

**CAPITOL  
BUSINESS  
INTERIORS**

711 Indiana Avenue  
Charleston, WV 25302

T. 304.343.7551  
F. 304.346.3350  
www.cbiwv.com

January 15, 2019

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

Attn: Mark Atkins

Ref: CRFQ 0212 SWC19000000009

RECEIVED

2019 JAN 15 PM 1:10

WV PURCHASING  
DIVISION

Thank You for the opportunity to submit our quotation for the 2019 State of WV Systems Furniture Contract - CRFQ 0212 SWC19000000009.

Capitol Business Interiors has serviced your agencies for almost four decades and we are anxious to continue providing for the needs of the State under this new contract.

Attached please find Exhibit A , our bid with products manufacturer by **GLOBAL** , a vendor that has been a partner with the State and Capitol Business Interiors for many years. Global is a mid market manufacturer with plants throughout North America

Respectfully submitted,

  
Janet Clayman  
President Capitol Business Interiors

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Exhibit A: CRFQ 0212 SWC190000009 Systems Furniture Pricing Pages</b>											
2	<b>Please complete the below pricing sheet to include with your bid, as follows:</b>											
3	Catalog Name:	Provide the number for the manufacturers catalog from which Catalog Price is taken; must match catalog included with bid.										
4	Catalog Page Number:	Provide the Page Number for the specific catalog item bid for this line; must match page number of catalog included with bid.										
5	Manufacturer:	Provide the name of the manufacturer for item bid for this line.										
6	Manufacturer Part No.:	Provide the manufacturer's part number (or catalog part number) for the item being bid for this line.										
7	Catalog Price:	Provide the price listed in the catalog; must exactly match price found in previously listed catalog number.										
8	Discount %:	Provide the discount percentage being bid for this line's manufacturer; note: vendors may bid only one (1) unique discount percentage for each Type.										
9	Type:	Describes the Type of Item, as specified in the Specifications document of the Request for Quotation										
10	Contract Unit Price:	Provide the price for which this item will be sold under the awarded contract; THIS PRICE MUST MATCH CATALOG PRICE WITH LISTED DISCOUNT %.										
11		Contract Unit Prices for items whose Description is exactly identical on this Pricing Page must be equal.										
12	Contract Hourly Rate	Contract Hourly Rate of Design or Installation Labor for Reconfigurations Only										
13	Total Bid:	Multiply listed Estimated Quantity by Contract Unit Price or Contract Hourly Rate, as applicable, to calculate Total Bid for this line.										
14	TOTAL FURNITURE BID COST:	Add all Total Bids										
15	TOTAL BID COST:	Add TOTAL FURNITURE BID COST										
16	A hard copy of this form must be included if bidding on paper; an electronic copy (Microsoft Excel preferred) should also be included with any paper bid, but MUST be included as an attachment on any bid submitted through WVOasis.											
17	*Estimated Quantities listed on this Pricing Page are only estimates, included for bid evaluation purposes only. Actual quantities of items listed on this Pricing Page, and items not listed herein but included in the successful vendors catalog(s) may vary.											
18	**Quantity Required section must be completed if the manufacturer does not offer a part number for the complete unit and the items used to make the complete panel unit bid will be ordered and invoiced with separate and individual part numbers on the vendors invoice.											

	A	B	C	D	E	F	G	H	I	J	K	L
19	Description	Estimated Quantity*	Catalog Name (if applicable)	Catalog Page No.	Manufacturer	Manufacturer Part No.	Catalog List Price	Discount %	Type	Contract Unit Price (Each)		Total Bid (Estimated Quantity * Contract Unit Price)
	<b>19</b> Panels: 62"H (+/- 5"): 60" Powered Panels - Acoustical Fabric on both sides (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, with 2 Duplex receptacles, and any other hardware to accomplish a complete install)	1000	GLOBAL EVOLVE		GLOBAL	COMPLETE PANEL	\$ 1,408.00	59.00%	System	\$577.69		\$577,690.00
20												
21	<b>21</b> Fabric Panels: 62"H (+/- 5"): 60" Powered Panels Complete Unit shall consist of the following:	**Quantity Required (Complete Unit Bid)									PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.	
22	Acoustical Fabric Panel	1	GLOBAL EVOLVE	PG 983	GLOBAL	EVPFAM6660	\$ 695.00	59.00%	System	\$284.95	\$284.95	
23	Top Caps	1	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
24	Raceways	1	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
25	Straight Connectors	2	GLOBAL EVOLVE	PG 1058	GLOBAL	EVPI068	\$ 70.00	59.00%	System	\$28.70	\$57.40	
26	60" Power Distribution	1	GLOBAL EVOLVE	PG 1093	GLOBAL	EVE8PD60	\$ 181.00	59.00%	System	\$74.21	\$74.21	
27	Receptacles	2	GLOBAL EVOLVE	PG 1084	GLOBAL	EVE8RD1	\$ 24.00	59.00%	System	\$9.84	\$19.68	
28	Power Jumper	1	GLOBAL EVOLVE	PG 1093	GLOBAL	EVE8CP17	\$ 87.00	59.00%	System	\$35.67	\$35.67	
29	Base Infeed	1	GLOBAL EVOLVE	PG 1086	GLOBAL	EVE8FR1	\$ 258.00	59.00%	System	\$105.78	\$105.78	
30												
											TOTAL OF PANEL BID	\$577.69
31	<b>31</b> Panels: 62"H (+/- 5"): 60" Non-powered Panels - Acoustical Fabric on both sides (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, and any other hardware to accomplish a complete install)	1000	GLOBAL EVOLVE		GLOBAL	COMPLETE PANEL	\$ 835.00	59.00%	System	\$342.35		\$342,350.00
32	<b>32</b> Panels: 62"H (+/- 5"): 60" Non-Powered Panels Complete Unit shall consist of the following:	**Quantity Required (Complete Unit Bid)									PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.	
33	Acoustical Fabric Panel	1	GLOBAL EVOLVE	PG 983	GLOBAL	EVPFAM6660	\$ 695.00	59.00%	System	\$284.95	\$284.95	
34	Top Caps	0	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
35	Raceways	0	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
36	Straight Connectors	2	GLOBAL EVOLVE	PG 1058	GLOBAL	EVPI068	\$ 70.00	59.00%	System	\$28.70	\$57.40	
37	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
38	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
39	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
40	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
41												
											TOTAL OF PANEL BID	\$342.35

	A	B	C	D	E	F	G	H	I	J	K	L
42	<b>Panels: 62"H (+/- 6"): 60" Powered Panels - Non-Fabric on both sides</b> (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, with 2 Duplex receptacles, and any other hardware to accomplish a complete install)	500	GLOBAL EVOLVE		GLOBAL	COMPLETE PANEL	\$ 1,977.00	59.00%	System	\$810.57		\$405,285.00
43	<b>Non-Fabric Panels: 62"H (+/- 6"): 60" Powered Panels Complete Unit shall consist of the following:</b>	<b>**Quantity Required (Complete Unit Bid)</b>									<b>PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.</b>	
44	Non-Fabric Panel	1	GLOBAL EVOLVE	PG 1020	GLOBAL	EVPH1S660	\$ 1,263.00	59.00%	System	\$517.83	\$517.83	
45	Top Caps	0	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
46	Raceways	0	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
47	Straight Connectors	2	GLOBAL EVOLVE	PG 1058	GLOBAL	EVPIC88	\$ 70.00	59.00%	System	\$28.70	\$57.40	
48	60' Power Distribution	1	GLOBAL EVOLVE	PG 1093	GLOBAL	EVE8PD80	\$ 181.00	59.00%	System	\$74.21	\$74.21	
49	Receptacles	2	GLOBAL EVOLVE	PG 1094	GLOBAL	EVE8RD1	\$ 24.00	59.00%	System	\$9.84	\$19.68	
50	Power Jumper	1	GLOBAL EVOLVE	PG 1093	GLOBAL	EVE8CP17	\$ 87.00	59.00%	System	\$36.67	\$36.67	
51	Base Infeed	1	GLOBAL EVOLVE	PG 1095	GLOBAL	EVE8FR1	\$ 258.00	59.00%	System	\$105.78	\$105.78	
52											<b>TOTAL OF PANEL BID</b>	\$810.57
53	<b>Panels: 62"H (+/- 6"): 60" Non-powered Panels - Non-Fabric on both sides</b> (price listed must include everything to make one complete unit including but not limited to: top caps, raceways, straight connectors both sides, and any other hardware to accomplish a complete install)	500	GLOBAL EVOLVE		GLOBAL	COMPLETE PANEL	\$ 1,403.00	59.00%	System	\$575.23		\$287,615.00
54	<b>Non-Fabric Panels: 62"H (+/- 6"): 60" Non-Powered Panels Complete Unit shall consist of the following:</b>	<b>**Quantity Required (Complets Unit Bid)</b>									<b>PANEL UNIT PRICE (Each) NOTE: Items listed must add up to the complete unit submitted in bid.</b>	
55	Non-Fabric Panel	1	GLOBAL EVOLVE	PG 1020	GLOBAL	EVPH1S660	\$ 1,263.00	59.00%	System	\$517.83	\$517.83	
56	Top Caps	0	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
57	Raceways	0	GLOBAL EVOLVE		GLOBAL	INCLUDED IN PANEL	\$ -	59.00%	System	\$0.00	\$0.00	
58	Straight Connectors	2	GLOBAL EVOLVE	PG 1058	GLOBAL	EVPIC88	\$ 70.00	59.00%	System	\$28.70	\$57.40	
59	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
60	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
61	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
62	Identify Additional hardware here if needed		GLOBAL EVOLVE		GLOBAL		\$ -	59.00%	System	\$0.00	\$0.00	
63											<b>TOTAL OF PANEL BID</b>	\$575.23



	A	B	C	D	E	F	G	H	I	J	K	L
89	Sofa - Upholstered in vinyl, minimum 72" (+/- 3"), minimum of four (4) stationary legs - no casters.	100	GLOBAL	PG 1488	GLOBAL	7877	\$ 1,756.00	57.00%	FSF	\$755.08		\$75,508.00
90	Lounge Chairs - Upholstered in vinyl, with arms not to exceed 32"w, minimum of four (4) stationary legs - no casters	200	GLOBAL	PG 1486	GLOBAL	7875	\$ 1,033.00	57.00%	FSF	\$444.19		\$88,838.00
91	Credenzas 20'd x 72"w x 29" with two (2) storage cabinets full to the floor, laminate, locking	50	GLOBAL	PG 132	GLOBAL	Z2072SCSC	\$ 1,446.00	57.00%	FSF	\$821.78		\$31,089.00
92	Round Table: 48"w x 29"h with laminate top, metal column with cross base	500	GLOBAL	PG 527	GLOBAL	GCAR48	\$ 812.00	57.00%	FSF	\$263.16		\$131,580.00
93	Rectangle Table: 30'd x 72"w with laminate tops with steel base and four (4) legs on casters	500	GLOBAL	PF 549	GLOBAL	B3072REF	\$ 911.00	57.00%	FSF	\$391.73		\$195,885.00
94	Conference Table: 96" x 48"w with laminate top with two (2) round laminate pedestal bases	300	GLOBAL	PG 531	GLOBAL	GCT8WRZ	\$ 1,337.00	57.00%	FSF	\$574.91		\$172,473.00
95	Desk: 60" x 30w x 29"h full laminate with laminate top, no steel, single pedestal box/file free standing design. Drawers open with side pulls. Full leg end panels and modesty panel.	500	GLOBAL	PG 127	GLOBAL	Z3060F3L	\$ 1,277.00	57.00%	FSF	\$549.11		\$274,555.00
96	Bookcase: 12'd x 36"w x 48"h laminate with finished back, one (1) stationary shelf and two (2) adjustable shelves, maximum 1.25' increment between adjustable shelving	100	GLOBAL	PG 224	GLOBAL	ZHBC48	\$ 614.00	57.00%	CG	\$284.02		\$26,402.00
97	Storage Cabinet: 36"w x 18"d x 72"h Laminate with one (1) stationary shelf and four (4) adjustable shelves, maximum 1.25' increment	100	GLOBAL	PG182	GLOBAL	Z36M7SH	\$ 1,608.00	57.00%	CG	\$691.44		\$69,144.00
98	Personal Wardrobe/Storage Cabinet: 18"w x 24'd x 77"h, Left or right door, four (4) adjustable shelves, coat rod and core-removeable lock, standard back	100	GLOBAL	PG 201	GLOBAL	Z21L8DIL	\$ 1,834.00	57.00%	CG	\$702.62		\$70,262.00
99	Lateral File Cabinet non-pedestal: 2 Drawer Laminate 35"w x 22'd x 29"h	500	GLOBAL	PG 160	GLOBAL	Z36L2SE	\$ 1,547.00	57.00%	FC	\$665.21		\$332,605.00
100	Lateral File Cabinet non-pedestal: 4 Drawer Steel 36"w x 19'd x 53"h	500	GLOBAL	PG 671	GLOBAL	1936P-4F12	\$ 993.00	57.00%	FC	\$428.99		\$213,495.00
101	Reconfiguration Design: Hourly Rate (see Specification 3.11.1.1)	100	CBI				\$ 50.00			\$5,000.00		\$5,000.00
102	Reconfiguration Labor: Regular Rate (see specification 3.11.1.2)	100	CBI				\$ 35.00			\$3,500.00		\$3,500.00
103	Reconfiguration Labor: Overtime Rate (see Specification 3.11.1.3)	100	CBI				\$ 75.00			\$7,500.00		\$7,500.00
104	<b>TOTAL BID COST</b>											\$5,375,025.00
105	<b>SYSTEM TYPE</b>	<b>DISCOUNT %</b>	<b>NOTE: The Discount Percentage entered will automatically populate the field corresponding to the system type in the spread sheet and calculate the bid totals.</b>									
106	System	59.00%										
107	System Accessories	59.00%										
108	PDU	59.00%										
109	Seating - STC,STG,SCG	57.00%										
110	FSF	57.00%										
111	CG	57.00%										
112	FC	57.00%										
113												

<b>Company Name:</b>	CAPITOL BUSINESS INTERIORS
<b>Contact:</b>	KELLI BRAGG
<b>Phone:</b>	304-343-7551
<b>Email:</b>	KBRAGG@CHAMPION-INDUSTRIES.COM



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

State of West Virginia  
 Request for Quotation  
 18 - Furniture

3 pgs

Proc Folder: 530203

Doc Description: SYSFURN19 - Statewide Contract for Systems Furniture & Acc.

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2019-01-02	2019-01-15 13:30:00	CRFQ 0212 SWC1900000009	1

**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:

Capitol Business Interiors  
 711 Indiana Avenue  
 Charleston, WV. 25302

304-343-7551

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
 (304) 568-2307  
 mark.a.atkins@wv.gov

Signature X

*Kevin D. Atkins*

FEIN #

55-0422766

DATE

1-14-19

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



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

State of West Virginia  
 Request for Quotation  
 18 - Furniture

Proc Folder: 530203

Doc Description: ADDENDUM\_1: SYSFURN19 - SWC for Systems Furniture & Acc.

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2019-01-09	2019-01-15 13:30:00	CRFQ 0212 SWC1900000009	2

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

Vendor Name, Address and Telephone Number:

Capitol Business Interiors  
 711 Indiana Avenue  
 Charleston, WVa. 25302

304-343-7551

FOR INFORMATION CONTACT THE BUYER

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

Signature X

*Kevin D. Pragg*

FEIN #

55-0422766

DATE

1-14-19

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



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0212 SWC190000009**

**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 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.

Capitol Business Interiors

Company

Will D. Murray

Authorized Signature

1-14-19

Date

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

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Kelli Bragg / Janet Joseph  
(Name, Title)  
Kelli Bragg Janet Joseph  
(Printed Name and Title)  
711 Indiana Avenue, Charleston, WV. 25302  
(Address)  
304.343.7551 304.346.3350  
(Phone Number) / (Fax Number)  
Kbragg@Champion-industries.com Jclayman@champion - industries.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Capitol Business Interiors.  
(Company)  
Kelli D. Bragg, Sr. Sales  
(Authorized Signature) (Representative Name, Title)  
Kelli D. Bragg, Sr. Sales.  
(Printed Name and Title of Authorized Representative)  
1-14-19  
(Date)  
304.343.7551 304.346.3350  
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
CRFQ 0212 SWC1900000009  
Furniture and Accessories - Statewide Contract  
(SYSFURN19)

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- 9.4 **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: Kelli Bragg  
Telephone Number: 304.343.7557  
Fax Number: 304.346.3350  
Email Address: Kbragg@Champion-Industries.com

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 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: Capital Business Interiors

Authorized Signature: Kelli D. Bragg Date: 1-14-19

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 14 day of January, 2019.

My Commission expires June 1, 2022.



NOTARY PUBLIC Jessica R. Houston

# 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 Vendor Preference, if applicable.

1.  **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia, 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,  
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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% 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% vendor preference for the reason checked:**  
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4.  **Application is made for 5% 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% 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% 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.
8.  **Application is made for reciprocal preference.**  
 Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

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) rescind the contract or purchase order; 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.

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: Capitol Business Interiors

Signed: Kevin D. Pomroy

Date: 1-14-19

Title: Sen Sales

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/11/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Centurion Insurance Services 201 Pennsylvania Ave. N 3rd Floor Charleston WV 25302	<b>CONTACT NAME:</b> Diane Clyburn <b>PHONE (A/C, No, Ext):</b> (304) 877-8984 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> dlane.clyburn@centinssvc.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Phoenix Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Capitol Business Interiors 711 Indiana Avenue Charleston WV 25302	

**COVERAGES**      **CERTIFICATE NUMBER:** CL1911100513      **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	630-9L002715-PHX-18	11/01/2018	11/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		Y	810-9L004223-18-43-G	11/01/2018	11/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured With Regards to Furniture Contract. 30 Days Notice of Cancellation Provided.

**CERTIFICATE HOLDER****CANCELLATION**

State of West Virginia 1900 Kanawha Blvd Charleston WV 25305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Centurion Insurance Services 201 Pennsylvania Ave. N 3rd Floor Charleston WV 25302	<b>CONTACT NAME:</b> Diane Clyburn <b>PHONE (A/C, No, Ext):</b> (304) 935-2530 <b>E-MAIL ADDRESS:</b> diane.clyburn@centinssvc.com <b>FAX (A/C, No):</b> (304) 935-2508
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> BrickStreet Mutual Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Capitol Business Equipment, Inc. P. O. Box 2968 Huntington WV 25728	

**COVERAGES**                      **CERTIFICATE NUMBER:** CL1911200514                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$								
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y    N/A	WCB1023644	04/02/2018	04/02/2019	<table border="1"> <tr> <td>PER STATUTE</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 1,000,000</td> </tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
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E.L. EACH ACCIDENT	\$ 1,000,000													
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E.L. DISEASE - POLICY LIMIT	\$ 1,000,000													

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See attached form regarding cancellation notice

## CERTIFICATE HOLDER

## CANCELLATION

State of West Virginia 1900 Kanawha Blvd  Charleston WV 25305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Warranty

## Global Warranty Information

### A History of Success

Founded in Canada in 1966, The Global Group is one of the largest manufacturers and marketers of quality business furniture in the world. Our facilities include more than 40 just-in-time manufacturing and product assembly plants, plus offices, showrooms and distribution facilities.

Customer service is the cornerstone of our continued success and the reason why the Global choice is often the first choice for office furniture solutions by clients the world over.

### Ergonomics

Global manufactures an extensive selection of office furniture in the areas of seating, files and storage, casegoods, panels and computer accessories. The people at Global are proud to bring you office furniture manufactured with ergonomic features integrated into every product in order to help build a healthy, comfortable and productive work environment.

### ISO 9000

At Global, we continue to set the highest quality product standards. Registration to ISO 9000, the international standard for quality systems is just one example of our longstanding promise to manufacture office furniture that is built to work better and last longer.

### Research and Development

The Global Group is one of the very few business furniture companies worldwide to maintain an in-house testing laboratory. The testing laboratory and its support programs certify our components and finished products. Global certified office furniture products meet, and often exceed industry and government standards.

### The Environment

At Global we're proud of our pledge to maintain a clean environment. We have long established environmental programs throughout our plants and offices to sustain our 'earth friendly' commitment. The people at Global take every opportunity to Reduce, Reuse and Recycle.



## ISO 14001

At Global we're proud to say we're ISO 14001 registered. ISO 14001 is the benchmark international standard for the implementation and operation of an environmental management system. Certification requires a commitment to continuously improve practices that protect the environment.

## Lifetime Warranty

Global warrants that all commercial products are free from defects in material and workmanship, for the life of the product, to the original purchaser. Global will repair or replace, at Global's option, as the sole remedy for any defect covered by the warranty. For detailed conditions, refer to the current Global Price List.

**This warranty covers the following product categories.**

1. General Seating
2. Filing
3. Panels
4. Desks, Modular Furniture and Tables

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## LIFETIME WARRANTY



Global will repair or replace, at Global's option, as the sole remedy for any defect covered by the warranty. The warranty applies to products manufactured after January 1, 2011.

### General Commercial Seating

Global's warranty for general commercial seating covers all chair components including pneumatic cylinders, bases, casters, glides, frames, arms, plastic seats, backs and other structural components.

Exceptions to the warranty for general commercial seating are as follows:

- Foam, textiles (as sampled on Global branded and Alliance Partner program cards), mesh material and electrical devices, are warranted for five (5) Years
- Control mechanisms are warranted for twelve (12) Years

The warranty applies to single shift, standard commercial usage, defined as a standard eight (8) hour day, forty (40) hour week for users weighing up to 300 pounds.

### Heavy Duty Seating

Global offers products designed for multiple shift applications (24 hours a day / 7 days a week) and larger individuals weighing up to 350 and/or 500 pounds (depending on series and/or model). Global warrants these products for twelve (12) years to the original purchaser. All components (including control mechanisms, pneumatic cylinders, bases, casters, glides, frames, arms, plastic seats/backs, etc.) are covered for 24/7 applications under the warranty. The exceptions are foam and textiles, which are covered for five (5) years. Textiles on these products must exceed 100,000 double rubs for the textile portion of the warranty to apply. Heavy Duty product series that apply under this warranty currently include: Concord Executive 24 hour, Dexter/Dexter+, Granada TS, Granada Deluxe TS, Malaga TS, ObusForme Comfort TS, Robust, Saxon, Truform TS and Vion TS.

### Textiles

Global warrants Global branded textiles and Alliance Partner carded textile programs inclusive of fabrics, vinyls and leather products for five (5) years. Alliance Partner textile programs are currently with Arc | Com, CF Stinson, CLT Prescott Leather, Designtex, EnviroLeather by LDI, Green Hides, Knoll Textiles, Luum, Maharam, Mayer, Momentum, Morbern, Ultrafabrics and Victor. Global does not warrant COM (Customer Own Materials) or GPM (Global Purchased Materials) that are customer specified materials, or graded-in and purchased by Global for a customer. For GPM or COM products, please contact the textile supplier for performance information and warranty details.

### Seating Warranty Summary

Seating Type	Components Warranty for Original Purchaser	Use Time For Warranty Coverage	Exceptions
General commercial seating	Lifetime	8 hours / 5 days per week	Foam/upholstery/textiles/mesh/electrical devices – 5 years  Control mechanisms – 12 years

Seating Type	Components Warranty for Original Purchaser	Use Time For Warranty Coverage	Exceptions
Heavy duty seating	12 years	24 hours / 7 days per week	Foam/upholstery/textiles – 5 years

### Files, Desks, Modular Furniture, Tables, Panels & Accessories

Global warrants all components of metal storage and filing, laminate and wood veneer desks, laminate and wood veneer tables, metal leg components and panels for the lifetime of the product to the original purchaser.

Exceptions to the warranty for Files/Desks/Tables and Panels are as follows:

- Electrical devices, panel and tackboard textiles, adjustable keyboard mechanisms/lecterns/coat trees and task lights – five (5) Years
- Folding tables (laminate and Lite Lift II models) – one (1) Year

### Files, Desks, Modular Furniture, Tables, Panels & Accessories Warranty Summary

Product Type	Components Warranty for Original Purchaser	Exceptions
Metal storage and filing	Lifetime	None
Laminate/wood veneer desks and modular furniture	Lifetime	Tackboard textiles, electrical devices, task lights – 5 years

Product Type	Components Warranty for Original Purchaser	Exceptions
Boardroom, conference and training tables	Lifetime	Electrical devices – 5 years Moving parts – 5 years
Panels	Lifetime	Panel textiles, electrical devices, task lights – 5 years
Coat racks and lecterns	5 years	None
Folding tables (laminated & molded)	1 year	None
Height adjustable tables	5 years	Motorized parts (on electrical tables) – 2 years

**Global's Warranty does not apply (for any product category) to the following:**

- Failures due to wear and tear
- Failures which result from negligence, abuse, accident or misuse
- Failure to apply, install or maintain products according to Global's written instructions and warnings
- Modifications, attachments or repair methods not approved by Global
- Damage caused by a carrier in transit, or delivery/installation contractors
- The matching of colors, grains or textures (wood, leather, etc.) of natural materials and color matching of textiles
- Products exposed to extreme hot or cold temperatures or excessively dry or humid environments
- Colorfastness or the matching of color of textiles
- Damage by markings or staining; damage by sharp objects or imprinting from instruments
- Damage to textiles or laminate and wood surfaces/edges from exposure to sunlight (including UV rays)

- Products used for rental purposes

Global's warranty does not cover the costs of transportation or labor. Repair or replacement will be at Global's option.

Global makes no warranty that any of its products are suitable for any particular purpose and makes no other warranties, express or implied, other than those set out here. As codes and standards vary from one jurisdiction to another, references to compliance are solely for convenience and without any representation as to accuracy or suitability. Users must verify the suitability of such information or product for their specific application. In no event shall Global be liable in either tort or contract for any loss or direct, special, incidental, consequential, or exemplary damages.

Global's warranty applies to products sold within the United States of America, Mexico, the Commonwealth of Puerto Rico and Canada.