



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
RECMGT11

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 42 304-558-8802

VENDOR

*310105515 304-346-8878
 CORNERSTONE RECORDS MANAGEMENT
 1545 HANSFORD ST
 CHARLESTON WV 25311

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/14/2011	NET 30	BEST WAY	DESTINATION	N/A
BID OPENING DATE: 08/25/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-69		IN COST ENVELOPE
<p>OFF SITE STORAGE AND RECORDS MANAGEMENT</p> <p>REQUEST FOR PROPOSAL (RFP) BLANKET OPEN END STATEWIDE CONTRACT</p> <p>THE STATE OF WEST VIRGINIA PURCHASING DIVISION IS SOLICITING PROPOSALS FOR A BLANKET OPEN END STATEWIDE CONTRACT TO PROVIDE SECURE OFF-SITE STORAGE AND MANAGEMENT FOR STATE GOVERNMENT RECORDS PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON 08/01/2011 AT 10:00 AM IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, EAST IN CHARLESTON, WEST VIRGINIA (BUILDING 15). MORE INFORMATION CONCERNING THE PRE-BID MEETING PLEASE SEE SECTION 1.4 OF THE ATTACHED SPECIFICATIONS.</p> <p>A COMPLETE SCHEDULE OF EVENTS MAY BE FOUND IN SECTION 1.3 OF THE ATTACHED SPECIFICATIONS.</p> <p>LIFE OF CONTRACT AND OTHER CONTRACT TERMS MAY BE FOUND IN SECTION 5 OF THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: RECMGT11</p> <p>ADDENDUM ACKNOWLEDGEMENT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ed Bridgette</i>	TELEPHONE 304-346-8878	DATE 8/15/2011
TITLE GENERAL MANAGER	FEIN 26-4237101	ADDRESS CHANGES TO BE NOTED ABOVE

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



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<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 NO.'S:</p> <p>NO. 1 ✓ <i>EA</i></p> <p>NO. 2 ✓ <i>EB</i></p> <p>NO. 3 ✓ <i>EB</i></p> <p>NO. 4 ✓ <i>EB</i></p> <p>NO. 5 ✓ <i>EB</i></p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p style="text-align: center;"><i>Ed Biedytle</i></p> <p style="text-align: center;">SIGNATURE</p> <p style="text-align: center;"><i>CORNERSTONE RECORDS MANAGEMENT</i></p> <p style="text-align: center;">COMPANY</p> <p style="text-align: center;"><i>8/15/2011</i></p> <p style="text-align: center;">DATE</p>						

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<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSA SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>NOTICE</p> <p>A SIGNED PROPOSAL MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
<p>THE PROPOSAL SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE PROPOSAL. COST PROPOSAL SHOULD BE SEALED IN A SEPARATE ENVELOPE AND CLEARLY LABELED ACCORDINGLY.</p> <p>SEALED RFP</p> <p>BUYER: KRISTA FERRELL FOR FILE 42</p> <p>RFP. NO.: RECMGT11</p> <p>RFP OPENING DATE: 08/31/2011</p> <p>RFP OPENING TIME: 1:30 PM</p> <p>PLEASE NOTE THAT ONLY THE TECHNICA PROPOSAL WILL BE OPENED ON THIS DATE. COST WILL BE OPENED AFTER THE COMPLETION OF THE TECHNICAL EVALUATION. VENDORS WILL BE NOTIFIED OF THE DATE AND TIME OF THE COST OPENING.</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 304-346-8982</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Ed BRIDGETTE</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ RECMGT11 ***** TOTAL:						<u>IN COST ENVELOPE</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ed Bridgell</i>	TELEPHONE 304-346-8878	DATE 8/15/2011
TITLE GENERAL MANAGER	FEIN 26-4237101	ADDRESS CHANGES TO BE NOTED ABOVE

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VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% resident vendor preference for the reason checked:

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

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

Bidder: CORNERSTONE RECORDS MANAGEMENT

Signed: EJ Briggler

Date: 08/15/2011

Title: GENERAL MANAGER

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

Attachment C: Cost Sheet

Cost information below, as detailed in the Request for Proposal, should be submitted in a separated sealed and clearly labeled envelope.

Description	ESTIMATED QUANTITIES	UNIT PRICE	UNIT OF MEASURE	EXTENDED PRICE
RECVG 11				
Initial Costs to Agencies				
A. Transfer of existing boxes (may include replacement boxes)	80,000 boxes	\$0.00	per box	\$0.00
B. New Input – Indexing of existing documents	80,000 boxes	\$0.00	per box	\$0.00
Monthly Costs to Agencies				
A. Storage per cubic foot	97,472 cubic feet	\$0.26	per cubic foot	\$24,855.36
Activity Costs to Agencies				
A. Pickup and/or Delivery for first 3 cubic feet				
0 – 3 miles	200 pickups	\$0.00	per pick up	\$0.00
3 – 25 miles	500 pickups	\$0.00	per pick up	\$0.00
Rush	50 pickups	\$0.00	per pick up	\$0.00
Emergency (after hours or the weekend)	2 pickups	\$0.00	per pick up	\$0.00
Each Addition cu ft beyond the first 3 cubic feet	11,500 cubic feet	\$0.00	per cubic foot	\$0.00
B. New Input – Indexing per box	11,500 boxes	\$0.00	per box	\$0.00
C. Retrieval				
Boxes – per cubic foot	845 boxes	\$1.80	per box	\$1,521.00
Files – per item	4,700 items	\$0.00	each	\$0.00
Rush – during business hours per cu ft	318 cubic feet	\$8.00	per cubic foot	\$2,544.00
Emergency – after business hours, Saturday, Sunday and Holidays – per cu ft	2 cubic feet	\$0.00	per cubic foot	\$0.00

D. Refiling (no indexing required)						
Boxes – per cubic foot	845 boxes	\$0.00	per box	\$0.00		
Files – per item	4,700 items	\$0.00	each	\$0.00		
E. FAX cost per page	113 pages	\$0.50	per page	\$56.50		
F. E-mail cost per page (e-mail PDF)	75 pages	\$0.25	per page	\$18.75		
F. Destruction – Cost per cu. Ft.	8,750 cubic feet	\$2.50	per cubic foot	\$21,875.00		
G. Photocopy – Per Page	86 pages	\$0.35	per page	\$30.10		
H. Vault Storage	120 cubic feet	\$9.75	per cubic foot	\$1,170.00		
I. Permanent Removal of boxes	120 cubic feet	\$0.50	per cubic foot	\$60.00		
Cost of Storage Boxes	6,000 boxes	\$1.85	per box	\$11,100.00		
Hourly Rate for Special Projects and Services not covered above	250 hours	\$23.00	per hour	\$5,750.00		
Grand Total				\$68,980.71		

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the cost proposal.