



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

State of West Virginia  
 Request for Quotation

Proc Folder: 96005

Doc Description: ADDENDUM NO 1 - COLLECTIONS STORAGE SYSTEM

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-06-23	2015-07-08 13:30:00	CRFQ 0432 DCH1500000002	2

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:

Patterson Pope  
 115 Brand Ave.  
 Salem, VA 24153  
 540-389-7726 office  
 540-389-9702 fax

07/08/15 11:45:54  
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Evelyn Melton  
 (304) 558-7023  
 evelyn.p.melton@wv.gov

Signature X

FEIN # 56-0986683

DATE 7/1/15

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

INVOICE TO		SHIP TO	
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV25305-0300 US		RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	MECHANICAL-ASSIST COLLECTION STORAGE SYSTEM	1		\$ 711,131.00	\$ 711,131.00

Comm Code	Manufacturer	Specification	Model #
24102004	Spacesaver	per attached	custom

**Extended Description :**

MECHANICAL-ASSIST COLLECTION STORAGE SYSTEM

**ADDENDUM NO. 1 ISSUED:**

- TO MOVE THE BID OPENING DATE FROM 07/01/2015 TO 07/08/2015. THE BID OPENING TIME OF 1:30 P.M. REMAINS THE SAME.
  - TO PROVIDE RESPONSES TO VENDORS' QUESTIONS
  - TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID SIGN-IN SHEET.
  - TO PROVIDE ADDENDUM ACKNOWLEDGMENT.
- END OF ADDENDUM NO. 1 ---

THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY TO ESTABLISH A CONTRACT TO PROVIDE LABOR, MATERIALS, TOOLS, EQUIPMENTS AND ALL NECESSARY SERVICES FOR THE INSTALLATION OF MECHANICAL-ASSIST COLLECTION STORAGE SYSTEM IN THE CULTURE CENTER, LOWER LEVEL #160; LOCATED AT THE CAPITOL COMPLEX, CHARLESTON WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.

<b>DCH150000002</b>	<b>Document Phase</b> Final	<b>Document Description</b> ADDENDUM NO 1 - COLLECTIONS ST ORAGE SYSTEM	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ\_DCH1500000002

Addendum Number: 1

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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:**

1. TO MOVE THE BID OPENING DATE FROM 07/01/2015 TO 07/08/2015. THE BID OPENING TIME OF 1:30 REMAINS THE SAME.
2. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS.
3. TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID SIGN IN SHEETS.
4. TO PROVIDE ACKNOWLEDGMENT.

**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.

# ATTACHMENT A

## SIGN IN SHEET

PLEASE PRINT

PLEASE BE SURE TO PRINT LEGIBLY

TEAM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE NUMBERS
TEAM NAME: Patterson Pope	115 Brand Ave.	CELL: 540-520-8767
Rep: Kirk Martin	Salem, VA 24153	
Email Address: kmartinepattersonpope.com		
TEAM NAME: Patterson Pope	3001 North Graham St.	CELL: 704-576-0897
Rep: David Parr	Charlotte, N.C. 28206	
Email Address: dparr@pattersonpope.com		
TEAM NAME: RDT CONCEPTS	1040 JAYCOX ROAD	CELL: 614-327-4936
Rep: Dave Connelly	Avon, OHIO 44011	
Email Address: DCONNELLY@RDTCONCEPTS.COM		
TEAM NAME: AJ- Allegheny Systems	5036 A Washington St W	CELL: 304-546-0609
Rep: Charles K. "Kenny" Saul	Charleston WV 25313	
Email Address: Kenny.Cajwu.net		
TEAM NAME:		CELL:
Rep:		
Email Address:		

**SOLICITATION NO. CRFQ\_DCH1500000002**  
**ADDENDUM NO. 1 - MECHANICAL-ASSIST COLLECTION STORAGE**

**QUESTIONS AND ANSWERS:**

Mobile-

1. Q: Covered carriages- even those with 4-post shelving?  
A: Refer to *Section 10674.01, PART 2 – PRODUCTS, 2.3, E., 1, “All carriages....”*
2. Q: 40” high hand cranks, what is that measurement from?  
A: Refer to *Section 10674.01 – Mechanical-Assist Collections Storage, PART 1 – General, 1.4, D “...from the base of each unit....”*
3. Q: How are they going to measure the force needed to move the hand crank?  
A: The force required to move the hand crank is a manufacturer-derived calculation based on length of carriages, maximum force applied to drive handle to move maximum load as per proposal. Refer to *Section 10674.01 – Mechanical-Assist Collections Storage, PART 1 – General, 1.4, F and G; and 1.5 Performance Requirements A.3. (T = F x D)*
4. Q: Tensioning device shall be provided on each chain drive with provisions for adjusting tension without removing end panels. This is a sole source feature and can't be competitively bid.  
A: Change to **“Tensioning device shall be provided on each chain drive with provisions for adjusting tension at end panels. Devices are to be accessed easily by user.”**
5. Q: Verify the color coded visual indicators and single safety lock button.  
A: Refer to *Section 10674.01 – Mechanical –Assist Storage, PART 1 – General, 1.4, J., 1 and 2.*
6. Q: We do not provide seismic performance specifications.  
A: **If building codes do not require it, they are not necessary.**
7. Q: Recessed shelving into carriages is not a standard. Top mounted carriages can meet or exceed specifications will top mounted be acceptable?  
A: **No. Refer to Project Manual; this is a ‘specialized’ storage project specifically designed for the needs of the State Museum Collection.**
8. Q: Specification for vibration proof anchor?  
A: This question seems to refer to *Section 10674.01 – Mechanical –Assist Collection Storage, Part 2, 2.3 Manufactured Components, E. - Carriages, 10.* In this instance, a vibration proof anchor may be construed as meaning any fastener system that includes the use of a durable nylon/steel locking nut and or a thread locking adhesive to prevent fastener movement from vibration over time.

9. Q: Which lock system do they want?  
 A: Refer to *Section 10674.01 – Mechanical-Assist Collection Storage, Part 2 – Products, 2.3, O and P* - Provide manufacturer's standard lock system. Note: Locks are not required on specialized drawer, pullout shelving units.

10. Q: Define no drifting or rolling of stopped carriages, play or looseness between drive wheels and wheel axle.  
 A: The definition of "no drifting or rolling of stopped carriages, play, or looseness between drive wheels and wheel axle." is as described in the specification. We have researched specifications for several manufacturers during the writing of the Project Manual and all call for no drift or roll of carriages and no play or looseness in drive wheels or axles; particularly since this seems to be a function of safe operation.

#### Garment Units

11. Q: Our Garment rods are 3/4" diameter, they are asking for 1-1/4"  
 A: Attachment 1 – 5 does call for 1.25" diameter, stainless steel tube with 1/8" wall thickness.

Revise to read as follows: Use either, 3/4" diameter stainless steel tube, .07" (or greater) wall thickness, or 1.25" diameter, stainless steel tube with .035" wall thickness.

#### Rolled Textile-

12. Q: 500 lbs slides? Is that each slide or per pair? Why so high (8 rods/drawer @2lbs/rod = 16lbs max of material) 200lbs slides would be much easier to find.

A: 200 lb capacity minimum for each slide or 400 lb minimum capacity per pair would be acceptable.

13. Q: Most textile drawers have between 3-5 rods per drawer- 8 is a lot- do they know what the diameter of the rolls will be? What is the size of the cardboard sleeve they are putting on the rod? I'm not sure that 8 will fit.

A: The Agency has conducted a comprehensive inventory of our textiles, mostly quilts and coverlets, which will be placed in the Rolled Textile drawers. The manufacturer will provide 1 inch diameter tubing, 1/8" wall thickness, or 3/4" solid, stainless steel rod; 8 rods per drawer. The State Museum will not be using cardboard sleeves.

14. Q: Again the 1" diameter aluminum rod, our garment rods are 3/4" steel.

A: Refer to response to question *Rolled Textile- 2. Above*

15. Q: Drawer adjustability is adversely effected by the slide selection- the 500lbs slides will be very tall.

A: Refer to response to question *Rolled Textile- 1. Above.*

#### Pull Out Shelving

16. Q: Any spec on the slide style?

A: Full extension with suspensions, removal tray with metal glides.

17. Q: 200lbs/drawer?

A: At a minimum 200lbs per drawer.



## Specialty Storage Unit

18. Q: If they want the full extension suspension drawers for the cabinet they will need to go with a drawer that is tall than  $\frac{3}{4}$ " high. Please check and see if that is a typo.

A: Cabinet is to be at least 84" high; to fit into height of unit in Row B (108" – 9 ft.).

### Cabinet Construction:

- All-welded heavy-duty steel construction with 18 gauge doors, tops, bottoms, backs and sides and 12 gauge base. Steel inserts constructed of 20- gauge metal.
- All edges are folded for a smooth surface to prevent snagging of folders.
- Doors have a four-point or six-point latching system for air-tight storage (depending on the size of the cabinet)
- Locking compression handles
- 100% non-off gassing silicon gaskets
- Removable doors capable of lifting off of the hinges
- Available with Glass or solid doors
- Leveling base
- Solvent-free powder-coated finish
- Optional large pull-out work shelf - YES
- Optional Vents - YES
- Five-year manufacturer's warranty of workmanship and materials

### Shelf Construction Details:

- One-piece 18 gauge formed steel shelves with 20 gauge reinforcements
- 16 gauge adjustable support rails for shelves
- Shelves adjustable on  $\frac{3}{4}$ " centers with no tools required (counter high cabinets adjust on 1" centers)
- Standard shelf load capacity 250 lbs; heavy-duty shelf load capacity 500 lbs of evenly distributed weight per shelf

### Tray Construction Details:

- 18-gauge welded construction
- Adjustable on  $\frac{3}{4}$ " center
- no tools required

19. Q: What is the weight requirement of these drawers?

A: Standard shelf load capacity 250 lbs as indicated above in *.Cabinet Construction*

20. Q: Do they want standard glass? UV glass? Shatter resistant glass?

A: Glass should be shatter resistant safety glass.

## Wide Span Shelving:

21. Q: Our typical spacing is 1 ½" but they are calling out for 1 1/5"  
 A: **Revise to following: *Shelves shall be adjustable on 1 ½" centers.***
22. Q: Are the steel planks acceptable to run horizontal or do they need to be vertical??  
 A: **The term "plank" is not used in the specifications. If question is referring to shelves or, steel decking on carriages and shelves, they are to run vertical.**

## Administration:

23. Q: It states that this will be voted on July 1, 2015. Does this mean the project isn't funded?  
 A: Anything that is sent out for solicitation is funded. July 1, 2015 supposedly is the bid opening for all bids received but bid opening date is moved to July 8, 2015 @ 1:30 P.M.
24. Q: Can you supply a more detailed description of liquidated damages  
 A: Completion of the installation of the storage system is 285 days upon receiving the notice to proceed date from the Agency. The system must be accepted operational by the Agency at the end of 285 days. Failure to complete the project within 285 days will result to the Vendor paying a \$500.00 liquidated damages per day until the project is completed.
25. Q: Who sets the final schedule upon Award?  
 A: The Agency will send the Winning Vendor a notice to proceed letter setting the final schedule upon Award of the contract.
26. Q: What time frame will exist from the bid opening on July 1, 2015 and issued purchase order date  
 A: It varies. We have to account for the evaluation and award and the signature process. It could go to a week or a month before a Purchase Order is awarded.

## ISO9001

27. Q: ISO 9001: *"This was not included in the list of questions as it pertains to the Manufacturer and not the products. Aurora is not ISO 9001 certified. We have supplied the following document that we have used on other State and Federal Procurement opportunities. Please verify that this will be acceptable."*
28. A: We have no issues with Aurora as a manufacturer; *provided* the items supplied by the manufacturer *meet or exceed* the specification in the Project Manual. Please note that the burden of proof is on the Bidder and the State is the sole determiner of acceptance.

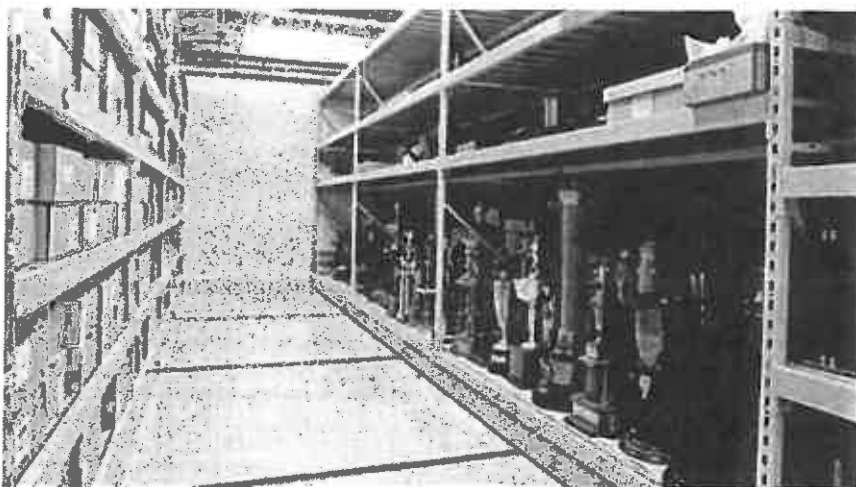
29. **Q:** Wide Span Shelving – Part 4 (Specifications for Shelving Units). Labeled 10674.01 – 15 & 16, page 32 & 33 of project manual document. The term Wide Span shelving is used and wide span does not come in widths of 10'. Additionally, the specifications listed under this section are 4-post shelving specification. Please clarify type of shelving to be used in this area of System A.

**A:** *Wide Span Shelving is also referred to the industry as 'Heavy Duty Wide Span', or 'Industrial Wide Span', or 'B-span units'. Research has shown that wide span units can be manufactured to meet the specifications of the Owner. i.e.:*

- *Canadian War Museum: Carol Reid, Collections Manager, Archives indicated that she designed 20 foot carriages with 10 foot shelving units.*
- *Naper Settlement, Naperville, IL: Louis Howard, Chief Curator, also designed their Storage facility using 10' B-span units*
- *Indiana Historical Museum: Ramona Duncan-House, Conservator, also shows 10' or longer Wide-Span units.*

*Wide-Span shelving can also be found at the Benton County Historical Museum, Chicago Field Museum, Kentucky Gateway Museum Center, Pennsylvania Museum.*

*When contacted in May 2013, Pennsylvania Business Partners also acknowledged they too could make 10 foot shelving units. Manufacturers' brochures do specify shelving units can be manufactured to meet the needs of the Owner.*

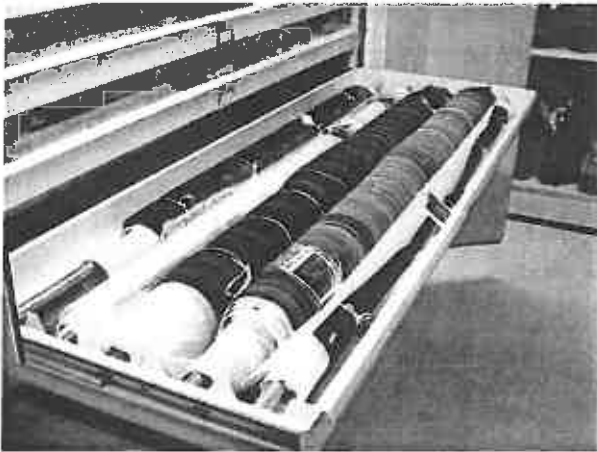


30. **Q:** Drawer Units (D) – Labeled Attachment 1, page 37 of project manual document. The picture shown in the project manual on page 37 is drawers in 4-post shelving. The specifications call for 48" and 96" wide units. 4-post shelving cannot be made in widths wider than 48". A specialty drawer cabinet must be used to achieve the width of 96". Please clarify the type of shelving for this range in System B.

**A:** *Refer to Attachment 1. Specification Detail of Shelving Units, Drawer Units call for 4 units to be 96" x 18" and 2 units to be 42" x 18" ; see also Sheet 3, System B.*

31. **Q:** Do the RT4 and RT9 units require doors?

**A:** *Yes, doors are in sample photo:*



32. **Q:** Under RT4 and RT9 (labeled attachment 1, page 42 of project manual document), part (e) states drawer capacity is 2lbs per textile rod. This seems very lightweight for the 109" wide units. Please confirm accuracy and clarify.

**A:** *Revise to read "5 - 15 lbs per textile rod."*

*Clarification: Textile Rod- Agency will accept either 1" aluminum rod (as specified in RFQ) or 3/4" diameter stainless steel tube, 07" wall thickness. Drawer capacity will be at ,a minimum, of 5 – 15 lbs per textile rod.*

33.. Q: Due to the shelf spec requiring 200 lbs. capacity, we would like to use 3.75" drawers with heavy-duty extension suspensions. Is this acceptable?

A: *Specifications call for 'bottomless' 3.3" high drawer constructed of 16 gauge steel, centered on 4.5" increments or greater.*

**CORRECTION - DIVISION 10, Section 10674.01, PART 2 PRODUCTS, 2.3 Manufactured Components, C., 2.:**

**DELETE:** Row B - 4' 4" in Art Rack and 5" in 4Post/Specialty Shelving

**ADD :** Row B - 4' 4" in Art Rack and 5' (feet) in 4Post/Specialty Shelving.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DCH150000002**

**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 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.

Patterson Pope  
 Company  
[Signature]  
 Authorized Signature  
7/1/15  
 Date

# State of West Virginia

Division of Culture & History

Cultural Center

RFQ# DCH1500000002

July 1, 2015 – 1:30pm

Prepared by:

Patterson Pope

Corporate Office

3001 N. Graham Street  
Charlotte, NC 28206  
704-523-4400

Local Office

115 Brand Avenue  
Salem, VA 24153  
540-389-7726

Contact – Kirk Martin

540-389-7726 – office

540-520-8767 – cell

540-389-9702 – fax

[kmartin@pattersonpoppe.com](mailto:kmartin@pattersonpoppe.com)

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Patterson Pope, Inc.  
of Charlotte NC, as Principal, and Argonaut Insurance Company  
of San Antonio TX, a corporation organized and existing under the laws of the State of Illinois with its principal office in the City of San Antonio, as Surety, are held and firmly bound unto the State of West Virginia, as Obligee, in the penal sum of five percent of amount bid (\$ 5% ) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for Installation of Mechanical-Assist Collection Storage System  
East Charleston, WV

**NOW THEREFORE,**

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and Surety, or by Principal individually if Principal is an individual, this 1st day of July, 2015.

Principal Seal

Patterson Pope, Inc.  
(Name of Principal)  
By [Signature]  
(Must be President, Vice President, or Duly Authorized Agent)  
CFO  
(Title)

Surety Seal

Argonaut Insurance Company  
(Name of Surety)  
[Signature]  
Roxanne Jensen Attorney-in-Fact

**IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.**



**Argonaut Insurance Company  
Deliveries Only: 225 W. Washington, 24th Floor  
Chicago, IL 60606**

**United States Postal Service: P.O. Box 469011, San Antonio, TX 78246**

**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the Argonaut Insurance Company, a Corporation duly organized and existing under the laws of the State of Illinois and having its principal office in the County of Cook, Illinois does hereby nominate, constitute and appoint:

Jeffrey R. Meisinger, Kenton D. Arps, Brian Krause, Trudy Szalewski, Kelly Cody, Roxanne Jensen

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on its behalf as surety, and as its act and deed any and all bonds, contracts, agreements of indemnity and other undertakings in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

\$40,000,000.00

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolution adopted by the Board of Directors of Argonaut Insurance Company:

"RESOLVED, That the President, Senior Vice President, Vice President, Assistant Vice President, Secretary, Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the Company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the Argonaut Insurance Company, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Argonaut Insurance Company has caused its official seal to be hereunto affixed and these presents to be signed by its duly authorized officer on the 18th day of July, 2013.



Argonaut Insurance Company

*Joshua C. Betz*

by:

Joshua C. Betz, Senior Vice President

STATE OF TEXAS  
COUNTY OF HARRIS SS:

On this 18th day of July, 2013 A.D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICER OF THE COMPANY, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and he acknowledged the execution of same, and being by me duly sworn, deposed and said that he is the officer of the said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate Seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said corporation, and that Resolution adopted by the Board of Directors of said Company, referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.



*Kathleen M. Meeks*

(Notary Public)

I, the undersigned Officer of the Argonaut Insurance Company, Illinois Corporation, 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 and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the Seal of said Company, on the 1st day of July, 2015



*Sarah Heineman*

Sarah Heineman, VP-Underwriting Surety

State of West Virginia  
Purchasing Division

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## CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

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In accordance with *West Virginia Code* § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

**Instructions:** Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

**Contract Identification:**

Contract Number: DCH1500000002  
Contract Purpose: Collections Storage System  
Agency Requesting Work: West Virginia Culture Center

**Required Report Content:** The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of *West Virginia Code* § 21-1D-5 was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

**Vendor Contact Information:**

Vendor Name: Patterson Pope Vendor Telephone: 540-389-7726  
Vendor Address: 115 Brand Ave Vendor Fax: 540-389-9702  
Salem, VA 24153

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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, Dennis W. Hammack Jr., after being first duly sworn, depose and state as follows:

- 1. I am an employee of Patterson Pope Inc; and,  
(Company Name)
- 2. I do hereby attest that Patterson Pope Inc  
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D.** *★ Please see statement of explanation. DWHj*

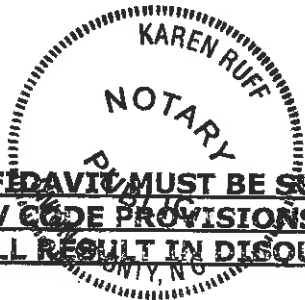
The above statements are sworn to under the penalty of perjury.

By: Dennis W. Hammack Jr.  
 Title: CEO  
 Company Name: Patterson Pope Inc  
 Date: June 24, 2015

Taken, subscribed and sworn to before me this 24 day of June, 2015.

By Commission expires June 21, 2017

(Seal)



Karen Ruff - Karen Ruff  
(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.**

## **Statement of Explanation**

Patterson Pope has a policy titled Alcohol and Substance Abuse Policy which adheres to the majority of the West Virginia Alcohol and Drug-Free Workplace Act §21-1D-1. Our policy is attached.

### **Drug Screening**

We do drug screen testing for pre-employment, random, post-accident, and reasonable cause. Our Medical Review Officer is Dr. Stephen Krapch and we use Alere as our SAMHSA certified laboratory for urine analysis. The substances that we test for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene. Other substances, such as Alcohol, may be tested as needed or required by state law, federal law, or as per contract with client. Through the Employee Assistance Plan (EAP), Patterson Pope provides confidential access to professional counseling services. The EAP offers problem assessment, short-term counseling and referral to appropriate community and private services.

### **Training**

During New Hire Orientation new employees review our Alcohol and Substance Abuse policy and learn of our desire to be a drug free workplace. In addition, employees electronically acknowledge that they have reviewed the policy. Last year our management team attend a 1-hour Supervisor training concerning a Drug Free Workplace.

### **Drug-Free Workplace Report**

We intend to complete the required Certified Drug-Free Workplace Report once the project is complete. The estimated time to finish the project is less than 2 months.

# Alcohol and Substance Abuse Policy

## Statement of Purpose

Patterson Pope is committed to providing a safe work environment for all employees and our customers. To provide this environment, the Company expressly prohibits the use, possession, manufacture, or distribution of illegal or unauthorized substances on its property, worksites, and on a job location. The Company prohibits employees reporting to work under the influence of alcohol, drug, or other controlled substances. This policy applies to all applicants and employees of the Company.

This policy is designed to: a) meet the requirements of applicable laws and regulations to ensure that the workplace is free of illegal drugs; b) establish restrictions on the workplace-related use of legal substances, such as alcohol, cigarettes, and prescription drugs; c) address other behaviors (such as repeatedly calling in sick or being absent directly before and after holidays and weekends, repeatedly damaging inventory or failing to meet reasonable production schedules, being involved in frequent accidents) that can be related to the abuse of alcohol and other drugs; and d) explain the steps that will be taken to prepare employees, identify problems, and provide assistance. Equally important is the assurance to employees that personal dignity and privacy will be respected in reaching Patterson Pope's goal of a drug-free workplace.

## Goals

All employees are responsible for being ready to work when they arrive at the workplace and for avoiding behaviors that could threaten their own safety and health and/or that of their coworkers. All employees will be educated about the policy, will be expected to understand it, and will know what they can do—given their particular work roles—to help make the policy succeed. Options will be presented for addressing coworkers' problem behaviors as well as the meaning of a) taking responsibility for one's own behavior, b) showing compassion by helping others, c) and being honest about problems that threaten health and safety in the workplace. Patterson Pope will train supervisors to ensure that they a) understand all applicable laws and regulations, b) know how to communicate effectively with their subordinates, and c) are consistent and fair when carrying out and enforcing the policy.

## Essential Elements

1. All drug-testing information will be maintained in confidential records.
2. As a condition of employment, each employee will be required to participate. The drug/alcohol test must be undertaken as soon possible after notification and no later than 48 hours after notice. The Company will utilize testing for alcohol, drugs and other controlled substances (hereinafter referred to as "testing" or "drug testing") to help administer this policy. The following types of testing will be used:
  - a. All applicants will be tested,
  - b. Employees will be tested for reasonable cause,

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- c. Employees will be tested where required by contract with a federal, state, local agency, or client,
  - d. Employees will be tested following accidents where required by law or under this policy,
  - e. Arrest or conviction for DWI,
  - f. Employee will be tested when returning from a lengthy absence from duty,
  - g. As required by the United States Department of Transportation,
  - h. Follow-up testing, and
  - i. Random testing.
3. The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene. Other substances may be tested as required by state law, federal law, or as per contract with client.
    - a. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.
    - b. Testing for the presence of alcohol will be conducted by analysis of breath.
  4. Illegal drugs include those controlled substances under federal or state law that are not authorized for sale, possession or use, and legal drugs, which are obtained or distributed illegally.
  5. Legal drugs include alcohol, medications prescribed by a physician, and over-the-counter medications. The Company prohibits the use or abuse of such drugs to the extent that job performance or fitness for duty is adversely affected. The employee shall notify his/her supervisor when taking prescribed medication, which may adversely affect his or her job performance or fitness for duty. Upon request, the employee shall furnish the Company with the physician's statement regarding the possible/probable side effects of the medication.
  6. For all employees, alcohol consumption is prohibited during the workday, including rest periods and meal periods. Notwithstanding this, there may be occasions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with senior management approval. Employees who consume alcohol under such circumstances shall not report back to work during that workday.
  7. To ensure the accuracy and fairness of our testing program, it will include review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.
  8. The Company reserves the right to search personal belongings and work areas to determine if alcohol or drugs are present on Company property. Refusal to submit to a search can result in removal from the property and disciplinary action up to and including termination.

**Last Chance and Surveillance Agreement and the Employee Assistance Plan (EAP)**

1. Employees who have a positive/alcohol test and are not in "good standing" with the Company will be terminated. Employees not in "good standing" with the Company:
  - a. Are currently on or have been on a Performance Improvement Plan (PIP) or
  - b. Received a Final Warning within the last 12 months or

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- c. Are no longer able to work at Client(s) location or on Client's project as a result the positive/alcohol test.
  2. Employees who have a positive/alcohol test and are in "good standing" with the Company, will be immediately removed from duty, referred to seek out a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care, required to pass a Return-to-Duty substance test and sign a Last Chance and Surveillance Agreement, subject to ongoing, unannounced, follow-up testing for a period of one year and terminated immediately if he/she tests positive a second time or violates the Last Chance and Surveillance Agreement.
    - a. Patterson Pope will not initiate disciplinary action against any employee who voluntarily identifies him/herself as a user of illegal drugs prior to being identified through other means;
    - b. Failure to self-identify prior to testing will result in a Final Warning.
    - c. All costs of medical consultation and treatment will be the responsibility of the employee and [his/her] medical insurance (as applicable).
  3. Through the Employee Assistance Plan (EAP), Patterson Pope provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services. The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

### **Smoke-Free Environment**

In order provide a safe and healthy work environment for our personnel and to safeguard our customers' irreplaceable records, Patterson Pope enforces a strict Smoke-Free Workplace policy. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind".

The Smoke-Free Workplace policy applies to:

- All Employees
- All areas of buildings occupied by Company employees.
- All entrances, exits, sidewalks, and docks.
- All vehicles owned or leased by the Company.
- All visitors (customers and vendors) to Company premises.
- All contractors and consultants and/or their employees working on Company premises.
- All temporary employees.
- All student interns.

Smoking is permitted during meal breaks and designated work breaks in:

- Designated areas outside the building.

- Parking lot and personal vehicle.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Medical Review Officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Consequences**

Violation of this policy may result in disciplinary action up to and including termination.

1. Prospective employees, at all levels, will be required to submit to and pass a drug test prior to employment. Applicants who refuse to consent to a drug test will no longer be considered for position with the Company. Applicants who test positive on the drug test will be refused employment.
2. Employees who refuse to submit to a drug/alcohol test or refuse to cooperate in the testing process in such a way that prevents completion of the test will be terminated.
3. Employees who try to alter the results of a test will be terminated.
4. Employees who adulterates or dilutes the specimen, or substitutes the specimen with that from another person or sends an imposter will be terminated.
5. Employees who have positive/alcohol test result and are not in good standing with the Company will be terminated. They will not be offered the Last Chance and Surveillance Agreement.
6. Employees who have a positive drug/alcohol result during and after the Last Chance and Surveillance Agreement period will be terminated.
7. Employees who possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.
8. Due to the combustible and irreplaceable nature of the contents of the records warehouse, an employee who smokes in a non-designated area will be subject to immediate disciplinary action up to and including termination.

*NOTE:* No part of this policy, nor any of the procedures thereunder, is intended to affect the Company's right to manage its workplace, to discipline its employees, or guarantee employment, continued employment or terms or conditions of employment. The Company reserves the right to alter or amend the program at any time in its sole discretion.





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## Contract Manager

### Patterson Pope

Contract Manager:	Kirk Martin
Vendor's Address:	115 Brand Avenue Salem, VA 24153
Telephone Number:	540-389-7726
Fax Number:	540-389-9702
Email Address:	<u><a href="mailto:kmartin@pattersonpope.com">kmartin@pattersonpope.com</a></u>

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# Subcontractor Submission List

for Patterson Pope

## Subcontractors

- 1) ProCon Concrete Specialists – WV# 042615
- 2) Smith Concrete – WV# 004062

## Patterson Pope:

Signature: 

Print name: Kirk S. Martin

Title: Regional Sales Manager

Date: 7/1/15



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## CROSS SECTION MAJOR SPACESAVER MUSEUM INSTALLATIONS

### 1. CALIFORNIA ACADEMY OF SCIENCES

875 Howard Street  
San Francisco, CA 94103

Storing: Insect Collection, Misc. Collections  
Scott C. Moran – Sr. Project Manager, Special Projects  
Phone: (415) 321-8142  
Fax: (415) 321-8610  
E-mail: smoran@calacademy.org

### 2. ASIAN ART MUSEUM

Chong-Moon Lee Center  
200 Larkin Street  
San Francisco, CA 94102

75 Carriages, Various Lengths  
Installed: Complete 2002

Scope: Mechanical Assist, Delta Cases, Art Work, Artifacts, Statues, Puppets, Textiles, Metals, etc.  
Contact: Sharon Steckline, Head of Registration  
(415) 581-3671

### 3. Name: INDIANA STATE MUSEUM Address: 650 W. Washington Street Indianapolis, IN 46204

No./Length of Movable: 84 Carriages @ 7' – 32'  
Installed: Complete 2001  
Scope: Mechanical Assist, Delta Cases, Delta Racks. This is a state museum so they store many different types.  
Contact/Phone#: Linda Badger  
(317) 232-1637

### 4. YALE UNIVERSITY ENVIRONMENTAL SCIENCES FACILITY

Peabody Museum  
New Haven, CT

122 Carriages @ 7' – 21'  
Installed: 2001 / 2002

Storing: Insect Collection, Miscellaneous Collections  
Scope: Mechanical Assist, Steel End Panels, Cantilever & 4-Post Shelving, Delta Cabinets, etc.  
Contact: Tim White, Sr. Collections Manager  
(203) 432-3767





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5. MYSTIC SEAPORT MUSEUM  
75 Greenmanville Avenue  
Mystic, CT

83 Carriages @ 12' – 40' (Mechanical Assist)  
42 Carriages @ 10' – 20' (Art Rack)

Installed: 2001

Scope: Mechanical Assist, Dual Flange, Synchro, 4-Post Shelving, Art Racks, Delta Cabinets, Racks, Drawers, etc.

Contact: John Rutchick, Director of Facilities  
(860) 572-5381

6. ALBANY INSTITUTE OF HISTORY & ART  
125 Washington Avenue  
Albany, NY 12210

75+ Carriages

Installed: 2000

Scope: Mechanical Assist, Synchro, 4-Post Shelving, Art Racks, Delta Cabinets, Shelving, etc.

Contact: Tammis Groft, Deputy Director of Exhibitors and Collections  
(518) 463-4478

7. SMITH COLLEGE FINE ARTS  
126 West Street  
Northampton, MA

12 Piggyback Carriages @ 16' – 23'

Installed: Complete 2002

Scope: Paramount Museum Cabinets, Delta Rolling Tables, Small Corp Pull out Art Storage

Contact: David Dempsey, Associate Director Museum Services  
(413) 585-2766

8. Name: NATIONAL ARCHIVES II (Worlds Largest Powered System)  
Address: 8601 Adelphi Road  
College Park, Maryland 20740-6001

No./Length of Movables: 2000+ @ 12' – 75'

Material Stored: Archive boxes, books, film, etc.

Date Installed: 1991 - 1994

System Features: Safety Sweep, Aisle Entry Sensors, 4-Post Shelving

Contact/Phone#: Pat Alexander  
(202) 219-0720





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9. DEYOUNG MUSEUM  
San Francisco, CA

32 - Carriages @ 9' 6" – 19' 6"

Installed: 2004

Scope: Mechanical Assist, Steel End Panels  
Delta Cabinets, Flat Files, Painting Bins, Textile Rolled Storage Racks  
Penco Wide Span

Contact: David Black  
(415) 750-3549

10. GLENBOW MUSEUM  
Calgary, Alberta, Canada

33 Carriages @ 24' – 28'

Installed: Phase 1 – 2004, Phase 2 - 2005

Scope: Mechanical Assist, Steel End Panels, 4-Post Shelving, Delta glide panel inserts

Contact: Camille Owens  
(403) 268-4179

11. CANADIAN WAR MUSEUM  
Ottawa, Ontario Canada

124 Carriages @ 8' – 45' 6"

Installed: 2004 / 2005

Scope: Mechanical Assist, Steel End Panels, Spacesaver 4-Post,  
90 - Manual lateral aluminum art rack 16' & 18' double screen.  
Delta cabinets, textile racks  
Penco wide span & Pallet rack

Contact: John Corneil  
(819) 776-8646

12. CHICAGO FIELD MUSEUM  
Chicago, IL

278 - Carriages @ 8' – 49'

Installed: 2005 / 2006

Scope: Mechanical Assist, Steel End Panels, Tri-Boro clip type uprights & shelves  
Spacesaver 4-Post, earthquake bars, trays, art panels, textile cant racks, gutters, sliding  
art panels.

Delta doors, vertical storage units and wall hung textile racks  
Lyon Wide span & Pallet Rack and industrial cantilever racking

Contact: Scott Demel  
(312) 665-7831





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13. AMERICAN ANTIQUARIAN SOCIETY

185 Salisbury Street  
Worcester, MA 01609

113 - Carriages @ 6' – 21'

Installed: 2001

Scope: Dual Flange, Mechanical Assist, B Anti-tip Rail, Case Type Shelving

Contact: Ed Harris, Director of Administration  
(508) 755-5221

14. MASHANTUCKET PEQUOT MUSEUM

110 Pequot Trail  
Mashantucket, Connecticut 06338

Spacesaver Mobile: 2 Floors

Spacesaver Cantilever in Library

Delta Cabinets in Museum

Complete: February 1999

Contact/Phone#: Stan Driuzynski  
(860) 572-6800

15. NEW YORK BOTANICAL GARDENS

Bronx, NY

Spacesaver Mechanical Assist

✓ 6 Floors Herbarium Cabinets

✓ 1 Floor Library

Cabinet Purchased by New York Botanical

Completion: Phase 1 - 2000

Contact: Bill Fitzgerald  
(718) 329-0212

16. Name: AMON CARTER MUSEUM

Address: 3501 Camp Bowie Road  
Fort Worth, TX 76107

No./Length of Movables: 50 Carriages @ 9' – 18'

Installed: Complete 2000

Scope: Mechanical Assist, Delta Cabinets and Shelving

Contact/Phone#: Bob Workman  
(817) 738-1933





S T O R A G E S O L V E D

17. J. PAUL GETTY INSTITUTE

1200 Getty Center Drive  
Los Angeles, CA

Storing: Historical Materials on shelving and in cabinets

Installed: 1996

Scope: 24 systems, Delta Cabinets, etc.

Contact: Jan Barnett Radigan  
(310) 440-6410

18. AKRON ART MUSEUM

One South High  
Akron, OH

Storing: Paintings, artwork

Installed: 2005

Scope: Pull out art racks

Contact: Arnold Tunstall, Collections Manager  
(330) 376-9186 x 228



# CONTRACTOR LICENSE

Authorized by the

## West Virginia Contractor Licensing Board

**Number:** WV049171

**Classification:**

SPECIALTY

PATTERSON POPE INC  
DBA PATTERSON POPE INC  
PO BOX 790138  
CHARLOTTE, NC 28206

**Date Issued**

FEBRUARY 25, 2015

**Expiration Date**

FEBRUARY 25, 2016

Authorized Company Signature

*Michael A. Carl*

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 being 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 West Virginia Code, Chapter 21, Article 11.







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## Site Inspection Certification Letter

This document is to confirm that Patterson Pope has inspected the job site at the West Virginia Cultural Center and understands fully the logistics specific to, but not limited to bringing material into the building. This certification is assurance that Patterson Pope is familiar with the building and location of Collections Room 1 "CR".

Patterson Pope:

Signature: *Kirk S. Martin*

Print name: Kirk S. Martin

Title: Regional Sales Manager

Date: 6/15/15



Spacesaver Corporation  
1450 Janesville Avenue  
Fort Atkinson, Wisconsin, USA 53538-2798  
Tel: 920-563-6362 || Fax: 920-563-2702  
www.spacesaver.com

**PROJECT:**

**West VA Cultural Center**

**"MANUFACTURER CERTIFICATION"**

Spacesaver Corporation, manufacturer of the high density mobile and shelving for this project certifies the materials used for this project do not contain, nor emit formaldehyde VOC's.

Spacesaver also certifies the paint finish used on the carriages and shelving is a powder coat paint finish which does not contain or generate any appreciable concentrations of VOC's that could harm the collection, as determined in accordance with EPA Test Method 24.

Sincerely,

A handwritten signature in black ink, reading 'Mark Haubenschild', written over a horizontal line.

Mark Haubenschild  
Executive Vice President

July 7, 2015

Date



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Spacesaver Corporation is a division of Krueger International, Inc.