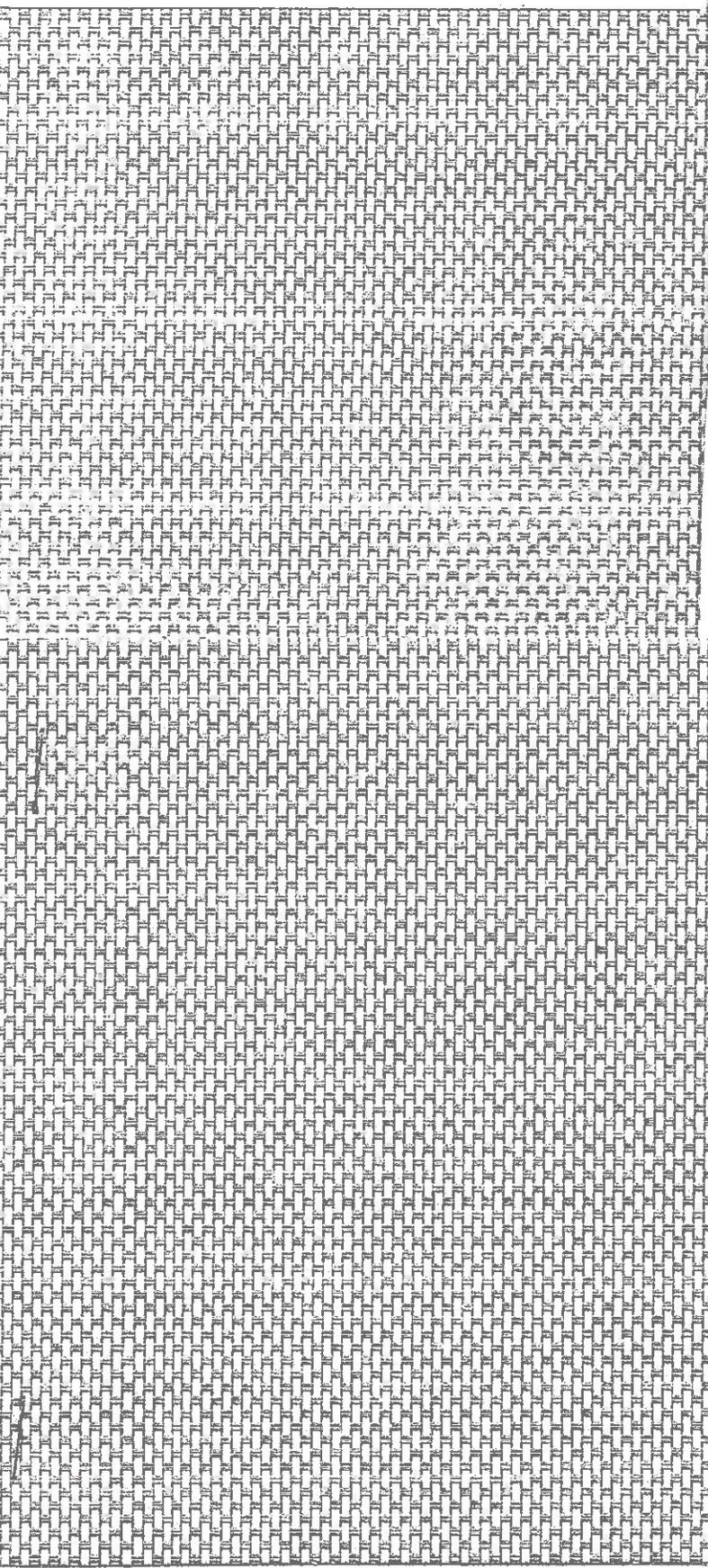
- 1301 White
- 1319 Silver Birch
- 1316 Eggshell
- 1302 Beige
- 1313 Grey
- 1320 Shadow Grey
- 1304 Black/Brown

Project \_\_\_\_\_  
Job number \_\_\_\_\_

Available for QuickShip. All QuickShip shadecloths are subject to the standard terms and conditions of the QuickShip program. Visit [mechosystems.com/quickship](http://mechosystems.com/quickship) for more information.

This literature was printed on postconsumer paper. Specifications (including colors) subject to change without notice. Other widths might be available on special order. Minimums and lead times apply.

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0803 DOT180000029**

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

WV Blinds & Shutters  
Company  
[Signature]  
Authorized Signature  
10/25/2017  
Date

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

**ADDITIONAL INFORMATION**

ADDENDUM 1: is published for the following:

1. To publish the Agency responses to the questions submitted by Vendors during the Technical Questioning period.
2. To publish the Mandatory Pre-Bid Sign-In attendance sheets.
3. To publish a Revised Specification document (Rev.10/19/2017) which removes the Exhibit\_A and Exhibit\_B documents included by mistake. Vendors should use the individually named Exhibit documents for bidding.
4. To change completion for the project from 30 days to 90 calendar days. (Section 3 of Terms & Conditions see attached).

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation to establish a contract for the following:

The one-time purchase to provide and install Mechoshades Series 1300 Window Treatments or Equal, on the 7th, 8th and 9th floors of Building Five on the interior windows and to match the exterior windows, per the attached documents.

**MANDATORY PRE-BID MEETING:**

October 12, 2017 @ 10:00am EST

WVDOH

1900 Kanawha Blvd East

Building 5, Room A-920

Charleston, WV 25305

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS FINANCE & ADMINISTRATION 1900 KANAWHA BLVD E, BLDG 5 RM A220 CHARLESTON WV25305-0430 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Vendor shall use Exhibit_A Pricing Page for bid pricing				

Comm Code	Manufacturer	Specification	Model #
52131600			

**Extended Description :**

LUMP SUM BID-  
 INTERIOR WINDOW TREATMENT  
 7TH, 8TH, 9TH FLOORS:

Note: Vendor shall use Exhibit\_A Pricing Page for bid pricing.  
 If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.  
 Vendor shall enter pricing into the Exhibit\_A Pricing Page and must attach with bid.  
 See section 18 of Instructions to Bidders.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-Bid Meeting @ 10:00am EST	2017-10-12
2	Technical Questions due by 2:00pm EST:	2017-10-18

# SOLICITATION NUMBER: CRFQ 0803 DOT1800000029

## Addendum Number: 1

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The purpose of this addendum is to modify the solicitation identified as CRFQ 0803 DOT1800000029 ("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:

1. To publish the Agency responses to the questions submitted by Vendors during the Technical Questioning period.
2. To publish the Mandatory Pre-Bid Sign-In attendance sheets.
3. To publish a Revised Specification document (Rev.10/19/2017) which removes the Exhibit\_A and Exhibit\_B documents included by mistake. Vendors should use the individually named Exhibit documents for bidding.
4. To change completion for the project from 30 days to 90 calendar days. (Section 3 of Terms & Conditions see attached).

No other changes made.

**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.

CRFQ 0803 DOT1800000029  
REQUEST FOR QUOTATION  
Window Treatment for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors of Building 5  
State Capital Complex, Charleston WV

---

**GENERAL CONSTRUCTION SPECIFICATIONS (No AIA Documents)**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation to establish a contract for the following:

The one-time purchase to provide and install Mechoshades Series 1300 Window Treatments or Equal, on the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors of Building Five on the interior windows and to match the exterior windows, per the specifications provided herein.

The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. The Vendor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans.

*\*Vendor is responsible for window measurements prior to bidding and ordering during the Mandatory Pre-Bid Meeting*

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 and in the Project Plans as defined below.

2.1 **“Construction Services”** means providing and installing 11 Training Room black out window treatments, 24 conference rooms window treatments at 5%, and 42 conference rooms with 6 conference room doors black out window treatments, and 116 window treatments to be installed into offices at 0% on floors 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors of Building Five as more fully described in the Project Plans.

2.2 **“Pricing Page”** means the pages contained in wvOASIS, attached hereto as Exhibit A, or included in the Project Plans upon which Vendor should list its proposed price for the Construction Services.

2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with Construction Services that is published by the Purchasing Division.

2.4 **“Project Plans”** means documents developed by an architect, an engineer, the Agency, or another design professional, which are attached hereto as Exhibit B, that provide detailed instructions on how the Construction Services are to be performed. In the event that Project Plans contain drawings or other documents too large to attach in Exhibit B, Vendors can obtain copies in accordance with Section 9 of these Specifications.