



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:
 VET07C012

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 JOHN ABBOTT
 304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF VETERANS AFFAIRS
 ATTENTION: C. PRATHER
 SUITE 101
 1321 PLAZA EAST
 CHARLESTON, WV
 25301-1400 558-3661

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/22/2007				

BID OPENING DATE: 04/05/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		410-24		
WINDOW TREATMENTS, CUBICLE CURTAINS & BEDSPREADS REQUEST FOR QUOTATION THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE WV VETERANS NURSING FACILITY TO PROVIDE WINDOW TREATMENTS, CUBICLE CURTAINS, AND BEDSPREADS. ATTACHMENTS: 1. SPECIFICATIONS 2. BID FORM 3. AFFIDAVIT DELIVERY: DELIVERY, UN-CRATING, AND DEBRIS DISPOSAL SHALL BE INCLUDED IN THE BID QUOTATION. DELIVERY SHALL BE MADE IN ACCORDANCE TO THE SPECIFICATIONS ATTACHED HERETO. ***** THIS IS THE END OF RFQ VET07C012 ***** 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

VET07C012 – Bedspread Specifications

The West Virginia Division of Veterans Affairs, WV Veterans Nursing Facility is seeking bids on 136 (one hundred thirty-six) Custom Bedspreads.

Custom Bedspreads

Total Quantity: 136

Shall meet the following or approved equal:

1. Manufacturer: N/A
2. Product name: Quilted Bedspread
3. Fabric selection:

Standard Textile Fantagraph, Blocks 02/Pool, CM846202, 100% Polyester, 72"W
6.25"V 6.750 or Approved Equal

4. General Description: Quilted throw – style coverlet (does not extend completely to the floor) 87"L x 63 ½"W (includes: length + 22" pillow tuck, Width of bed 35 ½" + side Drops of 14"each.)
 - Seams: Wide width (72") fabric requires no seaming, 22" Pillow tuck.
 - Quilting: *Bedspreads should be quilted continuously on wide width (135") computerized quilting machines. The resulting quilt pattern will be continuous over the entire spread. Bedspreads made with quilted seams are not acceptable. Quilting stitches must be 8-10 stitches per inch, lock stitched, not chain stitched. Quilting pattern is 3" Channel with 7 stitches per inch.*
 - Thread: White cotton thread is used on the lining side of the quilting and a matching green for the front of the quilt.
 - Filling: *100% resin finished virgin polyester. Filling must be on continuous solid sheet extending the entire width and length of bed cover, no joining or seaming should exist. Bonded polyester fiberfill, fire retardant.*
 - Weight of Fill:
Standard: 5oz.
 - Lining: Flame retardant
Standard: *70/30 poly/cotton*
Upgrade: *78"x54" construction cotton/polyester, white or matching off-white*
Color: White or matching off-white
 - Hems: Serged, 1 ½" single-turned and blindstitched with white cotton thread

2" tolerance on both finished width and length

- Pillow Tuck: Standard 22"

General Notes:

- **Warranty: Shall apply to the manufacturer's warranty.**
- **General Conditions: Pricing is to include freight.**
- **Schedule: The schedule for receipt of these items shall be no earlier than March 31, 2007 and no later than July 1, 2007. However, floor A2 must be completed by April 30, 2007 due to a scheduled opening date of May 1, 2007. Items capable of being shipped via USPS, FedEx, UPS or other carrier shall be announced in the vendor's proposal. The delivery address shall be stated in the notification of acceptance. The awarded vendor shall be responsible for sending confirmation of the time and place of delivery, one week prior to scheduled delivery. A pre-delivery meeting will be scheduled if needed. Pre-delivery meeting(s) will visit and confirm the drop off point and the date and delivery of these items and any other clarification required.**
- **Payment can be made in partial payments as agreed to by both parties.**
- **Bidder's submitting an "or equal" product, please submit specifications, a clear photocopy of the product being submitted, and all finish selections and fabrics (if required) to be approved by administrator or his designee.**

VET07C012 – Cubicle Curtain Specifications

The West Virginia Division of Veterans Affairs, WV Veterans Nursing Facility is seeking bids on 172 (one hundred seventy-two) Cubicle Curtains.

Total Quantity: 172

Shall meet the following or approved equal:

1. Locations: Second floor; Patient rooms (A & B wings) and Communal baths (A & B wings). First floor; Patients rooms (A wing only) and Communal baths (A & B wings).
2. Manufacturer: Fantagraph or Approved Equal
3. Fabric Selection: Fantagraph, Conova 02/Canvas, CM870102, 100% Avora FR Polyester, 72" 1.00"V 1.00 or Approved Equal
4. General Fabric Specifications: Must pass NFPA 701, large and small scale. Must be washable up to 106 degrees Fahrenheit. Must pass CA title code 19 & Boston Code but must be submitted on each application. Must pass NY under calendar 294-40, and must exceed 40 hour, NAFM lightfastness requirement. Width of Fabric: 72" and has no repeat. Content of fabric: 100% flame resistant polyester. Vendor responsible to make certain fabric is approved for health care use by the West Virginia Fire Marshall prior awarding of bid. Vendor to provide a copy of approval to WVVNF.
5. General Specifications for Mesh: No snag, tightly woven hems, 1 ¼" fire retardant grommet band at the top edge. White nylon mesh openings to have a 70% opening, minimum White nylon mesh and conform to NFPA 701. 20" mesh between curtain fabric and grommets. Prior notification by Vendor if two panels are needed to accommodate cubical track.
6. Curtain Grommet Specifications: two-piece, rolled edge, rustproof, nickel plated brass; spaced not more than 6" on center and machined into top hem.
7. Submittals: Please submit full size items of the following:
 - a. Curtain Fabric: 12 inch square swatch. Mark the top and the face of material.
 - b. Mesh Top: Not less than 4 inches square
8. Conditions: All work must be field verified. Verify dimensions of other construction by measuring before fabrication.
9. Curtain Fabrication to comply with the following specifications:
 - a. Width:

Patient Rooms: approximate measurements – 9'L x 7'8"W for U shape track (possible pre-made curtain width of: 2 @ 216") L shape track - approximate measurements – 9'L x 7'8" W (possible pre-made curtain width of: 1 @ 216")

Communal Baths: approximate measurements – one 12', one 8', and one 6' 6" (possible pre-made curtain widths of: one 216"w, one

114"w, and one 108"w for each room (four rooms total).

Curtain widths and lengths are to be confirmed by Vendor and an addition of 10% for fullness in width for custom sizes.

- b. Length: Equal to floor-to-ceiling height, with a 20" high mesh top, and minus distance above finished floor at bottom as follows:
Cubicle Curtains – 12" unless otherwise specified.
- c. Mesh: Mesh is joined to face fabric, turned and stitched with double needle lock stitch on less than 1/2" in width.
- d. Bottom and Side Hems: Fabric is double folded 1 1/2" and sewn with double needle lock stitch.
- e. Vertical seams: Vertical seams are joined together and sewn with double needle lock stitch not less than 1/2" wide.

General Notes:

- **Warranty: Shall apply to the manufacturer's warranty.**
- **General Conditions: Pricing is to include freight and shall include the uncrating, assemble, if required, and debris removal. Replace or repair damaged items. Schedule and coordinate deliveries to avoid interference with owner's operation.**
- **Schedule: The schedule for receipt of these items shall be no earlier than March 31, 2007 and no later than July 1, 2007. However, floor A2 must be completed by April 30, 2007 due to a scheduled opening date of May 1, 2007. Items capable of being shipped via USPS, FedEx, UPS or other carrier shall be announced in the vendor's proposal. The delivery address shall be stated in the notification of acceptance. The awarded vendor shall be responsible for sending confirmation of the time and place of delivery, one week prior to scheduled delivery. A pre-delivery meeting will be scheduled if needed. Pre-delivery meeting(s) will visit and confirm the drop off point and the date and delivery of these items and any other clarification required.**
- **Payment can be made in partial payments as agreed to by both parties.**
- **Bidder's submitting an "or equal" product, please submit specifications, a clear photocopy of the product being submitted, and all finish selections and fabrics (if required) to be approved by administrator or his designee.**

VET07C012 - WINDOW TREATMENT SPECIFICATIONS

The West Virginia Division of Veterans Affairs, WV Veterans Nursing Facility is seeking bids on Window Treatments:

Window Treatments

Total Approx. Quantity: This includes Patient Rooms, Nursing Locker/Chart Rooms, and Office/Exam Rooms. *See attached approximate size chart by room – vendor is responsible for final measurements.*

- 1. Manufacturer: N/A**
- 2. Product name: Window treatment, Pinch Pleated with attached valance.**
- 3. Fabric selection :**

Curtain: Fantagraph, Conova 02/Canvas, CM870102, 100% Avora FR Polyester, 72"W, 1.00"V 1.00", Fire Retardant or Approved Equal

Attached Valance: Standard Textile Fantagraph, Blocks 02/Pool, CM846202, 100% Polyester, 72"W 6.25"V 6.750, Fire Retardant or Approved Equal

Content of fabric: 100% flame resistant polyester. Vendor responsible to make certain fabric is approved for health care use by the West Virginia Fire Marshall prior awarding of bid. A copy of approval must be included with bid.

- 4. General Description:**

Curtain and Valance are to be attached, unlined, 2 ½ times Pinch pleated together.

Curtain: 3" hem at bottom.

Valance: Length will be 21" with a single turn and blind-stitched hem. Windows 40" or smaller will require a One way draw. Windows 40" or larger will require a Two way draw.

Mechanical: Kursh Track 946 or approved equal, ceiling mount (bulk head), for hand pull of curtains and curved angles to accommodate various shapes of windows.

General Notes:

- **Warranty: Shall apply to the manufacturer's warranty.**
- **General Conditions: Pricing is to include freight and installation. Installation: to include uncrate, assemble, if required, and remove debris. Replace or repair damaged items. Schedule and coordinate deliveries to avoid interference with owner's operation.**
- **Schedule: The schedule for receipt of these items shall be no earlier than March 31, 2007 and no later than July 1, 2007. However floor A2 must be completed by April 30, 2007 due to a scheduled opening date of May 1, 2007. Items capable of being shipped via USPS, FedEx, UPS or other carrier shall be announced in the vendor's proposal. The delivery address shall be stated in the notification of acceptance. The awarded vendor shall be responsible for sending confirmation of the time and place of delivery, one week prior to scheduled delivery. A pre-delivery meeting will be scheduled if needed. Pre-delivery meeting(s) will visit and confirm the drop off point and the date and delivery of these items and any other clarification required.**
- **Payment can be made in partial payments as agreed upon by both parties.**
- **Vendors are responsible for measurements of all items and verifying measurements prior to installation of items.**

FIRST FLOOR **ALL 77.25 - 79.00 FINISHED LENGTH** **SECOND FLOOR**

	Width (inches)		Width (inches)		Width (inches)		Width (inches)
EXAM ROOM	68.75				70.00		
LOCKER ROOM	110.00				139.50		

ROOM		ROOM		ROOM		ROOM	
A100	87.50	B100	60.50	A200	34.00	B200	103.50
A101	87.50	B101	51.50	L shape	106.25		
A102	60.50	B102	60.00	A201	105.00	B201	106.00
A103	60.50	B103	51.50	A202	52.50	L shape	43.00
A104	98.75	B104	36.50	Z shape	32.00	B202	105.25
A105	98.75	(two)	36.50	A203	67.25	B203	68.50
A106	93.50	B105	36.50	A204	105.25	Z shape	32.00
A107	93.50	(two)	36.50	A205	78.25		51.50
A108	57.50	B106	36.50	A206	83.50	B204	81.25
A109	57.50	B107	36.50	A207	84.00	B205	76.50
A110	57.50	B108	93.50	A208	83.25	B206	84.00
A111	57.50	B109	93.50	A209	57.50	B207	84.00
A112	94.00	B110	93.50	A210	57.50	B208	57.75
A113	94.00	B111	93.50	A211	58.00	B209	57.00
A114	99.00	B112	36.50	A212	57.75	B210	57.75
A115	99.00	B113	36.50	A213	83.75	B211	57.00
A116	60.50	B114	36.50	A214	83.75	B212	84.00
A117	60.50	(two)	36.50	A215	75.00	B213	83.50
A118	87.50	B115	36.50	A216	77.00	B214	76.25
A119	87.50	(two)	36.50	A217	52.00	B215	75.50
		B116	36.50	Z shape	32.00	B216	67.00
		B117	51.00		66.50	Z shape	31.75
		B118	51.00	A218	66.50		51.25
		B119	51.50	Z shape	32.00	B217	67.00
					51.00	Z shape	32.00
				A219	105.50		51.00
				L shape	34.00	B218	107.00
					34.00	L shape	34.00
				L shape	106.00	B219	105.00
						L shape	36.50

VET07C012 - BID FORM - Bid Opening 04/05/2007; 1:30 PM			
Description	Order Qty.	Unit Price	Extended Price
Cubicle Curtains	172	\$	\$
* Window Treatments			
68.75"	1	\$	\$
110"	1	\$	\$
87.50"	4	\$	\$
60.50"	5	\$	\$
98.75"	2	\$	\$
93.50"	6	\$	\$
57.50"	6	\$	\$
94.00"	2	\$	\$
99.00"	2	\$	\$
51.50"	4	\$	\$
60.00"	1	\$	\$
36.50"	18	\$	\$
51.00"	4	\$	\$
70.00"	1	\$	\$
139.50"	1	\$	\$
34.00"	4	\$	\$
106.25"	1	\$	\$
105.00"	2	\$	\$
52.50"	1	\$	\$
32.00"	5	\$	\$
67.25"	1	\$	\$
105.25"	2	\$	\$
78.25"	1	\$	\$
83.50"	2	\$	\$
84.00"	4	\$	\$
83.25"	1	\$	\$
58.00"	1	\$	\$
57.75"	3	\$	\$
83.75"	2	\$	\$
75.00"	1	\$	\$
77.00"	1	\$	\$
52.00"	1	\$	\$
66.50"	2	\$	\$
105.50"	1	\$	\$
106.00"	2	\$	\$
103.50"	1	\$	\$
43.00"	1	\$	\$
68.50"	1	\$	\$

81.25"	1	\$	\$
76.50"	1	\$	\$
57.00"	2	\$	\$
76.25"	1	\$	\$
75.50"	1	\$	\$
67.00"	2	\$	\$
31.75"	1	\$	\$
51.25"	1	\$	\$
107"	1	\$	\$
Bedspreads	136	\$	\$
Failure to use this form may result in disqualific		Total	\$
<p>Bidder / Vendor Information:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone# : _____</p> <p>Email Address: _____</p>			
<p>Contract Coordinator Information:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone# : _____</p> <p>Email Address: _____</p>			
<p>* Window Treatments - All lengths are to be priced factoring in a min. 77" or max 79", the bid price shall reflect all sizes in between.</p>			

A F F I D A V I T

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 exceed 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:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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: _____