



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

State of West Virginia
Centralized Request for Quote
Miscellaneous

| | | | |
|---|----------------------------|-------------------------|--|
| Proc Folder: 1409562 | | | Reason for Modification: To post Addendum 05 |
| Doc Description: Library Print Materials | | | |
| Proc Type: Central Master Agreement | | | |
| Date Issued | Solicitation Closes | Solicitation No | Version |
| 2024-08-08 | 2024-08-15 13:30 | CRFQ 0432 DCH2400000007 | 6 |

BID RECEIVING LOCATION

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

RECEIVED
2024 AUG 15 AM 10:50
WV PURCHASING
DIVISION

VENDOR

Vendor Customer Code: VS0000039918
Vendor Name : Follett Content Solutions, LLC
Address : 1340
Street : Ridgeview Dr.
City : McHenry
State : IL **Country :** US **Zip :** 60050
Principal Contact : Sarah Eisenhauer
Vendor Contact Phone: 888-511-5114 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
304-558-2063
larry.d.mcdonnell@wv.gov

Vendor Signature X  **Signed:** 8/9/2024 **FEIN#** 87-2968865 **DATE** 8/9/24

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

ADDITIONAL INFORMATION

Addendum 05:

To post answers to vendor questions.

To extend bid opening date from 8/13/2024 to 8/15/2024.

Bid opening time still remains at 1:30PM EST

No other changes

INVOICE TO

DIVISION OF CULTURE &
HISTORY

CULTURAL CENTER

1900 KANAWHA BLVD E

CHARLESTON

WV

US

SHIP TO

DIVISION OF CULTURE &
HISTORY

CULTURAL CENTER

1900 KANAWHA BLVD E

CHARLESTON

WV

US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------|---------|------------|------------|-------------|
| 1 | Library Print Materials | 1.00000 | EA | | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 60102300 | | | |

Extended Description:

The commodity line should reflect the overall total including the renewal years. See attached documentation for further details.

SCHEDULE OF EVENTS

| <u>Line</u> | <u>Event</u> | <u>Event Date</u> |
|-------------|------------------------------------|-------------------|
| 1 | Vendor Questions Due by 2:00PM EST | 2024-06-11 |

SOLICITATION NUMBER: CRFQ DCH24*07

Addendum Number: 5

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:

To post answers to vendor questions.

To extend bid opening date from 8/13/2024 to 8/15/2024.

Bid opening time still remains at 1:30PM EST

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.

Vendor Question 01:

If a book distributor doesn't have the book available in the desired format listed in the product category column, can we quote the available format and notate the bid, or would you prefer we do not list a price on the bid Excel spreadsheet? For example, the product category lists Hardcover, and the distributor only has it available in Paperback, etc.

Agency Answer 01:

The books on the pricing page are representative of titles and categories the agency may purchase under the agreement's terms. The books and their formats were chosen to set an objective means by which multiple bids could be compared. Therefore, in the interest of fairness, each bid must complete the pricing page given the selected titles and formats.

Vendor Question 02:

Will the agency accept incomplete bids if we can't quote an alternative option if the book isn't available in the desired product category?

Agency Answer 02:

We cannot accommodate a bid that does not include all the requested books.

Vendor Question 03

Is it possible to extend the bid due date from 6/24/24 to 7/1/24?

Agency Answer 03:

The bid due date has been extended.

Vendor Question 04:

Lastly, it is not common for us to receive a request to quote option years for book quotes, and it would be very helpful for us to understand why the agency is looking for vendors to quote the same list of books for option years 2 through 4.

Agency Answer 04:

Optional Renewal Years 2, 3, and 4 allow vendors to anticipate possible price increases, and give the agency an opportunity to continue working with the same vendor for multiple years versus having to re-bid the contract every year.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DCH24*07

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

Follett Content Solutions, LLC

Company



Signed: 8/9/2024

Authorized Signature

8/9/24

Date

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

Revised 6/8/2012

Record of Signing

For
Name
Title



Signed on 2024-08-09 16:21:14 GMT

Secured by Concord™
DocumentID: 02xM9m3dY9welwfHFwckPL
SigningID: 02xM9m3dS7EKdzrhrAlMh6
Signing date: 8/9/2024
IP Address: 66.9.164.92
Email: seisenhauer@follettcontent.com



Signed with www.concordnow.com