



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
 PTR07004

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF PUBLIC TRANSIT
 BUILDING 5, ROOM 830
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0432 304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/29/2006				

BID OPENING DATE: 09/06/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO ANSWER ADDITIONAL QUESTIONS TO THE SPECIFICATIONS PER THE ATTACHED AND TO EXTEND THE BID OPENING DATE TO ALLOW THE INCORPORATION OF THESE ANSWERS INTO THE VENDOR'S BID RESPONSE.		
				DEADLINE FOR ALL TECHNICAL QUESTIONS IS SET FOR WEDNESDAY MAY 30, 2006 AT 5PM. ANY QUESTIONS RECEIVED PRIOR TO THE DEADLINE WILL BE ANSWERED BY ADDENDUM. TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL WITH THE WEST VIRGINIA PURCHASING DIVISION VIA EMAIL AT KFERRELL@WVADMIN.GOV OR VIA FAX AT 304-558-4115. QUESTIONS CONCERNING BID SUBMISSION MAY BE SUBMITTED AT ANY TIME VIA ANY METHOD.		
				BID OPENING DATE IS EXTENDED TO: 09/06/2006 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001	1	EA		155-12		
				PRE-ENGINEERED BUS SHELTERS AND SOLAR LIGHTING		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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 \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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 §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) 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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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

Re: Request for Quotation: PTR07004

Dear Krista:

Regarding the specifications and requirements of this RFQ, we have a number of questions and would very much appreciate some clarification.

1. The RFQ calls for a large range of sizes. Are we correct in assuming that these dimensions refer to the shelter footprint? If so is the drip line to be the same or are you looking for any roof overhang eaves or cantilevered roof? Could a sketch or an example of the preferred configuration(s) be provided?
2. Submittals requested include shop drawings. Considering the large number of configurations called for, this would require a substantial investment in time and expense. Since the majority of components are the same and most modules would be similar apart from overall dimensions, will it be acceptable to provide a representative sample drawing set of the type rather than 12 complete sets?
3. Similarly, for erection drawings and instructions, will a representative example be acceptable rather than detailed instructions for all 12 configurations?
4. While we have thousands of photos in our library, it is virtually impossible to provide photos of each and every possible variation. We can provide some photos to illustrate the general style and appearance. Are we correct in assuming this will be acceptable?
5. Our aluminum components are finished in baked in premium powder coat in selected color. In 2.1.6 your specification calls for the base flanges to be "the same anodized or duranodic finish as (the) bus shelter. Normally they are powder coated in the same matching color powder coat as the rest of the shelter components. Can you please clarify?
6. In section 2.2.1 and in 2.2.2, your roof construction specification describes the type of construction and sealing appropriate for a "bubble dome" type that is specifically excluded from consideration. We would respectfully request consideration of alternate methods of construction and sealing but made to be fully compliant with the leak proof requirements with details included in our product description and submittal drawings.
7. In section 2.2.2, the width of the desired roof is not specified. Are the footprint and the roof drip line to be similar or are you looking for an overhanging eaves or cantilevered style?
8. In section 2.3, the window and roof panels are both specified as 1/4" thick. The roof panels are earlier specified to be aluminum so are we correct in assuming that this is not applicable. As for the wall panels, will 3/8" tempered safety glass be considered? If the window panels are specified as translucent polycarbonate structured sheet, in bronze tint. This type of material is generally used for roof panels. Although it could be used on the walls it is generally unsuitable due to the lack of visibility. Monolithic polycarbonate is more

appropriate, but there are different grades. Can you please clarify whether or not you are looking for clear tinted polycarbonate or the fluted structured sheet, generally known as "Lexan Thermoclear". If you want the wall to be monolithic polycarbonate, there are a few different types ranging from relatively inexpensive lower quality up through UV protected and scratch resistant MR-10 "Margard". Can you please specify the grade that you prefer since the price per ft² varies considerably and would have a significant impact on the shelter prices?

9. Section 3.1 calls for the perforated wall panels to meet the same specification as the window panels in 2.3. The perforated steel used in wall panels is typically 16 gauge. ¼" would be extremely heavy, expensive and impractical. Can you please clarify your desired material and features? Are you looking for interchangeability with standard glass or polycarbonate?
10. In section 3.2, are we to assume that the aluminum wall panels are to be perforated or solid? It seems doubtful that solid aluminum sheets could be acceptable due to the lack of visibility.
11. Regarding the solar lighting system requirements, are there any specific illumination levels required and if so, is this a point light level below the fixture or an average or minimum level in the shelter footprint?

Also, concerning the freight expenses;

1. In addition to the volatility of freight rates considering recent escalation of fuel surcharges, there is a significant economy of scale in shipping multiple units. The freight expense per shelter for a single unit would be significantly more costly than quantities. Would any consideration be given to a truckload quantity of 12 to 24 units or are we to simply assume that all shelters would be ordered and shipped in single units for the purpose of your evaluation?
2. Your conditions, exhibit 6, allow for adjustment to prices under conditions based on "pass through increase or decrease of raw materials and/or labor..." Does this include freight

Please see the following responses:

1. Small overhang or cantilevered roof is acceptable.
2. Sample drawings are acceptable as long as they are for the units proposed. After award and upon ordering the vendor must supply a copy of the drawings with the unit.
3. Approved
4. Yes
5. Flanges to be the same color. Powder coated is acceptable.
6. Approved as long as it meets all leak proof requirements. Supply a description with bid.
7. Refer to #1
8. The base units will have the polycarbonate panels. The option is for the metal sides. The grade is to be a mid grade. Vendor's choice.
9. Standard gauge is acceptable as long as it is vandal resistance. Nothing will be interchanged.
10. Perforated
11. The shelter needs to have enough light provided so that no security problems will arise. The system is to be stand alone with a secured pole.

FREIGHT QUESTIONS

1. On all orders more than one unit will be shipped to more than one location.
2. Unit pricing should be freight inclusive. Exhibit 6 allows for pricing adjustments at the time of renewal only. Vendors would be required to provide proof of freight at the time of bid and the proof of the increase. This cost must be pass through only and may only be requested at the time of renewal only. All increases are subject to approval by the West Virginia Purchasing Division. Vendor's also subsequently would be expected to decrease freight charges should the Consumer Price Index for fuel decrease.