



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

State of West Virginia
 Request for Quotation
 33 - Service - Misc

Proc Folder: 265329

Doc Description: Addendum No. 1 - Move IT from One Players Club to Penn. Av

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-11-01	2016-11-17 13:30:00	CRFQ 0704 INS1700000003	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:

11/17/16 09:51:56
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers
 (304) 558-2063
 michelle.l.childers@wv.gov

Signature X  FEIN # DATE 11/17/16

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

ADDITIONAL INFORMATION:

Addendum

Addendum No. 1 issued to publish and distribute the attached information to the vendor community.

The West Virginia Purchasing Division is soliciting bids on behalf of WV Offices of the Insurance Commissioner to establish a One-Time contract or relocation services to be provided by a licensed commercial mover (vendor) with experience in providing large-scale office moves. The selected vendor will be retained to move the agencies Information Technology Unit located at One Players Club Drive, Charleston WV to 900 Pennsylvania Avenue, Charleston, WV 25302. The date of the move is December 2, 2016. The selected vendor will also move one conference table from 4510D Pennsylvania Avenue, Charleston WV 25311 to 900 Pennsylvania Avenue, Charleston WV 25302.

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE MANAGER OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV25305-0540	CHARLESTON	WV 25302
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Transportation and Storage and Mail Services	1.00000	JOB		2699. ⁰⁰

Comm Code	Manufacturer	Specification	Model #
78000000			

Extended Description :

The Move the Agencies Information Technology Unit from One Player Club Driver Charleston WV to 900 Pennsylvania Avenue Charleston WV. The move will take place December 2, 2016.

SOLICITATION NUMBER: CRFQ INS1700000003

Addendum Number: 01

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:

This addendum is issued to modify the solicitation per the attached documentation and the following:

1. To publish the pre-bid sign-in sheets.

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

11cc PH

SIGN IN SHEET

Request for Proposal No. CHFG Int
1702220053

PLEASE PRINT

Page _____ of _____

Date: 11/1/10

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Central Van & Storage</u> Rep: <u>Todd Turner</u> Email Address: <u>turner@centralvan.com</u>	<u>P.O. Box 626</u> <u>Area, WV 25159</u>	PHONE <u>(304) 344-7815</u> TOLL FREE <u>800-757-1898</u> FAX <u>(304) 755-1910</u>
Company: <u>MYERS TRANSFER & STORAGE</u> Rep: <u>Kevin Harper</u> Email Address: <u>Kevin@myersttransfer.com</u>	<u>1420 BIGLOR AVE</u> <u>CHAS. WV 25302</u>	PHONE <u>(304) 343-4676</u> TOLL FREE <u>(800) 457-4017</u> FAX <u>(304) 343-4684</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____	PHONE TOLL FREE FAX
Company: _____ Rep: _____ Email Address: _____	_____ _____	PHONE TOLL FREE FAX
Company: _____ Rep: _____ Email Address: _____	_____ _____	PHONE TOLL FREE FAX

10/20/11

SIGN IN SHEET

Request for Proposal No. CRFQ Inv 1722000203

PLEASE PRINT

Page ____ of ____

Date: 11/2/11

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Central Van + Storage</u>	<u>P.O. Box 626</u>	PHONE <u>304-741-7815</u>
Rep: <u>Todd Runner</u>	<u>Roan, WV 25159</u>	TOLL
Email Address: <u>trunner@centralvan.com</u>	<u>25159</u>	FREE <u>800-253-1898</u>
		FAX
Company: <u>MYERS TRANSFER & STORAGE</u>	<u>1420 BIGLEY AVE</u>	PHONE <u>(304) 343-4676</u>
Rep: <u>Kevin Harpaz</u>	<u>CHAS. WV 25302</u>	TOLL
Email Address: <u>Kevin@myerstransfer.com</u>		FREE <u>(800) 437-4017</u>
		FAX <u>(304) 343-4684</u>
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL _____
Email Address: _____	_____	FREE _____
		FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL _____
Email Address: _____	_____	FREE _____
		FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL _____
Email Address: _____	_____	FREE _____
		FAX _____

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 Vendor Preference, if applicable.

1. Application is made for 2.5% 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;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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% 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% vendor preference for the reason checked:

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

~~**4. Application is made for 5% 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% 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% 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.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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) rescind the contract or purchase order; 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.

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: Central Van & Storage

Signed: [Signature]

Date: 11/17/16

Title: CMC

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

West Virginia Offices of the Insurance Commissioner	
Summary of IT Office Furniture/Equipment to be Moved to Lottery Building	
As of October 19, 2016	
Current Location	Assets
Joe Francis	2 guest chairs
Joe Francis	White board
Kelby Kennedy	3 drawer black metal file cabinet
Kelby Kennedy	Desk chair
Kelby Kennedy	Conference table chair
Lori Dan	Guest chair
Lori Dan	1 guest chair
Lori Dan	4 shelf bookcase - light wood
Mike Farren	Small conference table with 4 matching chairs
Mike Farren	U shape desk
Mike Farren	Desk chair
Monroe Gillespie	Small conference table with 4 matching chairs
Monroe Gillespie	2 desk chairs
Vacant Office (across from Sherri)	1 guest chair
Natalie McGill	Desk Chair
Natalie McGill	Conference table chair
Fletcher Gist	Desk chair (extra)
Philip Adams	U shape desk with credenza
Philip Adams	Desk chair
Philip Adams	Guest chair
Philip Adams	White board
Scott Miller	Desk chair
Scott Miller	Reception Chair
Scott Miller	3 guest chairs
Scott Miller	White board
Scott Miller	1 small conference table chair
Sherri Brown	Desk chair
Sherri Brown	2 guest chairs
Sherri Brown	White board
Philip Adams	Conference table chair
Bryan Ramsdell	Reception Chair
Tracey Whittington	Desk Chair
Personal Computers with monitors	20
Phones	20
Boxes	Estimate 150
Big Chimney (only item at BC to be moved)	Conference Room Table

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Nathan T. Runner CMC
 (Name, Title)
NATHAN TOWN RUNNER
 (Printed Name and Title)
301 Jacobson Drive, Deca, WV 25159
 (Address) W C F
800-753-1898 304-741-7315 304-755-1910
 (Phone Number) / (Fax Number)
runner1@centralvan.com
 (email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Central Van + Storage
 (Company)

Nathan T. Runner
 (Authorized Signature) (Representative Name, Title)

NATHAN TOWN RUNNER CMC
 (Printed Name and Title of Authorized Representative)

11/17/16
 (Date) W C F

800-753-1898 / 304-741-7315 304-755-1910
 (Phone Number) (Fax Number)



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: Central Van + Storage

Authorized Signature: [Signature] Date: 11/17/16

State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 17 day of November, 2016.

My Commission expires October 19, 2020.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

