



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

Request for Quotation

RFQ NUMBER
BCF90115

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067



STUART DESIGN GROUP

SMART STORAGE SOLUTIONS

P.O. Box 710 • Greensburg, PA 15601
 1.800.989.4566 • www.stuartdesigngroup.com

S H I P T O

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/18/2009	Net 30	Best way	DESTINATION	Prepaid
BID OPENING DATE: 03/19/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	GAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		425-68	\$28,249. ⁵⁰	
<p>***** BID BOND AND DRUG FREE WORKPLACE AFFIDAVIT REQUIRED WITH BID SUBMISSION ***** MANDATORY PRE-BID MEETING 3/3/2009 AT 10:30 AM AT MERCER COUNTY DHHR, 200 DAVIS STREET, PRINCETON, WV 24740. NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR.</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 3/4/2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p>						

RECEIVED
 2009 MAR 19 A 9:51
 PURCHASING DIVISION
 STATE OF WV

SIGNATURE		TELEPHONE		DATE
<i>[Signature]</i>		300-989-4566 x 2		03-12-2009
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		
President	25 1493417			

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



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 304-558-0067**

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TYPE NAME/ADDRESS HERE

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 Greensburg PA 15601*

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<p>PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO INSTALL A COMPLETE LOCKABLE KARDEX KOMPACT MOBIL, LATERAL, HIGH DENSITY FILING SYSTEM FOR THE DHHR, MINERAL COUNTY OFFICE, PER THE SPECIFICATIONS.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATION IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 90 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Andrew L. ...</i>	TELEPHONE 800-989-4566 x2	DATE 03-12-2009
TITLE <i>President</i>	FEIN 251493417	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR MERCER COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR & MATERIAL BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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President	25 1493417	

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<p>OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE 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, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p>						

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 TITLE: President FEIN: 251493417 ADDRESS CHANGES TO BE NOTED ABOVE

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<p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA.</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p>						

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SIGNATURE *[Signature]* TELEPHONE **800-989-4566 x 2** DATE **03-12-2009**
 TITLE *President* FEIN **251493417** ADDRESS CHANGES TO BE NOTED ABOVE

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<p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION AND THE STATE AUDITOR'S OFFICE. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS.:</p> <p>NO. 1 ✓</p> <p>NO. 2 </p> <p>NO. 3 </p> <p>NO. 4 </p> <p>NO. 5 </p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Andrew L. Allen* TELEPHONE: 800-989-4566 x 2 DATE: 03-12-2009
 TITLE: President FEIN: 25 1493417 ADDRESS CHANGES TO BE NOTED ABOVE

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02/18/2009				

BID OPENING DATE: **03/19/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: STUART DESIGN GROUP</p> <p>CONTRACTORS LICENSE NO.: WV031242</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p>						

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TITLE: **President** FEIN: **25 1493417** ADDRESS CHANGES TO BE NOTED ABOVE

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<p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p> <p style="text-align: center;">NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: RW-22</p>						

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SIGNATURE <i>[Signature]</i>	TELEPHONE 800-989-4566 x 2	DATE 03-12-2009
TITLE <i>[Signature]</i>	FAX 251493417	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>REQ. NO.: BCF90115</p> <p>BID OPENING DATE AND TIME: 03/19/2009 @ 1:30 PM</p> <p>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED. PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <u>724-327-9128</u></p> <p>PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: <u>ANDREW L. STUART</u></p>						
<p>***** THIS IS THE END OF RFQ BCF90115 ***** TOTAL:</p>						<p><u>\$28,249.50</u></p>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Andrew L. Stuart* TELEPHONE: **800-989-4566 x2** DATE: **03-12-2009**

TITLE: *President* FEIN: **251493417** ADDRESS CHANGES TO BE NOTED ABOVE

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INFORMATION PAGE

PRIOR POLICY NUMBER - Q85 5100344 MP

AGENT LARRY N. GEORGE AGY INC INSURANCE IS PROVIDED BY ERIE INSURANCE COMPANY POLICY NUMBER Q85 5100344 MP

AA6750 LARRY N. GEORGE AGY INC ERIE INSURANCE COMPANY 14664 Q85 5100344 MP

ITEM 1 NAMED INSURED AND ADDRESS

STUART DESIGN GROUP INC
PO BOX 710
GREENSBURG PA 15601-0710

Hand delivered and
received 12/9/2008

RENEWAL CERTIFICATE

CORPORATION ALLEGHENY CO
OTHER WORKPLACES NOT SHOWN ABOVE - AS SCHEDULED FED ID # 25-1493417
RISK IDENTIFICATION NUMBER - 002714777

ITEM 2. THE POLICY PERIOD IS FROM 01/01/09 TO 01/01/10 AT THE INSUREDS MAILING ADDRESS.

ITEM 3.A. WORKERS COMPENSATION INSURANCE- PART ONE OF THE POLICY APPLIES TO THE WORKERS COMPENSATION LAW OF THE STATES LISTED HERE- PA.

ITEM 3.B. EMPLOYERS LIABILITY INSURANCE- PART TWO OF THE POLICY APPLIES TO WORK IN EACH STATE LISTED IN ITEM 3.A. THE LIMITS OF OUR LIABILITY UNDER PART TWO ARE-
BODILY INJURY BY ACCIDENT \$1,000,000 EACH ACCIDENT
BODILY INJURY BY DISEASE \$1,000,000 POLICY LIMIT
BODILY INJURY BY DISEASE \$1,000,000 EACH EMPLOYEE

ITEM 3.C. OTHER STATES INSURANCE- PART THREE OF THE POLICY APPLIES TO THE STATES, IF ANY, LISTED HERE- ALL STATES EXCEPT ND, OH, WA, WY, STATES DESIGNATED IN ITEM 3.A.,

ITEM 3.D. SEE ATTACHED ENDORSEMENT SCHEDULE

ITEM 4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.

Table with 2 columns: Description and Amount. Includes rows for EXPENSE CONSTANT (4,906), TOTAL ESTIMATED ANNUAL PREMIUM (\$5,106), PA EMPLOYER ASSESSMENT 2.26% (\$115), and DEPOSIT PREMIUM (\$5,221).

MINIMUM PREMIUM \$1,035

RETURNED PAYMENT FEES WILL BE ADDED TO YOUR ACCOUNT.

PAGE 01 HOME OFFICE 11/01/08 SEE REVERSE SIDE WFS 0106

INVOICE AGENT - Please return this portion with your Policyholder's remittance

AGENT LARRY N. GEORGE AGY INC POLICY NUMBER Q85 5100344 MP

STUART DESIGN GROUP INC
PO BOX 710
GREENSBURG PA 15601-0710

THIS POLICY WILL BE INCLUDED IN YOUR ACCOUNT BILLING PLAN

ENTER ANY PAY PLAN CHANGE HERE

ERIE INSURANCE GROUP
100 ERIE INSURANCE PLACE
ERIE, PA 16530

PLEASE DO NOT WRITE BELOW THIS LINE

ADDRESS CHANGE

-010167508551003441421400000008-0000000000000000-



REVISED DECLARATIONS

ERIE INSURANCE EXCHANGE ULTRAFLEX POLICY

AGENT	ITEM 2. POLICY PERIOD	POLICY NUMBER
AA6750 LARRY N. GEORGE AGY INC	01/01/09 TO 01/01/10	Q37 0152346 MP

ITEM 1. NAMED INSURED AND ADDRESS	ITEM 3. OTHER INTEREST
STUART DESIGN GROUP INC PO BOX 710 GREENSBURG PA 15601-0710	Sent 12/17/08 Lam

POLICY PERIOD BEGINS AND ENDS AT 12.01 A.M. STANDARD TIME AT THE STATED ADDRESS OF THE NAMED INSURED.
 THE INSURANCE APPLIES TO THOSE PREMISES DESCRIBED AS PER THE ATTACHED SUPPLEMENTAL DECLARATIONS. THIS IS SUBJECT TO ALL APPLICABLE TERMS OF THE POLICY AND ATTACHED FORMS AND ENDORSEMENTS

DEDUCTIBLE (PROPERTY PROTECTION ONLY) - \$ 1,000.

COVERAGES:	DEPOSIT PREMIUM
PROPERTY PROTECTION - AS PER THE ATTACHED SUPPLEMENTAL DECLARATIONS	
1. BUILDINGS	\$ INCL
2. BUSINESS PERSONAL PROPERTY AND PERSONAL PROPERTY OF OTHERS	\$ INCL
3. INCOME PROTECTION	
4. GLASS AND LETTERING	
5. SIGNS, LIGHTS AND CLOCKS	\$ INCL

LIMITS OF INSURANCE

PREMIUM BASIS - PAYROLL	
EACH OCCURRENCE LIMIT	\$ 1,000,000
DAMAGE TO PREMISES RENTED TO YOU LIMIT	\$ 1,000,000 ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	\$ 5,000 ANY ONE PERSON
PERSONAL & ADVERTISING INJURY LIMIT	\$ 1,000,000 ANY ONE PERSON OR ORGANIZATION
GENERAL AGGREGATE LIMIT	\$ 2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	\$ 2,000,000

OPTIONAL COVERAGES

ENHANCEMENT ENDORSEMENT - CONTRACTORS ENDORSEMENT	\$ INCL
ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS (ULRH)	\$ INCL
TOTAL DEPOSIT PREMIUM	\$ 2,361.

APPLICABLE FORMS - SEE SCHEDULE OF FORMS

01731 (SEE REVERSE SIDE) RETURNED CHECK FEES WILL BE ADDED TO YOUR ACCOUNT LMD 12/10/08

*** (SEE REVERSE SIDE) ***

6 ↑ DETACH **INVOICE** AGENT - Please return this portion with your Policyholder's remittance ↑ DETAC

AGENT POLICY NUMBER
 AA6750 LARRY N. GEORGE AGY INC Q37 0152346 MP

DATE DUE PAYMENT DUE
THIS POLICY WILL BE INCLUDED IN YOUR ACCOUNT BILLING PLAN.

STUART DESIGN GROUP INC
 PO BOX 710
 GREENSBURG PA 15601-0710

ENTER ANY PAY PLAN → CHANGE HERE

ERIE INSURANCE GROUP
 100 Erie Insurance Place • ERIE, PA 16530

PLEASE DO NOT WRITE BELOW THIS LINE

ADDRESS CHANGE



REVISED DECLARATIONS

AGENT	ITEM 2. POLICY PERIOD	POLICY NUMBER
AA6750 LARRY N. GEORGE AGY INC	01/01/09 TO 01/01/10	Q01 0140375 MP7

ITEM 1. NAMED INSURED AND ADDRESS	ITEM 3. OTHER INTEREST
STUART DESIGN GROUP INC PO BOX 710 GREENSBURG PA 15601-0710	AS LISTED BELOW <i>sent 1/17/10 Lam</i>

ITEM 4. AUTOS COVERED	AUTO	YR	MAKE	VIN	ST	TER	SYM	RATING	CLASS
	10	00	HIRED AUTOS	\$6,500	PA	2Z	E6		
	11	00	NON OWNED AUTOS	0-25 EMPL	PA	2Z			
	12	00	BMW 528I	WBADM6341YGV03866	PA	2Z	N	CPI	
	13	03	LAND DISCYSEAWD	SALTY16473A827233	PA	2Z	R	CPB	
	14	00	VOLV S80	YVITS94D9Y1090922	PA	2Z	K	CPI	
	15	00	FORD PU	1FTRX17W4YNB83856	PA	2Z	R6		6
	16	03	TOYO HIGHLANDER	JTEHF21A630134547	PA	2Z	A	CPB	

ITEM 5. INSURANCE IS PROVIDED WHERE A PREMIUM, OR INCL, IS SHOWN FOR THE COVERAGE. COVERAGES, LIMITS AND ANNUAL PREMIUMS ARE AS FOLLOWS-

M EQUALS THOUSAND \$	# 10	# 11	# 12	# 13	# 14	# 15
LIABILITY PROTECTION-						
BOD INJ & PROP DAMAGE \$1000M/ACC			661	332	661	383
HIRED AUTOS LIABILITY-						
BOD INJ & PROP DAMAGE \$1000M/ACC	87					
EMPLOYERS NON-OWNED AUTOS LIABILITY-						
BOD INJ & PROP DAMAGE \$1000M/ACC		57				
FIRST PARTY BENEFITS-						
MEDICAL EXPENSE \$5M			28	17	28	11
INCOME LOSS \$1M/MONTH, \$5M MAXIMUM			14	7	14	5
ACCIDENTAL DEATH \$5M			4	2	4	2
UNINSURED MOTORISTS COVERAGE-						
BODILY INJURY \$1000M/ACC-UNSTACKED			20	20	20	25
UNDERINSURED MOTORISTS COVERAGE-						
BODILY INJURY \$1000M/ACC-UNSTACKED			156	156	156	144
PHYSICAL DAMAGE COVERAGES-						
COMPREHENSIVE - \$1M DED			141	93	98	40
COLLISION - \$1M DED			394	263	335	108
OPTIONAL COVERAGES-						
ROAD SERVICE			3	3	3	8
HIRED AUTOS PHYSICAL DAMAGE-						
COMPREHENSIVE - \$1M DED	17					
COLLISION - \$1M DED	39					
TOTAL ANNUAL PREMIUM FOR EACH AUTO	143	57	1421	893	1319	726

000915

DRH 12/05/08

(SEE REVERSE SIDE) RETURNED CHECK FEES WILL BE ADDED TO YOUR ACCOUNT

DETACH **INVOICE** AGENT - Please return this portion with your Policyholder's remittance

AA6750 LARRY N. GEORGE AGY INC Q01 0140375 MP

STUART DESIGN GROUP INC
PO BOX 710
GREENSBURG PA 15601-0710

DATE DUE PAYMENT DUE
**THIS POLICY WILL
BE INCLUDED IN
YOUR ACCOUNT
BILLING PLAN.**

ENTER ANY
PAY PLAN →
CHANGE HERE

ERIE INSURANCE

100 Erie Insurance Place • ERIE, PA 16530

PLEASE DO NOT WRITE BELOW THIS LINE ↓



100 Erie Insurance Place
Erie, PA 16530

RENEWAL CERTIFICATE

**ERIE INSURANCE EXCHANGE
BUSINESS CATASTROPHE POLICY**

AGENT

ITEM 2. POLICY PERIOD

POLICY NUMBER

AA6778 LARRY N. GEORGE AGY INC

01/01/09 TO 01/01/10

Q25 0172997 MP

ITEM 1. NAMED INSURED AND ADDRESS

ITEM 3. OTHER INTEREST

STUART DESIGN GROUP
P O BOX 710
GREENSBURG PA 15601-0710

**Hand delivered and
received 12/9/2008**

POLICY PERIOD BEGINS AND ENDS AT 12:01 A.M., STANDARD TIME AT THE ADDRESS OF THE NAMED INSURED.

LEGAL ENTITY - CORPORATION

DESCRIPTION OF OPERATIONS - STORAGE UNITS - FURNITURE FIXTURES -
INSTALLATION IN OFFICES

CLASS CODE - 095124

THE ERIE'S LIMIT FOR THIS COVERAGE IS SHOWN BELOW. THIS INSURANCE IS SUBJECT TO THE TERMS OF THE POLICY AND ITS FORMS.

COVERAGE AND LIMITS - BUSINESS CATASTROPHE LIABILITY COVERAGE

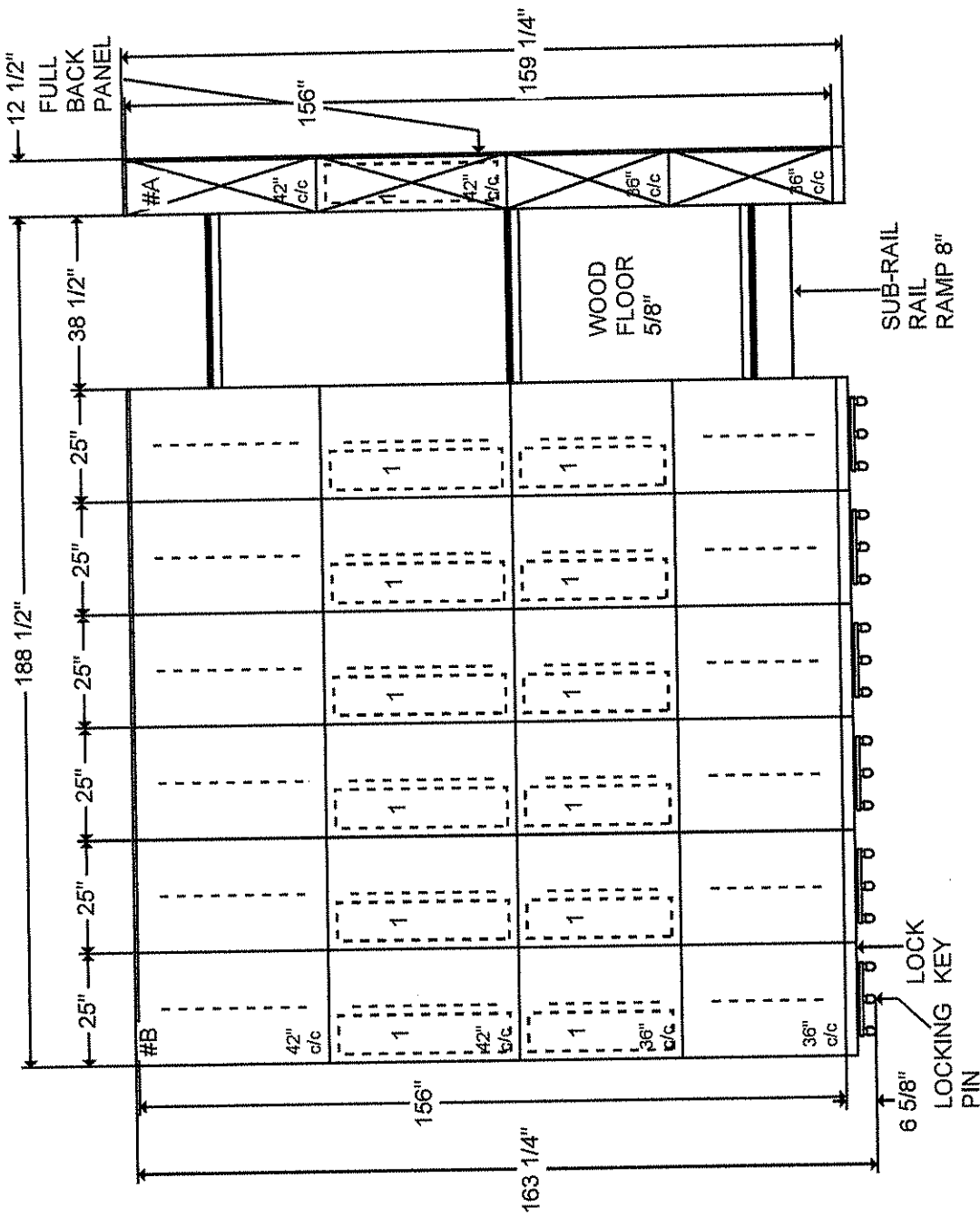
LIMIT OF LIABILITY \$ 5,000,000 EACH OCCURRENCE

AGGREGATE LIMIT \$ 5,000,000 WHERE APPLICABLE

CW

TOTAL PREMIUM - - - - - \$ 1923.

APPLICABLE FORMS - SEE SCHEDULE OF FORMS



LEGEND	<input checked="" type="checkbox"/> SINGLE FACE FIXED ON FLOOR	Project Description : DHHR PRINCETON	Project Name : LD090100-1
	<input checked="" type="checkbox"/> DOUBLE FACE FIXED ON FLOOR		Distributor : MONTEL
<input checked="" type="checkbox"/> FIXED SINGLE FACE SHELVING	<input checked="" type="checkbox"/> FIXED DOUBLE FACE SHELVING	Address : STUART DESIGN GROUP ANDREW STUART RFQ-BCF90115	View : GENERAL VIEW
<input checked="" type="checkbox"/> MOBILE SINGLE FACE SHELVING	<input checked="" type="checkbox"/> MOBILE DOUBLE FACE SHELVING		* Comments : *VERIFY DIMENSION ON SITE
<input checked="" type="checkbox"/> DOUBLE FACE FULLBACK	<input checked="" type="checkbox"/> SWAY BRACE	MoDraw User : Idaigneault	Room : #1
<input checked="" type="checkbox"/> HANDLE (FOR MECHANICAL SYSTEM)			Printed : 2009-03-06
		Last Modified : 2009-03-06	MoDraw Version : 3.6.19
		Expiration : 2009-04-05	Page : 1/5

ONLY DRAWINGS BEARING THE NUMBER OF THE ACKNOWLEDGMENT OF ORDER ARE BINDING FOR THE EXECUTION

www.monitel.com
system@monitel.com
1-877-935-0236 (USA)
1-900-935-0235 (CAN)

ALL DIMENSIONS HAVE TO BE VERIFIED WITH ACTUAL SITE DIMENSIONS.

This drawing contains proprietary and confidential information. Duplication, reproduction or use of this document or its content in any form other than as expressly permitted by Montel Inc. are strictly prohibited.

RFQ: BCF90115

PART 1 GENERAL

1.1 Request for Quotation to provide all labor, material and anything incidental to the acquisition and installation of a fully complete lockable Kardex Kompakt or equal, mobile, lateral, high density filing system as defined herein for the Mercer County office location of the Department of Health & Human Resources. The system must be manually operated and accommodate the approximate stated amount of linear filing inches as specified for 8 1/2" x 11" documents. All work will be in compliance with Fire Marshall regulations and all other building codes and industry standards. The award will be made to the overall low bid that complies with the specifications.

1.2 The following is the location where the file system is to be installed and the approximate size of the system. Bidders - Please note: Your bid can be for more linear file inches than what is requested but bids with less linear file inches will be disqualified.

1.2.1 MERCER COUNTY DHHR 14,112 linear filing inches
 200 Davis Street
 Princeton, WV 24740

1.2.2 Vendor must verify the installed footprint of the system cannot exceed the dimensions of the proposed installation location including walkways.

1.3 It is the bidder's responsibility to verify all field conditions and building weight limitations prior to bidding. It is also the bidder's responsibility to notify the West Virginia Department of Health & Human Resources in writing, of conditions detrimental to proper and timely completion of the installation. Do not proceed until nonconforming conditions have been corrected.

1.4 The intent of this Request for Quotation is to provide the using office with a high quality, mobile lateral filing system. The foregoing specifications are to be considered nominal and approximate. Minor deviations from the stated specifications are acceptable to facilitate a competitive bid atmosphere provided the intent of the Request for Quotation or the effectiveness of the system is not compromised. No deviation is permitted on the space or configuration requirements. **ALL VENDORS PLEASE NOTE: This system is to be 100% complete. All braces, dividers or any other component necessary to properly utilize the filing system will be included with the initial installation at the offered price. This is not negotiable and payment will not be made to the vendor if they should fail in any way to meet this requirement.**

PART 2 TECHNICAL SPECIFICATIONS

2.1 TRACKS: Each modular track assembly will consist of two 14 gauge formed steel rails capable of carrying a minimum load of 1000 pounds per linear foot. The rail assembly will be welded to a minimum of 4 corresponding 14 gauge steel support channels. Track

assemblies are leveled by adjusting built-in leveling glides found in the support channel located every 12 inches on center. End stops are installed at each end of the rail assembly to provide a safe, cushioned stop for the mobile carriage. All track assemblies will include a stainless steel decorative cap. This cap will be attached to the front of the track assembly giving it a finished profile.

2.2 CARRIAGES: Carriages consist of sections of "U" shaped formed cold roll steel thirteen (13) gauge and fourteen (14) gauge stringers and cross members, all electrically welded to form a strong and durable frame. **Each seam will be fully welded. Occasional spot welds that allow the sheet metal surface to bow between welds are unacceptable.**

2.3 WHEELS: Carriage wheels will be double-flanged and 5" in diameter with each wheel having heavy-duty, double sealed, permanently lubricated, ball bearings. There are a total of four wheel assemblies per carriage.

2.4 FINISH: All steel parts are thoroughly cleaned in a three stage iron phosphate washer. Each steel component is then coated with an epoxy powder coat finish using an electrostatic paint system. This paint system ensures a long lasting and durable finish. The end user will make color choice.

2.5 DECKING: Decking will be installed so the tracks will be level with the floor surface. The decking will be as recommended by the filing system manufacturer and will be covered with a finish flooring material. If the filing system manufacturer does not provide a covering, the decking will be covered consistent with surrounding flooring.

2.6 WORKING HEIGHT: Seven shelves for 8 ½" x 11" documents per carriage are allowable. 75"-78"h min/max overall height.

2.7 REFERENCE SHELF: There shall be one retractable reference shelf located approximately 38" above the floor surface on each side of each aisle at a point towards the aisle center. The shelf should be capable of holding ten pounds of weight at a fully open position.

2.8 INSTALLATION LOCATION: The system shall be installed in the location known as the file room. The proposed system cannot exceed the size limitations of the installation location including properly sized walk ways and the aisles as required in section 2.10. The approximate size of the location of the installation is 16'9"L x 12'10"W (from wall to tip of drive knob).

2.9 UNDERCARRIAGE ANTI-TIP: For safe operation of the system, an undercarriage anti-tip device shall be provided and bolted to the carriage that has a lip riding in the flange on each rail, (2 per wheel). Anti-tip angles must be constructed of no less than 11 gauge steel and must have a bottom flange (interlocking with rail) of no less than 7/8" wide. Overhead mounted products are unacceptable.

2.10 AISLES: Aisle requirements are minimum distances from a fully open position. The system will be configured to provide two 34" aisles.

2.11 SHELF DIVIDERS: A minimum of three shelf dividers shall be provided with each shelf opening.

2.12 CONTROLS: The system shall be designed so that the entire file system can be closed by turning the handle on the last shelf unit. The last shelf unit will push all open shelf units to a closed position. The system will be capable of being locked in the closed position.

2.13 WARRANTY AND RESPONSE TIME: Please state the warranty period of the system bid and the response time for warranted and non-warranted repairs. As a mandatory minimum, a response time of 48 hours is requested and nothing less than a one year warranty is acceptable.

PART 3 SPECIAL CONDITIONS

3.1 The contractor shall coordinate all site activities with a designated representative from the physical location.

3.2 The contractor shall be adequately bonded and insured to fully indemnify and hold harmless the property owner and/or the Department of Health & Human Resources from and against any and all claims arising from the performance of this contract.

3.3 The contractor shall complete all work within 90 calendar days after receiving the notice to proceed.

3.4 One payment shall be made at 100% completion pending acceptance by the Department of Health and Human Resources. The Department of Health & Human Resources reserves the right to withhold payment if the installed system is not in compliance with the specifications.

3.5 The contractor shall pay the higher of the U.S Department of Labor minimum wage rates for all labor performed on site as established for Mercer County pursuant to West Virginia Code § 21-5-1, et. seq.

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

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she 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/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Stuart Design Group
Authorized Signature: [Signature] Date: 03-12-2009



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

Request for Quotation

RFQ NUMBER
 BCF90115

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

STUART Design Group
 P.O. Box 710
 Greensburg PA 15601

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/09/2009				

BID OPENING DATE: 03/10/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10 REQUISITION NO.: BCF90115 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO. IS: NO. 1 NO. 2 NO. 3 NO. 4 NO. 5 I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Robert Wagner</i>	TELEPHONE 800-989-4566	DATE 03-12-2009
TITLE President	FEIN 251493417	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, 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

Request for Quotation

RFQ NUMBER
 BCF90115

PAGE
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

S U P P L I E R



STUART DESIGN GROUP
 SMART STORAGE SOLUTIONS

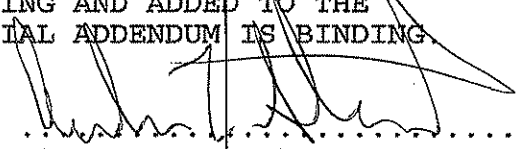
P.O. Box 710 • Greensburg, PA 15601
 1.800.999.4566 • www.stuartdesigngroup.com


S H I P T O

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/09/2009				

BID OPENING DATE: 03/19/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE STUART DESIGN GROUP... COMPANY 03-12-09 DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						
0001	1	JB		425-68	#28249.50	
MOBILE, LATERAL, HIGH DENSITY FILING SYSTEM						

SIGNATURE 			SEE REVERSE SIDE FOR TERMS AND CONDITIONS		TELEPHONE 800-989-4566	DATE 03-12-09
TITLE President	FEIN 251493417	ADDRESS CHANGES TO BE NOTED ABOVE				

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

RESPONSE TO VENDOR QUESTIONS ON BCF90115:

- 1) **QUESTION:** The request states that the system is a MANUAL type. Do you mean, Mechanical assist (hand crank)?

RESPONSE: Yes, Mechanical Assist (hand crank) type.

- 2) **QUESTION:** Section 2.6 states the shelving height to be 75"-78" with seven shelves. Do you mean six openings plus a top or seven openings plus a top? Does the height (75"-78") take include the height of the carriage and track? This could add another 6" to the overall total height.

RESPONSE: Seven (7) openings but wouldn't increase the overall height including the track because a deck is built up the rail height.

- 3) **QUESTION:** Section 2.1 states that this is a Modular system. I would assume that the floor & track are all inclusive and that the rails will not need to be anchored into the floor. My understanding is that a Modular system will sit on top of the floor and can be moved and added to. Is this the case?

RESPONSE: Anchoring of the rails to the floor is required. Rails are 3/4' high mounted on concrete slab with tapcons. Deck of 3/4" plywood built up even to the top of rail and covered to match existing flooring.

- 4) **QUESTION:** Section 2.5 requests a floor covering. Would it be acceptable if we include a floor covering?

RESPONSE: Yes, provided it closely matches existing

- 5) **QUESTION:** Do you have a drawing for the area (16'-9" x 12'-10")?

RESPONSE: No. It is the bidder's responsibility to survey the premises to verify measurements.

- 6) **QUESTION:** How long do you want the carriages to be?

REQUEST: The system footprint would have to fit in the proposed space and leave a 4' walkway to access. System aisles should be at least 36".

- 7) **QUESTION:** The request states that it should be a Manual type system. What they have currently is a Mechanical Assist (Hand crank) type. Is this what they would prefer?

RESPONSE: Yes, the system should be a Mechanical Assist (hand crank) type.

8) **QUESTION:** Should we assume that the space 16'-9" x 12' x 10" is the maximum we can use?

RESPONSE: Yes

9) **QUESTION:** Section 2.6 states shelving not to exceed 78". Should we assume that they want 7 openings plus a top?

RESPONSE: Yes

10) **QUESTION:** The wheel size that is requested is 5" in diameter. The current system has 3" diameter wheels. Is it acceptable to use either wheel size?

RESPONSE: Yes, either wheel size is acceptable.

11) **QUESTION:** Concerning RFQ: BCF90115: It is not possible to have 2 working aisles in this system with the given footprint of 16'9" x 12'10" and also maintain the required 14,112 linear file inches of capacity. So, do we reduce the file capacity and give 2 working aisles or maintain capacity and just have 1 aisle in the new system? It could be argued that the existing system has 2 aisles and 3 persons can easily work in the files if the new system were to have only 1 aisle.

RESPONSE: Maintain required minimum capacity of 14,112 linear file inches and reduce aisles to one (1) aisle at least 36".

12) **QUESTION:** Just for clarification, Prevailing wage means the published prevailing rate for Mercer County, West Virginia – per applicable trade?? I have not looked the rate up but it would be similar to \$28.00 per hour per person including fringe.

RESPONSE: It is the vendor's responsibility to monitor and verify rates established by the Dept. of Labor.

13) **QUESTION:** Would alternate configurations be considered?

RESPONSE: Alternate configurations may be considered as long as the specifications of 14,122 linear file inches is met and the maximum height and footprint size as stated in the specifications are not exceeded. Alternate specifications must be determined by the agency to meet the business needs of the agency and are at the sole discretion of the agency.

14) **Question:** I was hoping you could help me with a question. We are providers of mobile storage filing products in WV. Your need in Princeton will be the first time we have bid on project with the state that requires a contractor's license. We do have employees with contractors license but was not sure who within the organization needs to be the

one with the license. Does it have to be one of the installers on the project, a principal with the company or can it be a salesperson on the project?

Response: The company responding to the bid has to have the contractor license.

15) Question:

- 1.2.1 14,112 LFI or bid rejected
- 1.1 Lockable eliminates 14,112 LFI
- 1.2.2 Gives 16' 9" gets 14,112 LFI with only one aisle
- 2.10 Two 36" aisles impossible to give 14,112 LFI

Response: Please see the responses to the questions above in particular the response to #11.

ADDITIONAL CLARIFICATION TO RFQ LANGUAGE:

RFQ - 2nd Page, 1st paragraph now reads:

To provide all labor, material, and equipment necessary to install a complete lockable Kardex Kompakt Mobil, Lateral, High Density Filing System for the DHHR Mineral County office, per the attached specifications.

Change to read:

To provide all labor, material, and equipment necessary to install a complete lockable Kardex Kompakt Mobil, Lateral, High Density Filing System or equal, for the DHHR Mercer County office, per the attached specifications.

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

BOND # 70684563

KNOW ALL MEN BY THESE PRESENTS, that we

STUART DESIGN GROUP, INC.
P.O. BOX 710 GREENSBURG, PA 15601

(Here insert full name, and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and

WESTERN SURETY CO.

101 SOUTH PHILLIPS AVE SIOUX FALLS, SD 57192

a corporation duly organized under the laws of the State of **SOUTH DAKOTA** as Surety, hereinafter called the Surety, are held and firmly bound unto **STATE OF WEST VIRGINIA**

2019 WASHINGTON STREET EAST CHARELSTON, WV 25305

(Here insert full name, and address or legal title of Owner)

as Obligee, hereinafter called the Obligee, in the sum of **Five Percent of Amount Bid**-----Dollars (\$ 5%), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

HIGH AUTHORITY FILING SYSTEM INSTALLATION

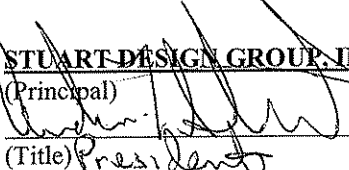
(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid then this obligation shall be null and void, otherwise to remain in full force and effect.

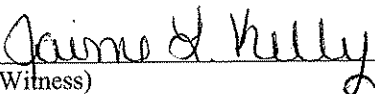
Signed and sealed this **19th** day of **March, 2009**.




(Witness)

STUART DESIGN GROUP, INC.
(Principal) (Seal)


(Title) *President*



(Witness)

WESTERN SURETY CO.
(Surety) (Seal)


(Attorney-in-Fact) **JAMES C. CARLINS**

POWER OF ATTORNEY

Know All Men by These Presents:

(Irrevocable)

No. SP-

22771481

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired. That Western Surety Company, a corporation, does hereby make, constitute and appoint the following

FIVE 5 authorized individuals:

Table with 2 columns: AUTHORIZED INDIVIDUALS. Left column lists ANTHONY P LEKSE, JAMES C CARLINS, RICHARD J TAYLOR. Right column lists CHRISTOPHER J RUCK, LINDA L CARROLL.

in the City of PITTSBURGH, State of PENNSYLVANIA, with limited authority, its true and lawful Attorney(s) in fact with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, the following described bond:

BID, PERFORMANCE, AND/OR PAYMENT BOND, IN ADDITION THE RELATED TRANSACTIONS SUCH AS CONSENTS OF SURETY, RIDERS, AND LETTERS OF INTENT, MAINTENANCE AND WARRANTY BONDS, PROVIDING THE BOND PENALTY DOES NOT EXCEED FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (****500,000.00).

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

All authority hereby conferred shall expire and terminate, without notice, unless used before midnight of

JANUARY 31 2014, but until such time shall be irrevocable and in full force and effect.

WESTERN SURETY COMPANY further certifies that the following is a true and exact copy of Section 7 of the By-Laws of Western Surety Company, duly adopted and now in force, to-wit: "Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

The penal amount of the bond herein described may be increased if there is attached to this Power, written authority so authorizing in the form of an endorsement, letter or telegram signed by the Underwriting Manager, Underwriting Consultant, Underwriting Specialist, Underwriter, President, Vice President, Assistant Vice President, Treasurer, Secretary or Assistant Secretary of Western Surety Company specifically authorizing said increase.

IN WITNESS WHEREOF, Western Surety Company has caused these presents to be executed by its Senior Vice President with its corporate seal affixed this 11th day of December, 2006.

WESTERN SURETY COMPANY

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA }

By

Signature of Paul T. Bruflat, Senior Vice President

On this 11th day of December, in the year 2006, before me, a Notary Public, personally appeared Paul T. Bruflat, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



My Commission Expires November 30, 2012

I, the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that Section 7 of the By-Laws of the company as set forth in the Power of Attorney, is now in force.

In testimony whereof, I have hereunto set my hand and the seal of Western Surety Company this 19th day of March, 2009

WESTERN SURETY COMPANY

*IMPORTANT: This date must be filled in before it is attached to the bond and it must be the same date as the bond.

By

Signature of Paul T. Bruflat, Senior Vice President



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

PA
STATE OF WEST VIRGINIA,
COUNTY OF Westmoreland TO-WIT:

I, Andrew Stuart, after being first duly sworn, depose and state as follows:

- I am an employee of STUART DESIGN GROUP INC. and,
(Company Name)
- I do hereby attest that STUART DESIGN GROUP INC.
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

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

STUART DESIGN GROUP INC.
(Company Name)

By: [Signature]

Title: President

Date: 03/18/2009

Taken, subscribed and sworn to before me this 18th day of March 2009

By Commission expires 11/09/10

COMMONWEALTH OF PENNSYLVANIA
(Seal) Notarial Seal
Sharon R. Jack, Notary Public
Murrysville Boro, Westmoreland County
My Commission Expires Nov. 9, 2010

[Signature]
(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.