



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

Solicitation

| |
|---------|
| NUMBER |
| DPS1455 |

| |
|------|
| PAGE |
| 1 |

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|---|
| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
| TARA LYLE |
| 304-558-2544 |

*709045355 304-744-7097

VENDOR

WINDOW FASHIONS
 516 D ST
 SO CHARLESTON WV 25303

SHIP TO

WEST VIRGINIA STATE POLICE
 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

| |
|--------------|
| DATE PRINTED |
| 06/26/2014 |

BID OPENING DATE: 07/24/2014 BID OPENING TIME 1:30PM

| LINE | QUANTITY | UOP | CAT NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|---------|-------------|------------|--------|
| 0001 | 1 | JB | | 870-90 | | |
| <p>***** PLEASE NOTE: THERE IS A MANDATORY PRE-BID MEETING SCHEDULED FOR 07/15/2014 AT 3:00 PM AT THE WV STATE POLICE HEADQUARTERS LOCATED AT 725 JEFFERSON ROAD SOUTH CHARLESTON, WV 25309. ***** PLEASE NOTE THE DRUG FREE WORKPLACE AFFIDAVIT AND BID BOND ARE REQUIRED WITH BID SUBMISSION. *****</p> <p>WINDOW SHADES</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV STATE POLICE, IS SOLICITING BIDS TO PROVIDE AND INSTALL WINDOW ROLLER SHADES AT 701 JEFFERSON ROAD, SOUTH CHARLESTON, WV, PER THE ATTACHED SPECIFICATIONS.</p> <p>ATTACHMENTS INCLUDE:</p> <ol style="list-style-type: none"> INSTRUCTIONS TO VENDORS SUBMITTING BIDS GENERAL TERMS AND CONDITIONS ADDITIONAL TERMS AND CONDITIONS (CONSTRUCTION CONTRACTS ONLY) DPS1455 SPECIFICATIONS CERTIFICATION AND SIGNATURE PAGE PURCHASING AFFIDAVIT | | | | | | |

08/06/14 09:26:52AM
 West Virginia Purchasing Division

| | | |
|------------------|--------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE (304) 744-7097 | DATE 7/23/14 |
| TITLE Proc. Mgr. | FEIN 55-0582963 | ADDRESS CHANGES TO BE NOTED ABOVE |

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



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 WINDOW FASHIONS
 516 D ST
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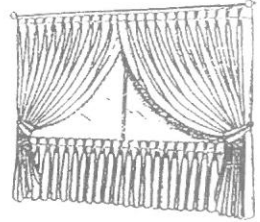
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|--|----------|-----|---------|---|------------|--------|
| 7. | | | | DRUG-FREE WORKPLACE AFFIDAVIT | | |
| 8. | | | | BID BOND FORM AND INSTRUCTIONS | | |
| 9. | | | | WV-75-CONSTRUCTION BID SUBMISSION REVIEW FORM | | |
| <p>THE MODEL/BRAND/SPECIFICATIONS 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 SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4 (F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> | | | | | | |
| <p>***** THIS IS THE END OF RFQ DPS1455 ***** TOTAL: _____</p> | | | | | | |

| | | |
|------------------|--------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE (304) 744-7097 | DATE 7/23/14 |
| TITLE PROT. Mer. | FEIN 55-0582963 | ADDRESS CHANGES TO BE NOTED ABOVE |

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

Window Fashions
516 D. Street
South Charleston, WV 25303
Telephone (304) 744-7097
Facsimile (304) 744-7410



July 23, 2014

State of WV
Department of Administration
Purchasing Division
2019 Washington St. E
Charleston, WV 25305

Quotation

Re : RFQ #DPS1455

Per the specifications and drawings provided, Window Fashions offers to provide and install 1 lot of MechoSystems' Mecho/5 manually operated roller shades using shade cloths from the Thermoveil 1500 Series (3% open) and having Clear Anodized extruded aluminum fascias. These shades would be provided in the following sizes and quantities:

4 - 62" x 64"
18 - 64" x 96"
14 - 94" x 96"
2 - 60" x 96"
2 - 64" x 64"
6 - 60" x 60"
2 - 64" x 28"
1 - 64" x 92"

Quotation Total \$17,500.00

The price above includes all materials, freight/delivery, and installation labor at prevailing wages for Kanawha County - 2014. Price quoted is valid for purchase within 30 days and for installation within 60 days. If you have any questions, please do not hesitate to contact us. Thank you for your consideration.

Best Regards,

A handwritten signature in black ink, appearing to read 'C. Belcher'.

Charles Belcher

Terms : Net due upon completion
WV Contractor's License #WV010047

REQUEST FOR QUOTATION
DPS1455 – Window Roller Shades

000030

RFQ # DPS1455

ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES NECESSARY TO
PROVIDE AND INSTALL ROLLER SHADES AT THE WV STATE POLICE
701 JEFFERSON ROAD SOUTH CHARLESTON, WV 25309

PRICING PAGE

Bidder's Company Name:

WINDOW FASHIONS

Bidder's Address:

516 D ST.

S. CHARLESTON, WV 25303

Remittance Address (If different):

Phone Number: (304) 744-7097

Fax Number: (304) 744-7410

Email Address: WINDOWFASHIONS@YAHOO.COM

WV Contractor's License Number: WV010047

We, the undersigned, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

OVERALL TOTAL COST: SEVENTEEN THOUSAND FIVE HUNDRED & 00/100
(\$ 17,500.00) (Contract base bid to be written in words and
numbers.) DOLLARS

The contract will be awarded to the Bidder with the lowest overall total cost meeting all of the specifications. Bidder understands that to the extent allowed by the West Virginia Code, the OWNER reserves the right to waive any informality or irregularity in any bid, or bids, and to reject any and all bids in whole or in part; to reject a bid not accompanied by the required bid security or by other data required by the bidding documents; to reject any conditions of the bid by the Bidder that is any way inconsistent with the requirements, terms, and conditions of the

REQUEST FOR QUOTATION
DPS1455 – Window Roller Shades

000031

bidding documents; or to reject a bid that is in any way incomplete or irregular. If there is a discrepancy between the dollar amounts expressed in number form and in written form, the written form of the amount will prevail.

Failure to use this bid form may result in bid disqualification.

RESPECTFULLY SUBMITTED:

DATE: 7/17/14

WV VENDOR NO.: 709045355

CONTRACTOR LICENSE NO.: WV010047

BY: 
(SIGNATURE, IN INK)

TITLE: PROJECT MANAGER

FIRM NAME: _____

ADDRESS: _____



Window Fashions
Custom Window Decor
Bed Dressings • Professional Upholstery

516 D STREET • SOUTH CHARLESTON, WV 25303
PHONE: 304.744.7097 • FAX: 304.744.7410
CELL: 304.546.2023 • EMAIL: JBELCHER1948@AOL.COM

3)

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety, understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

WINDOW FASHIONS

(Company)



(Authorized Signature)

CHARLES BELCHER - PROJ. MANAGER

(Representative Name, Title)

(304) 744-7097

(Phone Number)

(304) 744-7410

(Fax Number)

7/17/14

(Date)

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: 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 exceed 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 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: JERRY BELCHER DBA WINDDOW FASHIONS

Authorized Signature: [Signature] Date: 7/17/14

State of West Virginia

County of Kanawha, to-wit:

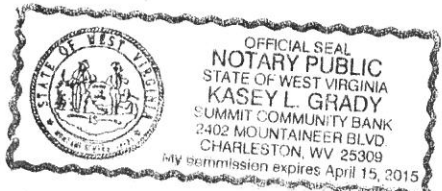
Taken, subscribed, and sworn to before me this 17 day of July, 2014.

My Commission expires April 15, 2015.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]
Purchasing Affidavit (Revised 07/01/2012)





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

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

I, JERRY BELCHER, after being first duly sworn, depose and state as follows:

- 1. I am ~~an employee~~ ^{THE OWNER} of JERRY BELCHER WINDOW FASHIONS; and,
(Company Name)
- 2. I do hereby attest that JERRY BELCHER dba WINDOW FASHIONS
(Company Name)

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

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

By: Jerry Belcher
 Title: OWNER
 Company Name: JERRY BELCHER DBA WINDOW FASHIONS
 Date: July 23 2014

Taken, subscribed and sworn to before me this 23rd day of July, 2014.
 By Commission expires April 15, 2015

(Seal)

Kasey L. Grady
(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.

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ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DPS1455

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 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.

WINDOW FASHIONS
 Company


 Authorized Signature

8/5/14
 Date

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

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number:

WV010047

Classification:

GENERAL BUILDING
RESIDENTIAL
SPECIALTY

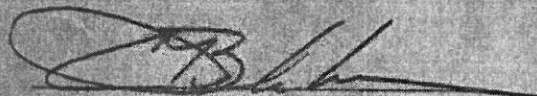
JERRY BELCHER
DBA WINDOW FASHIONS
516 D ST
CHARLESTON, WV 25303-3110

Date Issued

Expiration Date

OCTOBER 04, 2013

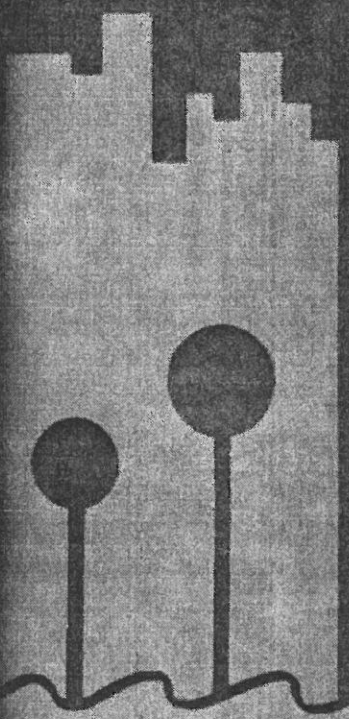
OCTOBER 04, 2014



Authorized Company Signature



Chair, West Virginia Contractor
Licensing Board



WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is to be performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of

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

Know All Men by These Presents,

Bond No. EE1347

That we, Window Fashions
(hereinafter called the Principal) as Principal, and the ERIE INSURANCE PROPERTY & CASUALTY COMPANY, of Erie, Pennsylvania, a corporation duly organized under the laws of the State of Pennsylvania, (hereinafter called the Surety), as Surety, are held and firmly bound unto West Virginia State Police
. hereinafter called the Oblgee in the full and just sum of

Seventeen Thousand Five Hundred and 100/100----- Dollars, (\$17,500.00), good and lawful money of the United States of America, to the payments of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 24th day of July, A.D. 20. 14.

THE CONDITION OF THIS OBLIGATION IS SUCH: That, if the Oblgee shall make any award within 30 days to the Principal for Installation of window shades at the West Virginia State Police Barracks located
on Jefferson Road, Kanawha County, South Charleston, WV.

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

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

JERRY BELCHER
Principal dba Window Fashions

Witness: *[Signature]*

By: *[Signature]*

Witness: *[Signature]*
Lisa D. Sword

ERIE INSURANCE
PROPERTY & CASUALTY COMPANY
By: *[Signature]*
Timothy A. Maddox, Attorney-in-Fact



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

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

----- Timothy A. Maddox and Pamela Y. Lemon -----

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

-----each in a penalty not to exceed the sum of two hundred and fifty thousand dollars (\$250,000.00). -----

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

The Power of Attorney is granted under and by authority of the following Resolution adopted by unanimous consent of the
Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY on the 10th day of April, 1996 and
said Resolution has not been amended or repealed:

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

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

This Power of Attorney is signed and sealed by facsimiles under and by virtue of the following Resolution adopted by the
unanimous consent of the Board of Directors of ERIE INSURANCE PROPERTY & CASUALTY COMPANY and said
Resolution has not been amended or repealed:

"Resolved, that the signature of Stephen A. Milne, as President and Chief Executive Officer of the Company, and the Seal of the
Company may be affixed by the following facsimiles on any Limited Power of Attorney for the execution of bonds, undertak-
ings, recognizances, contracts and other writings in the nature thereof, and the signature of J. R. Van Gorder, as Secretary of the
Company, and the Seal of the Company may also be affixed by the following facsimiles to any certificate of any such Limited
Power of Attorney and only under such circumstances, shall said facsimiles be valid and binding on the Company."

IN WITNESS WHEREOF, the ERIE INSURANCE
PROPERTY & CASUALTY COMPANY has caused these
presents to be signed by its President and Chief Executive
Officer, and its corporate seal to be hereto affixed this
7th day of June, 1996.



Signature of Stephen A. Milne
Stephen A. Milne
President and Chief Executive Officer

STATE OF PENNSYLVANIA } ss.
COUNTY OF ERIE

On this 7th day of June, A.D. 1996, before me personally came
Stephen A. Milne, to me known, who being by me duly sworn,
did depose and say: that he is President and Chief Executive
Officer of ERIE INSURANCE PROPERTY & CASUALTY
COMPANY, the corporation described in and which executed
the above instrument; that he knows the Seal of said corpora-
tion; that the Seal affixed to the said instrument is such corpo-
rate Seal; that it was so affixed by order of the Board of Direc-
tors of said corporation and that he signed his name thereto by
like order.



Signature of Sheila M. Hirsch
My commission expires June 27, 2000
Notary Public

CERTIFICATE

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



Signature of J. R. Van Gorder
J. R. Van Gorder, Secretary

this 24th day of July 2014.