



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
 VET07C005

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 BUYER 32
 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

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DIVISION OF VETERANS AFFAIRS
 VETERANS NURSING FACILITY

ONE FREEDOMS WAY
 CLARKSBURG, WV
 26301 304-627-2415

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/04/2007				

BID OPENING DATE: 01/17/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				CHANGES TO THE SPECIFICATIONS AND ANSWERS TO THE QUESTIONS SUBMITTED PER THE ATTACHED.		
				BID OPENING DATE AND TIME REMAINS THE SAME 01/17/07 AT 1:30 P.M.		
				NO OTHER CHANGES.		
0001	96	LS		050-60		
				ARTWORK HEADWALLS		
***** THIS IS THE END OF RFQ VET07C005 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

West Virginia Veterans Nursing Facility
Artwork, Headwalls VET07C005
Addendum # 1

1. The weight limit for the total artwork piece now set at a maximum of 8 lbs for the headwall units.
2. The installation is to be scheduled and completed between March 1, 2007 and March 31, 2007 and may be done in increments during that time period.
3. How much duplication of artwork is acceptable? No more than 20% - 25% would be a safe amount for duplicate pieces. However, in repeating pieces, each must be sufficiently spaced from other duplications to make certain the repetitive nature of duplications is not evident.
4. How will the quality of the product and ability of the vendor be established? Small samples will be required for review at the time the bids are due. Be sure to include matting, moulding, plexiglass, and artwork in the type and style intended for use in this project. The vendor must also submit references to previous commercial jobs completed.
5. Is there special consideration for minority businesses? NO
6. Is the dollar amount the only criteria for evaluation? NO
From a technical point of view as long as the submission meets the specifications as presented the bid price becomes the determining factor.
7. "Posters" – Posters will not be accepted. We would like to see a nicer quality of the various types of pieces. The artwork is to be of sufficient quality to last for a minimum of 30 years, without having to replace it.
8. Percentage of duplicate pieces – 20% - 25% would be a safe amount for duplicate pieces. However, in repeating pieces, we would need to make sure that they have a good enough distance apart from one another, so that things do not start looking too repetitive throughout the facility.
9. Creative ideas / suggestions – Creative, original ideas will be accepted for review. If the vendor has a theme(s) to present you would like to suggest something creative for the artwork or for some sort of accent pieces, please keep in mind that this is a Veterans facility, and that this would need to be done in a tasteful manner. We will be willing to review any ideas. If you wish to submit any ideas, please include a brief description of what it is, and incorporate an estimated percentage of these creative pieces, along with a cost, so that it can be included with your overall bid.

NOTE: ALL BIDDERS MUST SUBMIT SAMPLES WITH BID.

SIGN IN SHEET

Request for Quotation Number: VE707005

Date: 12-28-2006

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name: Art By Leim
 Firm Address: 834 South Chestnut St
CLARKSBURG WV
26301
 Representative Attending: JAMES & KATHERINE LEIM
 Phone Number: 304 622-7521
 Fax Number: 304 622-7521
 Email Address: JLEIM834@aol.com

Firm Name: The Whitehouse Frame Shop
 Firm Address: 710 Garman Ave
Elkins WV 26241
 Representative Attending: Carlton & Jania White
 Phone Number: 304-636-4800
 Fax Number: 304-636-9493
 Email Address: thewhitehouseframeshop@hotmail.com

Firm Name: _____
 Firm Address: _____
 Representative Attending: _____
 Phone Number: _____
 Fax Number: _____
 Email Address: _____

Firm Name: Watson Fabricating dba Watson Packed Forming
 Firm Address: 306 Lee St. W.
PO Box 20001
CHAS. WV 25302
 Representative Attending: Stepha Murray
 Phone Number: 343-6324 / 610-7416
 Fax Number: _____
 Email Address: headframer@charter.net

Firm Name: ARTWORKS
 Firm Address: 601 S. VIRGINIA AVE.
BRIDGEPORT, WV 26330
 Representative Attending: LOTUS MACDOWELL/BRENDA MALFREY
 Phone Number: (304) 842-7626
 Fax Number: (304) 842-8087
 Email Address: WVartworks@wvdsi.net

Firm Name: _____
 Firm Address: _____
 Representative Attending: _____
 Phone Number: _____
 Fax Number: _____
 Email Address: _____

PURCHASING CONTINUATION SHEET

Buyer: 32	Page 4	Req. or P.O. No.: VET07C005
Spending Unit:		

Vendor:

Requisition No.: VET07C005

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) may be cause for rejection of bids.

Signature

Company

Date