



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

Request for Quotation

RFQ NUMBER
SEC661000

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BETTY FRANCISCO
304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE SECRETARY
 BUILDING 1, ROOM E119
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0120 558-2300

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/06/2006				

BID OPENING DATE: **05/11/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				REQUEST FOR QUOTATION		
				THE WEST VIRGINIA DEPARTMENT OF ADMINISTRATION IS SOLICITING REQUEST FOR QUOTATIONS FOR QUALIFIED FIRMS TO PROVIDE CONDITION ASSESSMENTS AND CONSERVATION OF TWENTY-SEVEN (27) OIL PAINTINGS OF THE GOVERNORS OF WEST VIRGINIA IN THE WEST VIRGINIA STATE MUSEUM ART COLLECTION.		
				NOTICE***** NOTICE ***** NOTICE ***** NOTICE *****		
				MANDATORY PRE-BID: A MANDATORY PRE-BID MEETING SHALL BE HELD ON APRIL 26, 2006, AT 11:00 AM. THIS MEETING WILL BE HELD IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, EAST (CAPITOL COMPLEX - BUILDING 15), CHARLESTON, WEST VIRGINIA 25305. THE MEETING WILL CONTINUE AT THE MAIN CAPITOL BUILDING TO VIEW THE PAINTINGS. ANY VENDOR WHO WISHES TO BID ON THIS CONTRACT MUST BE REPRESENTED AT THIS MEETING. FAILURE TO ATTEND THE PRE-BID CONFERENCE SHALL DISQUALIFY A VENDOR FROM FROM BIDDING ON THIS CONTRACT. NO PERSON CAN REPRESENT MORE THAN ONE BIDDER.		
0001	1	HR		962-72		
				CONDITION ASSESSMENTS & CONSERVATION OF PAINTINGS		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**GENERAL TERMS & CONDITIONS
(REQUEST FOR QUOTATION) RFQ AND (REQUEST FOR PROPOSAL) RFP**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$45 fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

ORIGINAL SIGNED BID TO:

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230



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<p>QUESTIONS SHOULD BE DIRECTED TO:</p> <p>CHARLES MORRIS, DIRECTOR OF COLLECTIONS (304)558-0220 EXT. 704 (304)558-2779 FAX</p> <p>OR:</p> <p>JOHN ABBOTT, SENIOR BUYER DEPT. OF ADMIN., PURCHASING DIVISION (304)558-2544</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4)</p>						

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<p>YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH</p>						

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<p>PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND 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.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p>						

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<p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B".</p> <p>NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>AN EXACT DUPLICATE MUST BE SUBMITTED TO:</p> <p>STATE AUDITOR'S OFFICE BID OBSERVER BUILDING 1, ROOM W114 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0230</p> <p>BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----BETTY FRANCISCO-----</p> <p>RFQ. NO.:-----SEC661000-----</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING DATE: ---MAY 11, 2006--- BID OPENING TIME: ---1:30 PM--- PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ SEC661000 ***** TOTAL: _____						

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REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ADMINISTRATION
Oil Painting Conservation
SEC661000

Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the WV Department of Administration, is soliciting Request for Quotation (RFQ) from qualified firms to provide Condition Assessments and Conservation of twenty-seven (27) oil paintings of the governors of West Virginia in the West Virginia State Museum art collection. It is the intent of the State to award a single contract to a qualified vendor to provide such services. The selected vendor shall complete an assessment of each portrait and shall make recommendations for restoration and a timeline for such restoration.

Location:

Agency's main offices are located at: WV State Capitol Complex, 1900 Kanawha Boulevard East, Building 1 Room E-119, Charleston, West Virginia 25305.

The paintings are on exhibit currently at the West Virginia State Capitol main building at 1900 Kanawha Boulevard East, Charleston, West Virginia 25305-0300.

Background:

The oil paintings are currently on exhibit at the State Capitol building and are viewed daily by visitors including state and national leaders. They are part of the collection of the West Virginia State Museum (WVSM) a component of the Division of Culture and History. The portraits are in need of cleaning and repair due to deterioration and damage.

Pre-Bid:

A mandatory pre-bid will be held on April 26, 2006, at the Division of Purchasing, located at: 2019 Washington Street, East, Charleston, WV

25305. Upon completion of a review of the specifications, and any discussion, participants will go to the Capitol Complex to view such portraits.

Mandatory Qualifications

In order to be eligible to submit a Bid for this RFQ the Vendor must meet the following qualifications and experience:

- Qualified Vendors must have a minimum of 10 years experience in restoration and conservation in historic and artistic preservation of works of art.
- The Vendor shall demonstrate by providing a minimum of five (5) examples of before and after photos and verifiable information of their experience, in restoration and conservation of similar projects in nature, completed in the last five years.
- The Vendor shall provide proof of previous work completed on irreplaceable historical artwork for a museum; this could be part of the 5 photo examples completed within the last five years.
- The Vendor must possess a M.A. and Certificate of Advanced Study, Conservation of Historic and Artistic Works with Specialization in Paintings.
- The Vendor must provide proof of specialized training in restoration and conservation of Oil Painting based works of art.
- Resumes of the lead conservator, all employees that will work on the project, and any subcontractors, must be submitted.

References

The Vendor shall provide a list of five (5) references in order for The Division to verify previous projects completed in nature. This list shall include contact name, address, telephone number and an e-mail address. The Purchasing division reserves the right to request additional information to ensure qualifications and experience.

Certificate of Insurance

The successful Vendor shall provide a current Certificate of Professional & General Liability Insurance; which will cover the restoration and

conservation, storage and transportation, while in conservator's possession. Limits of Professional & General Liability shall be a minimum of \$1,000,000. Such certificate shall be submitted prior to contract award, and shall be in full force and effect during the contract period.

Scope of Work:

1. The selected vendor shall complete an assessment report for each of the twenty-seven (27) portraits that will detail every necessary restoration and conservation requirement, and a total maximum number of hours to complete each. Five copies of the **assessment report shall be submitted** to the Department of Administration within 90 calendar days from the date of contract award. During the condition assessment phase, a site will be provided by Department of Administration, if necessary, for the purpose of examining the portraits.
2. Because the portraits are currently on exhibit, the examination will leave them in a suitable state to be displayed. Please note the paintings are covered with plexi-glass with spacers placed for protection. In some cases the spacers have dislodged. It will be the responsibility of the conservator to handle and carefully inspect paintings to create accurate reports.
3. Provide all material & labor to restore twenty-seven (27) paintings to the original creation as intended by the artist.
4. Photo documentation - digitally and with color slides, before and after treatment, during and after cleaning, and before and after in-painting if necessary.
5. Conservation and restoration of the frames are to be included.
6. A final treatment report will be completed by the conservator listing all procedures and material used in the process. A final report must be completed for each painting.
7. It shall be the vendor's responsibility to provide transportation to and from the paintings current location to the vendor's restoration location, and to provide packaging for safe transit.

8. The final product should result in an acceptable level as determined by the Director of Collections of the State Museum.

General Requirements:

* Provide any and all services required to bring the project to a satisfactory completion as determined by the Commissioner, Division of Culture and History or Authorized Designee. **The mutually agreed upon restoration assessment and timeline for completion of each portrait shall be added to the contract through the change order process.**

* Provide to The Divisions Authorized Designee updated status on the progress of the restoration in order to insure that all time frame deadlines are being met.

* Provide a safe and secure holding area for the paintings while in the possession of qualified conservator during restoration and conservation as required by The Division Authorized Designee.

* Anticipate and make recommendations for resolution of problems as a result of discovered conditions, and to any unanticipated circumstances arising during the progress of work in order to meet deadline.

* The Vendor agrees that Liquidated Damages shall impose at the rate of one hundred dollars (\$100.00) per work day, for failure to provide deliverables at the agreed upon date identified in the contract.

*Questions may be directed to the below person(s) no later than April 25, 2006:

Charles Morris, Director of Collections
(304) 558-0220 Ext 704
(304) 558-2779 Fax

or

John Abbott, Senior buyer
Dept. of Admin., Purchasing Division
(304) 558-2544

Bid/Cost – An RFQ Bid form is included for the vendor's use and submission. Bidders shall submit a lump sum quote/bid for the assessment phase of the project; and an hourly rate for the actual restoration and

conservation. The estimate of 1000 hours is reflected on the Bid Form for evaluation purposes only, and should **not** be regarded as a factor of the specifications.

Payments –Payment will be rendered upon approval of completion by The Division Authorized Designee. The vendor will receive payment of the assessment reports once they have been completed and accepted. Progress payments will be scheduled based upon an agreement as it pertains to an established timeline for completion of work.

Bid Schedule:

Bid Release: April 7, 2006
Pre-Bid: April 26,, 2006
Bids Opening: May 11, 2006

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**REQUEST FOR QUOTATION
SEC661000
BID FORM**

Assessment of Portraits (lump sum) \$ _____

Hourly Cost for Restoration Work

***1000 hours @ \$_____ per hour =** \$_____

Grand Total \$_____

***Note: The above stated number of hours is provided for bid evaluation purposes only. Time for completion of each portrait will be negotiated and agreed upon between the successful vendor and the Division of Culture and History as indicated in the specifications.**

(Bidder)

By: _____

Date: _____

A F F I D A V I T

013

West Virginia Code §5A-3-10a states:

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 the debt owned is an amount greater than one thousand dollars in the aggregate.

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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"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.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____