



Richard A. Harmon  
1385 Grafton Road  
Morgantown, WV 26508  
304-291-8900  
304-892-1021  
Fax-304-291-8901  
e-mail - rharmon@centralvan.com  
website - www.centralvan.com

**Central Van & Storage, Inc.**

09/09/16 10:40:59  
WV Purchasing Division

**Fax**

<b>To:</b> State of WV Purchasing Dept	<b>From:</b> Rich Harmon
<b>Attn:</b>	<b>Pages:</b> 9
<b>Fax:</b> 304-558-3970	<b>Date:</b> 9/9/16
<b>Re:</b> CRFQ 0932 DRS1700000003	<b>CC:</b>

Urgent     For Review     Please Comment    Please Reply     Please Recycle

● **Comments:**

Sealed bid – Clarksburg District office move  
Buyer – Michelle Childers 304-558-2063  
Solicitation No – CRFQ 0932 DRS1700000003  
Bid opening date – 9/13-16  
Bid opening time – 01:30PM  
Fax No – 304-291-8901





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

State of West Virginia  
Request for Quotation  
27 - Miscellaneous

Proc Folder: 240706

Doc Description: ADDENDUM 4 - CLARKSBURG DISTRICT OFFICE MOVE

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-09-07	2016-08-13 13:30:00	CRFQ 0832 DRS1700000003	5

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

Vendor Name, Address and Telephone Number:

Central Van & Storage of Charleston, Inc.  
301 Jacobson Dr. \* PO Box 626  
PO CA WV 25159

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers  
(304) 658-2083  
michelle.l.childers@wv.gov

Signature X

FEIN #

550752125

DATE

9/7/16

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

Addendum

Addendum No. 04 issued to publish and distribute the attached information to the vendor community.

The West Virginia State Purchasing Division is soliciting bids, on behalf of the Division of Rehabilitation Services (WVDRS), to establish a one-time contract for professional moving services to relocate the WVDRS Wheeling Branch Office from 107 Cambridge Place, Bridgeport, WV 26330 to 153 West Main Street, Clarksburg, WV 26301-2963. In addition, vendor will move surplus items from the existing office to the WV State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 25064. The tentative move date is scheduled for September 8-9, 2016.

SUPPORT SERVICES DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST  CHARLESTON  US	WV25301	CLARKSBURG BRANCH OFFICE DIVISION OF REHABILITATION SERVICES 107 CAMBRIDGE PLACE  BRIDGEPORT  US	WV 26330
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	RELOCATION SERVICES	1.00000	LS		\$ 12,000.00

Comm Code	Manufacturer	Specification	Model #
78101804			

Extended Description :  
PER THE ATTACHED SPECIFICATIONS

DR81700000003	<b>Document Phase</b> Final	<b>Document Description</b> ADDENDUM 4 - CLARKSBURG DISTRICT OFFICE MOVE	<b>Page 3</b> of 3
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ DRS1700000003**  
**Addendum Number: 04**

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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:**

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

1. To modify the specifications of the services being sought.

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.

Revised 6/8/2012

RECEIVED TIME SEP. 9. 10:33AM

ATTACHMENT A

Revised 6/8/2012

RECEIVED TIME SEP. 9. 10:33AM

**ADDENDUM 4****DRS170000003**

To inform vendors that the task of moving items from the old office to the new office is no longer needed. The vendor will only be providing the services of moving the surplus items to Surplus Property in Dunbar, WV.

To delete specification 4.1.10 in its entirety and replace with the following:

**4.1.10** The Agency will contact the vendor with the date that Surplus will accept the items to schedule the pickup and delivery to Surplus Property as soon as it is known after award of the contract. The surplus items must be removed from the present location by September 30, 2016. The requirement, per item 3 *Fixed Period Contract*, for the work to be completed within 5 calendar days of receipt of the Notice to Proceed is changed to be completed within two working days of receipt of the Notice to Proceed.

To delete specifications 4.1.12 and 4.1.13 in their entirety. The Agency has already obtained tags and affixed them to the items to be moved, and obtained all needed boxes.

**NO OTHER ADDITIONS**

## ATTACHMENT B

Item totals going to new Clarksburg site

Description	Quantity
4 drawer file cabinet	31
Computers	20
6' Desk/table	5
6' Wall lockers	2
3 shelf open book case	3
Rolling armed black chair	20
Fixed base armed black chair	4
Rolling radiator	1
Small refrigerator	2
Coat Rack	2
2 Drawer wood lateral file cabinet	2
Big screen TV on stand	2
White board	1
Computer/teleconference unit	1
Kitchen chair	6
Folding WC	2
Wheeled dolly	2
Shredders	2
Unit printer	1
Blzhub	1
2 Door 3' phone stand	1

Item totals going to Surplus

Description	Quantity
Rolling armed black chairs	49
L shaped desk with L return	9
L shaped desk with R return	4
6' Wall locker	5
3 drawer metal cardex file 15"x"16"5"	6
Coat rack	6
3 shelf open bookcase	19
Fixed base armed black chair	31
Desk with center Drawer and 3 each L and R drawers	2
6' desk/table	7
6' table	15
6' conference room table	1
Credenza	2
Full size refrigerator	1

Moving services for items going to Clarksburg will no longer be needed.



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**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 checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input checked="" 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.

Central Van & Storage of Charleston Inc.  
Company

[Signature]  
Authorized Signature

9/7/14  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



Richard A. Harmon  
1385 Grafton Road  
Morgantown, WV 26508  
304-291-8900  
304-882-1021  
Fax-304-291-8901  
e-mail - rharmon@centralvan.com  
website - www.centralvan.com.



# Fax

**To:** State of WV Purchasing Dept **From:** Rich Harmon

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**Attn:** **Pages:** 41

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**Fax:** 304-558-3970 **Date:** 8/29/16

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**Re:** Clarksburg Rehab services & Surplus **CC:**

Urgent     For Review     Please Comment    Please Reply     Please Recycle

**Comments:**

Sealed bid - Clarksburg District Office Move  
Buyer - Michelle Childers 304-558-2063  
Solicitation No - CRFQ 0932 DRS1700000003  
Bid opening date - 8/30/16  
Bid opening time - 01:30PM  
Fax No - 304-291-8901

08/29/16 10:04:31  
WV Purchasing Division





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

State of West Virginia  
Request for Quotation  
27 - Miscellaneous

Proc Folder: 240706

Doc Description: CLARKSBURG DISTRICT OFFICE MOVE

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-01	2016-08-30 13:30:00	CRFQ 0932 DRS1700000003	1

**BID RECEIVING LOCATION**

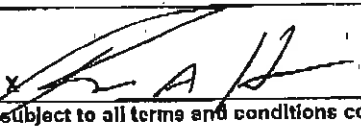
BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

Vendor Name, Address and Telephone Number:  
*Central Van & Storage / Charleston, Inc.*  
*301 JACOBSON DR. PO BOX 626*  
*Poca WV 25158*

**FOR INFORMATION CONTACT THE BUYER**

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

Signature  FEIN # *55 075 26 25* DATE *8/29/16*

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

**ADDITIONAL INFORMATION:**

The West Virginia State Purchasing Division is soliciting bids, on behalf of the Division of Rehabilitation Services (WVDRS), to establish a one-time contract for professional moving services to relocate the WVDRS Wheeling Branch Office from 107 Cambridge Place, Bridgeport, WV 26330 to 153 West Main Street, Clarksburg, WV 26301-2963. In addition, vendor will move surplus items from the existing office to the WV State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 25064. The tentative move date is scheduled for September 8-9, 2016.

INVOICE TO:		SHIP TO:	
SUPPORT SERVICES DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		CLARKSBURG BRANCH OFFICE DIVISION OF REHABILITATION SERVICES 107 CAMBRIDGE PLACE	
CHARLESTON	WV25301	BRIDGEPORT	WV 26330
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	RELOCATION SERVICES	1.00000	LS		#14,850. <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
78101804			

Extended Description :  
PER THE ATTACHED SPECIFICATIONS

DRS1700000003	<b>Document Phase</b> Draft	<b>Document Description</b> CLARKSBURG DISTRICT OFFICE MOVE	<b>Page 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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

State of West Virginia  
Request for Quotation  
27 - Miscellaneous

Proc Folder: 240706

Doc Description: ADDENDUM 1 - CLARKSBURG DISTRICT OFFICE MOVE

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-10	2016-08-30 13:30:00	CRFQ 0932 DRS1700000003	2

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON  
US

WV 25305

**VENDOR**

Vendor Name, Address and Telephone Number:

Central Van & Storage of Charleston, Inc.  
301 Jackson Dr  
Poca WV 25159

304-769-3552

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X

FEIN # 55 0752625

DATE 8/29/16

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

**ADDITIONAL INFORMATION**

Addendum

Addendum No. 01 issued to publish and distribute the attached information to the vendor community.  
\*\*\*\*\*

The West Virginia State Purchasing Division is soliciting bids, on behalf of the Division of Rehabilitation Services (WVDRS), to establish a one-time contract for professional moving services to relocate the WVDRS Wheeling Branch Office from 107 Cambridge Place, Bridgeport, WV 26330 to 153 West Main Street, Clarksburg, WV 26301-2963. In addition, vendor will move surplus items from the existing office to the WV State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 25064. The tentative move date is scheduled for September 8-9, 2016.

INVOICE TO	SHIP TO
SUPPORT SERVICES DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST  CHARLESTON WV25301  US	CLARKSBURG BRANCH OFFICE DIVISION OF REHABILITATION SERVICES 107 CAMBRIDGE PLACE  BRIDGEPORT WV 26330  US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	RELOCATION SERVICES	1.00000	LS		\$14,850. <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
78101804			

Extended Description :  
PER THE ATTACHED SPECIFICATIONS

RECEIVED TIME AUG. 29. 9:48AM

**SOLICITATION NUMBER: CRFQ DRS1700000003**  
**Addendum Number: 01**

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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:**

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

1. To provide clarifications to specifications 4.1.12, 4.1.13 and Attachment A listed as Items 1-3 on the following Addendum page.

2. To publish the pre-bid sign-in sheet.

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.

Revised 6/8/2012

RECEIVED TIMEI AUG. 29. 9:48AM



**DRS170000003****ADDENDUM # 01**

To provide the following clarifications:

1. The first sentence of specification 4.1.12 is deleted. The agency does not need to have the vendor provide stickers. Employees have already obtained stickers and applied them to the items to be moved.
2. The number of boxes required in specification 4.1.13 is changed from 30 boxes to 50 boxes to be provided by the vendor, with a total of 100 boxes to be moved.
3. Attachment A is revised per the attached. One more 6' wall locker will be moved to Clarksburg resulting in one less to be taken to Surplus Property. One more 3 shelf open book case will be moved to Clarksburg resulting in one less to be taken to Surplus Property.
4. To provide a copy of the Pre-Bid Meeting sign-in sheet per the attached.

**NO OTHER CHANGES**

## CLARKSBURG PRE-MOVE INVENTORY

## ATTACHMENT A

Item totals going to new Clarksburg site

Description	Quantity
4 drawer file cabinet	31
Computers	20
6' Desk/table	5
6' Wall lockers	3
3 shelf open book case	4
Rolling armed black chair	20
Fixed base armed black chair	4
Rolling radiator	1
Small refrigerator	2
Coat Rack	2
2 Drawer wood lateral file cabinet	2
Big screen TV on stand	2
White board	1
Computer/teleconference unit	1
Kitchen chair	6
Folding WC	2
Wheeled dolly	2
Shredders	2
Unit printer	1
Bizhub	1
2 Door 3' phone stand	1

Item totals going to Surplus

Description	Quantity
Rolling armed black chairs	49
L shaped desk with L return	9
L shaped desk with R return	4
6' Wall locker	4
3 drawer metal cardex file 15"x16"5"	6
Coat rack	6
3 shelf open bookcase	18
Fixed base armed black chair	31
Desk with center Drawer and 3 each L and R drawers	2
6' desk/table	7
6' table	15
6' conference room table	1
Credenza	2
Full size refrigerator	1

Quote

SIGN IN SHEET

Request for-Proposal No. CRFQ DRS17X3 PLEASE PRINT

Date: 8-9-16

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

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company: <u>Central Van &amp; Storage</u>	<u>1385 Grafton Rd</u>	PHONE <u>304-769-3552</u>
Rep: <u>Rich Harmon</u>	<u>Morgantown WV 26508</u>	TOLL FREE <u>800-342-1152</u>
Email Address: <u>rharmon@centralvan.com</u>		FAX <u>304-291-8901</u>
Company: <u>Evans Transfer</u>	<u>5671 Beredum Dr</u>	PHONE <u>304-592-1760</u>
Rep: <u>Phil Vernon</u>	<u>Box 2243</u>	TOLL FREE
Email Address: <u>APAPA@centralvan.com</u>	<u>Shinnston, WV 26302</u>	FAX <u>304-592-1549</u>
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____

RECEIVED TIME AUG. 29. 9:48AM

08-29-16; 14:21

3045583970

# 10 / 40

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**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.

\_\_\_\_\_  
*Central Van & Storage of Charleston, Inc.*  
 Company

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 8/29/14  
 Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

Date: August 9, 2016

Time: 1:30pm est.

Clarksburg District Office

107 Cambridge Place

Bridgeport, WV 26330

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Revised 05/04/2016

RECEIVED TIME AUG. 29. 9:48AM

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: August 17, 2016 @ 9:00 AM EST.

Submit Questions to: Michelle Childers  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Michelle.L.Childers@wv.gov

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

Revised 05/04/2016

RECEIVED TIME AUG. 29. 9:48AM

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:  
BUYER:  
SOLICITATION NO.:  
BID OPENING DATE:  
BID OPENING TIME:  
FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression of Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus       N/A       convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

**BID TYPE:** (This only applies to CRFP)  
 Technical  
 Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

**Bid Opening Date and Time:** August 30, 2016 @ 1:30 PM EST.

**Bid Opening Location:** Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Revised 05/04/2016

RECEIVED TIME AUG. 29. 9:48AM

- 8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.
- 9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
- 10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
- 12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
- 14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

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**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance."

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b."

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

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**GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendor's submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

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**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_ and extends for a period of \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within five (5) calendar days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

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**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award. In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

**Commercial General Liability Insurance:** In the amount of 1,000,000.00 or more.

**Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

**Automobile Liability Insurance** \$500,000.00 or more.

**Workers' Compensation Insurance**

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**8. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**9. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**10. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of

for \_\_\_\_\_  
This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

**11. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**12. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

**13. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**14. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**16. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**17. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**18. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

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**19. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**20. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**21. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**22. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**23. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**24. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**25. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**26. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

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**27. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**28. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**29. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.c, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

Revised 05/04/2016

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**DIVISION OF REHABILITATION SERVICES  
REQUEST FOR QUOTATION  
PROFESSIONAL MOVING SERVICES**

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia State Purchasing Division is soliciting bids, on behalf of the Division of Rehabilitation Services (WVDRS), to establish a one-time contract for professional moving services to relocate the WVDRS Wheeling Branch Office from 107 Cambridge Place, Bridgeport, WV 26330 to 153 West Main Street, Clarksburg, WV 26301-2963. In addition, vendor will move surplus items from the existing office to the WV State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 25064. The tentative move date is scheduled for September 8-9, 2016.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **"Contract Services"** means professional moving services throughout the State of West Virginia as more fully described in these specifications.
  - 2.2 **"Pricing Page"** means the pages, contained wvOASIS or attached hereto as Exhibit A
  - 2.3 **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
  - 3.1 Vendors must have a minimum of three (3) years of relevant experience in commercial office moving including but not limited to packing and moving boxes, padding equipment, loading and unloading of all office furniture, equipment and supplies, (including computer and data center equipment) and files/records.
  - 3.3 Vendors are responsible for the actions of all employees regardless of whether they are payroll or contracted employees. The use of non-payroll, "cash labor" employees is prohibited. Vendors are responsible for knowing the backgrounds, skills and abilities of all employees assigned to State Agency moving services.
  - 3.4 All vendor employees must be uniformly attired and clearly identifiable with the moving company name. Supervisors must be identified as such and clearly distinguishable.

Revised 10/27/2014

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REQUEST FOR QUOTATION  
PROFESSIONAL MOVING SERVICES**

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3.5 Vendor must be registered to conduct business in the State of West Virginia.

3.6 Vendor must be insured.

**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Vendor must provide a closed, weather proof, and locked secure vehicle(s) capable of relocating furniture, equipment, and boxes (see Attachment A for a list of items) from the existing location to the new location and Surplus Property.

4.1.2 Vendor must provide all moving blankets moving pads, moving straps, moving dollies, hand trucks, or any other items necessary to move the furniture & equipment without loss or damage.

4.1.3 Vendor must utilize padding and all other relevant procedures to prevent damage to all building interiors, exteriors, exterior grounds, including but not limited to doors, door facing, walls, floor surfaces, elevators, building exteriors, parking lots and other areas involved in the move. Any damage incurred in the move to the above areas shall be the responsibility of the vendor. The vendor shall pay the agency for any repairs resulting from said damages.

4.1.4 Any open file library, cabinets, filled file cabinets or equipment with loose or movable parts shall be secured by shrink wrap.

4.1.5 Vendor shall protect all furniture, equipment and boxes from inclement weather conditions throughout the move duration.

4.1.6 Vendor must take all measures to safely, securely and confidentially move and transport all records and materials considered confidential. All confidential materials and records must be transported in locked secure vehicles and include continuous oversight, security and control while in the possession of the vendor. The Agency will be responsible for packing and marking all boxes containing confidential material.

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PROFESSIONAL MOVING SERVICES**

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- 4.1.7 The current office is located on the first floor. The new office is located on the fourth floor with access to a freight elevator.
- 4.1.8 Per the Department of Administration, the move date is to be September 8-9, 2016. The agency and vendor must coordinate the move with other agencies moving into the building during the same time period. A precise move date will be determined upon mutual agreement of the agency and vendor.
- 4.1.9 Laborers must be capable of moving items up to 50 pounds without assistance.
- 4.1.10 Vendor must be able to complete the move-in to the new location in 1 day. Removal of the items from the present location to be taken to Surplus must be completed on the same day, but the vendor will be allowed longer to make the delivery to Surplus Property in Dunbar, if needed. The delivery date to Surplus Property will be coordinated through the Agency's Surplus Property Manager and vendor will be informed of the date that Surplus Property will accept the delivery. This is expected to be within 1-3 days of the initial move. Vendor must store and transport the surplus property, in accordance with the specifications above.
- 4.1.11 Vendor will provide a lump sum cost for the move.
- 4.1.12 The vendor shall provide a minimum of 300 red and 300 green stick-on identification tags. The agency will identify items going to the new location with green tags and items going to Surplus Property with red tags. Any vendor not having green or red tags may use any color or shape design that is easily visually identifiable to differentiate the intended locations. The agency shall be responsible for attaching vendor provided tags to all furniture and equipment to be moved to identify the location to be moved to.
- 4.1.13 Vendor is to provide 30 boxes for employees to fill at least three (3) days prior to the move. The office already has 50 boxes that will be filled. The vendor will be responsible for moving all 80 of the boxes to the new location.

**5. CONTRACT AWARD:**

- 5.1 The Contract is intended to provide Agencies with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that

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REQUEST FOR QUOTATION  
PROFESSIONAL MOVING SERVICES**

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provides the Contract Services meeting the required specifications for the lowest overall Total Bid Amount as shown on the Pricing Pages (**Exhibit A**).

- 5.2** The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications and lowest Total Bid Amount.
- 5.3** Vendor should complete the Pricing Page by completing the attached pricing pages (**Exhibit A**). Vendor must complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.
- 5.4** Vendor should type or electronically enter the information into the Pricing Page through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Page for bid purposes by sending an email request to the following address: [michelle.l.childers@wv.gov](mailto:michelle.l.childers@wv.gov)
- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency.
- 7. PAYMENT:** Agency shall pay a flat fee as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 9.1** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

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REQUEST FOR QUOTATION  
PROFESSIONAL MOVING SERVICES**

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9.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

9.3 Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

9.4 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

9.5 Vendor shall inform all staff of Agency's security protocol and procedures.

**10 VENDOR DEFAULT:**

10.1 The following shall be considered a vendor default under this Contract.

10.1.1 Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2 Failure to comply with other specifications and requirements contained herein.

10.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4 Failure to remedy deficient performance upon request.

10.2 The following remedies shall be available to Agency upon default.

10.2.1 Immediate cancellation of the Contract.

10.2.2 Immediate cancellation of one or more release orders issued under this Contract.

10.2.3 Any other remedies available in law or equity.

**11 CONTRACT MANAGER:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:

Rich Harmon

Telephone Number:

204-769-3552

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**DIVISION OF REHABILITATION SERVICES  
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PROFESSIONAL MOVING SERVICES**

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Fax Number: 304-291-8901

Email Address: charman@centricvan.com

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## ATTACHMENT A

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Item totals going to new Clarksburg site

Description	Quantity
4 drawer file cabinet	31
Computers	20
6' Desk/table	5
6' Wall lockers	23
3 shelf open book case	54
Rolling armed black chair	20
Fixed base armed black chair	4
Rolling radiator	1
Small refrigerator	2
Coat Rack	2
2 Drawer wood lateral file cabinet	2
Big screen TV on stand	2
White board	1
Computer/teleconference unit	1
Kitchen chair	6
Folding WC	2
Wheeled dolly	2
Shredders	2
Unit printer	1
Bizhub	1
2 Door 3' phone stand	1

Item totals going to Surplus

Description	Quantity
Rolling armed black chairs	49
L shaped desk with L return	9
L shaped desk with R return	4
6' Wall locker	24
3 drawer metal cardex file 19" x 16" 5"	6
Coat rack	6
3 shelf open bookcase	18
Fixed base armed black chair	31
Desk with center Drawer and 3 each L and R drawers	2
6' desk/table	7
6' table	15
6' conference room table	1
Credenza	2
Full size refrigerator	1

EXHIBIT A  
 DIVISION OF REHABILITATION SERVICES  
 CLARKSBURG OFFICE RELOCATION

Item	Description	Unit of Measure	Qty	Unit Cost	Extended Cost
4.1	Move	Lump Sum	1	\$	\$
				Total Bid Amount For Move	\$ 14,850. <sup>00</sup> / <sub>100</sub>

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08-29-16; 14:21

3045583970

# 36 / 40

WV-10  
Approved / Revised  
12/16/15

# State of West Virginia 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 of Charleston Inc Signed: [Signature]  
Date: 8/29/16 Title: GM

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

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

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.

Central Van & Storage of Charleston, Iowa  
Company

[Signature]  
Authorized Signature

8/29/16  
Date

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

**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.

Rich Harmon GM  
 (Name, Title)  
Rich Harmon GM  
 (Printed Name and Title)  
1285 Krafton Rd Morgantown WV 26508  
 (Address)  
304-769-3552 304-291-8901  
 (Phone Number) / (Fax Number)  
rharmon@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 of Charleston Inc.  
(Company)

[Signature] Rich Harmon GM  
(Authorized Signature) (Representative Name, Title)

Rich Harmon GM  
(Printed Name and Title of Authorized Representative)

8/29/16  
(Date)

304-769-3552 304-291-8901  
(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 exceeds 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 and Storage of Charleston, Inc.

Authorized Signature: *[Signature]* Date: 8/29/16

State of West Virginia

County of Putnam, to-wit:

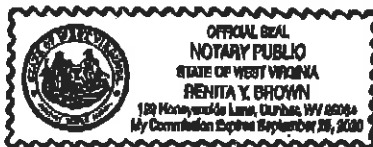
Taken, subscribed, and sworn to before me this 29 day of August, 2016.

My Commission expires September 25, 2020.

**AFFIX SEAL HERE**

NOTARY PUBLIC *[Signature]*

Purchasing Affidavit (Revised 08/01/2015)





09-06-16;15:19

3045583970

# 1/ 12

Richard A. Harmon  
1385 Grafton Road  
Morgantown, WV 26508  
304-291-8900  
304-692-1021  
Fax-304-291-8901  
e-mail - rharmon@centralvan.com  
website - www.centralvan.com

**Central Van & Storage, Inc.**

**Fax**

<b>To:</b> State of WV Purchasing Dept	<b>From:</b> Rich Harmon
<b>Attn:</b>	<b>Pages:</b> 12
<b>Fax:</b> 304-558-3970	<b>Date:</b> 9/6/16
<b>Re:</b> CRFQ 0932 DRS1700000003	<b>CC:</b>

Urgent     For Review     Please Comment     Please Reply     Please Recycle

**• Comments:**

Sealed bid - Clarksburg District office move  
Buyer - Michelle Childers 304-558-2063  
Solicitation No - CRFQ 0932 DRS1700000003  
Bid opening date - 9/13-16  
Bid opening time - 01:30PM  
Fax No - 304-291-8901

09/06/16 10:50:17  
WV Purchasing Division

**ALLIED**  
Agent for Allied Van Lines



Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25308-0130

State of West Virginia  
Request for Quotation  
27 - Miscellaneous

Proc Folder: 240706

Doc Description: ADDENDUM 2 - CLARKSBURG DISTRICT OFFICE MOVE

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-29	2016-09-13 13:30:00	CRFQ 0932 DRS1700000003	3

**BID RECEIVING LOCATION:**  
 BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 26305  
 US

**VENDOR:**  
 Vendor Name, Address and Telephone Number:  
*Central Van & Storage of Charleston, Inc.*  
*301 Jacobson Dr. P.O. Box 626*  
*Poca WV 25159*

**FOR INFORMATION CONTACT THE BUYER**  
 Michelle L Childers  
 (304) 558-2083  
 michelle.l.childers@wv.gov

Signature X *[Signature]* FEIN # *55 075 2625* DATE *9/6/16*  
 All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

**Addendum**

Addendum No. 01 issued to publish and distribute the attached information to the vendor community.

The West Virginia State Purchasing Division is soliciting bids, on behalf of the Division of Rehabilitation Services (WVDRS), to establish a one-time contract for professional moving services to relocate the WVDRS Wheeling Branch Office from 107 Cambridge Place, Bridgeport, WV 26330 to 153 West Main Street, Clarksburg, WV 26301-2983. In addition, vendor will move surplus items from the existing office to the WV State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 26064. The tentative move date is scheduled for September 8-9, 2016.

INVOICE TO		SHIP TO	
SUPPORT SERVICES DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST  CHARLESTON  US	WV26301	CLARKSBURG BRANCH OFFICE DIVISION OF REHABILITATION SERVICES 107 CAMBRIDGE PLACE  BRIDGEPORT  US	WV 26330

Line	Comm Lin Desc	Qty	Unit Issue	Unit Price	Total Price
1	RELOCATION SERVICES	1.00000	LS		\$14,850. <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
78101804			

Extended Description :  
PER THE ATTACHED SPECIFICATIONS

**SOLICITATION NUMBER: CRFQ DRS1700000003**  
**Addendum Number: 2**

The purpose of this addendum is to modify the solicitation identified as DRS1700000003 ("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. The bid opening has moved from 08/30/2016 to 09/13/2016. The bid opening time remains at 1:30 PM.

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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DRS1700000003**

**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 checked="" 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.

Central Van & Storage of Charleston Inc.  
Company

[Signature]  
Authorized Signature

9/6/16  
Date

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



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

State of West Virginia  
Request for Quotation  
27 -- Miscellaneous

Proc Folder: 240708

Doc Description: ADDENDUM 3 - CLARKSBURG DISTRICT OFFICE MOVE

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-09-01	2016-09-13 13:30:00	CRFQ 0932 DRS1700000003	4

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON  
US

WV 25305

Vendor Name, Address and Telephone Number:

Central Van & Storage of Charleston Inc.  
301 Jacobson Dr. PO Box 626  
POLA WV 25159

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers  
(304) 558-2083  
michelle.l.childers@wv.gov

Signature

FEIN # 550752625

DATE

9/6/16

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

**Addendum**

Addendum No. 03 issued to publish and distribute the attached information to the vendor community.

The West Virginia State Purchasing Division is soliciting bids, on behalf of the Division of Rehabilitation Services (WVDRS), to establish a one-time contract for professional moving services to relocate the WVDRS Wheeling Branch Office from 107 Cambridge Place, Bridgeport, WV 26330 to 153 West Main Street, Clarksburg, WV 26301-2963. In addition, vendor will move surplus items from the existing office to the WV State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 25084. The tentative move date is scheduled for September 8-9, 2016.

SUPPORT SERVICES DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST  CHARLESTON  US		WV25301	CLARKSBURG BRANCH OFFICE DIVISION OF REHABILITATION SERVICES 107 CAMBRIDGE PLACE  BRIDGEPORT  US		WV 26330
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	RELOCATION SERVICES	1.00000	LS		\$14,850. <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
78101804			

Extended Description:  
PER THE ATTACHED SPECIFICATIONS



DRS1700000003	<b>Document Phase</b> Final	<b>Document Description</b> ADDENDUM 3 - CLARKSBURG DISTRICT OFFICE MOVE	<b>Page 3</b> of 3
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ DRS1700000003**  
**Addendum Number: 03**

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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:**

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

1. To modify the move date and to replace specification 4.1.10 as attached.

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.

Revised 6/8/2012

# ATTACHMENT A

Revised 6/8/2012

**ADDENDUM 3****DRS170000003**

To inform vendors that the tentative move date will not be September 8-9 as stated in the first paragraph of the Specifications. The move date will be set upon mutual agreement of the parties upon award.

To delete specification 4.1.10 in its entirety and replace with the following:

**4.1.10 Vendor must complete moving items to the new location in one day. Removal of the items from the present location to be taken to Surplus Property will be done on a separate day. At the present time, Surplus Property is unable to accept the items on the expected date of the office move to the new location. The Agency will contact the vendor with the date that Surplus will accept the items to schedule the pickup and delivery to Surplus Property as soon as it is known after award of the contract. The surplus items must be removed from the present location by September 30, 2016. The requirement, per item 3 *Fixed Period Contract*, for the work to be completed within 5 calendar days of receipt of the Notice to Proceed will not include the gap in time between pickup and delivery of the items to the new office and pickup and delivery of items to Surplus Property. The 5 day count will re-commence upon receipt of the second Notice to Proceed for the surplus property items move.**

**NO OTHER ADDITIONS**

e will

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

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Central Van & Storage of Charleston Inc.  
Company

[Signature]  
Authorized Signature

9/6/14  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012