



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
CHA0802

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**COAL HERITAGE TRAIL AUTHORITY
 NATIONAL COAL HERITAGE AREA AU
 POST OFFICE BOX 5176
 104 WILSON STREET
 BECKLEY WV
 25801-5176 304-256-6941**

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 10/24/2007 | | | | |

BID OPENING DATE: **11/07/2007** BID OPENING TIME **01:30PM**

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--------------------------------------------------------------------------------------------------------------------|----------|-----|--------|-------------|------------|--------|
| ----- ADDENDUM NO. 1 ----- | | | | | | |
| THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS AND CONCERNS THAT WERE SUBMITTED PRIOR TO THE DEADLINE OF 10/17/2007. | | | | | | |
| ATTACHMENTS: QUESTIONS AND ANSWERS ITEM #6 ITEM #10 | | | | | | |
| THIS BID OPENING DATE IS BEING CHANGED: FROM: 10/31/2007 TO: 11/07/2007 | | | | | | |
| 0001 | 1 | LS | | 550-62 | | |
| SIGNS, FABRICATION | | | | | | |
| EXHIBIT 10 | | | | | | |
| REQUISITION NO.: CHA0802 | | | | | | |
| ADDENDUM ACKNOWLEDGEMENT | | | | | | |

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 may be deemed null and void, and 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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
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| 10/24/2007 | | | | |

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| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|--------|-------------|------------|--------|
| <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE |
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Coal Heritage RFQ CHA0802

Questions / Responses

Question

- 1) Under GENERAL INFORMATION - Page 8 - Design and Installation of Interpretive Signage - will the Vendor be provided with print ready artwork or will the Vendor be provided text and images to layout and design all panels?

Response - Print ready artwork will be provided. No additional design or layout work will be needed.

Also define installation.

Response - Installation is not part of this specific RFQ.

- 2) Item #1 - 5 interpretive signs all the same?

Response - Yes

- 3) Item #2 - 10 interpretive signs all the same?

Response - Yes

- 4) Item # 5 - Scope of work states to be constructed using NPS standard construction - standard NPS construction is using a 2.5" x 5" x 96" post. Post size is indicated on drawing as 2" x 5" x 96. Is this permissible?

Response - Yes

- 5) Item # 5 - Top arc piece is this material a 2" x 2" flat aluminum stock bent to the 44 degree?

Response - Yes, it is a 44 degree angle. The bidder may quote an alternate size aluminum stock as long as it is at least 2" in width/depth and not less than 3/4" thick to be visually consistent with the overall frame.

Will this piece be welded to the top extrusion of the NPS frame/posts?

Response - Yes. It was the intent that it be welded. The bidder can provide a response using an alternative method of attachment if there is a cost benefit (lower cost) and the method is secure (comparable to other connection points) and vandal resistant.

Is the section above the Profile Section open space?

Response - Yes - it is open space between the top of the profile and the bottom of the curved top piece.

Coal Heritage RFQ CHA0802

5) Item # 5 (continued)

Will the Profile section be welded to the posts?

Response - It is the intent that the profile section be welded. However, the bidder may bid (or suggest) an alternative method of attachment as long as it provides a secure, vandal resistant method of attachment to the frame.

Interpretive signs must be removed from the bottom of the exhibit unit. Is this permissible?

Response - Yes. The bidder is allowed to provide an alternative. Panel loading from the bottom or back is permissible since the profile section placement could make top loading difficult or more expensive to the project.

6) Item # 6 - There is no drawing attached for the exhibit unit. Is there a drawing available, if so could you please provide the drawing to the Vendor.

Response - Yes, please see Item #6 attached.

7) Item #7 - Scope of work states to be constructed using NPS standard construction - standard NPS construction is using a 2.5" x 5" x 96" post. Post size is indicated on drawing as 2" x 5" x 96". Is this permissible?

Response - Yes.

8) Item #7 - 2"x2" supports will these be welded to posts?

Response - It was intended that these cross supports be welded. However, the bidder may provide an alternate method of attachment if it is vandal resistant - that is the cross supports could not be easily removed or detached from the posts - and it does not increase costs or provides a cost benefit (a lower cost).

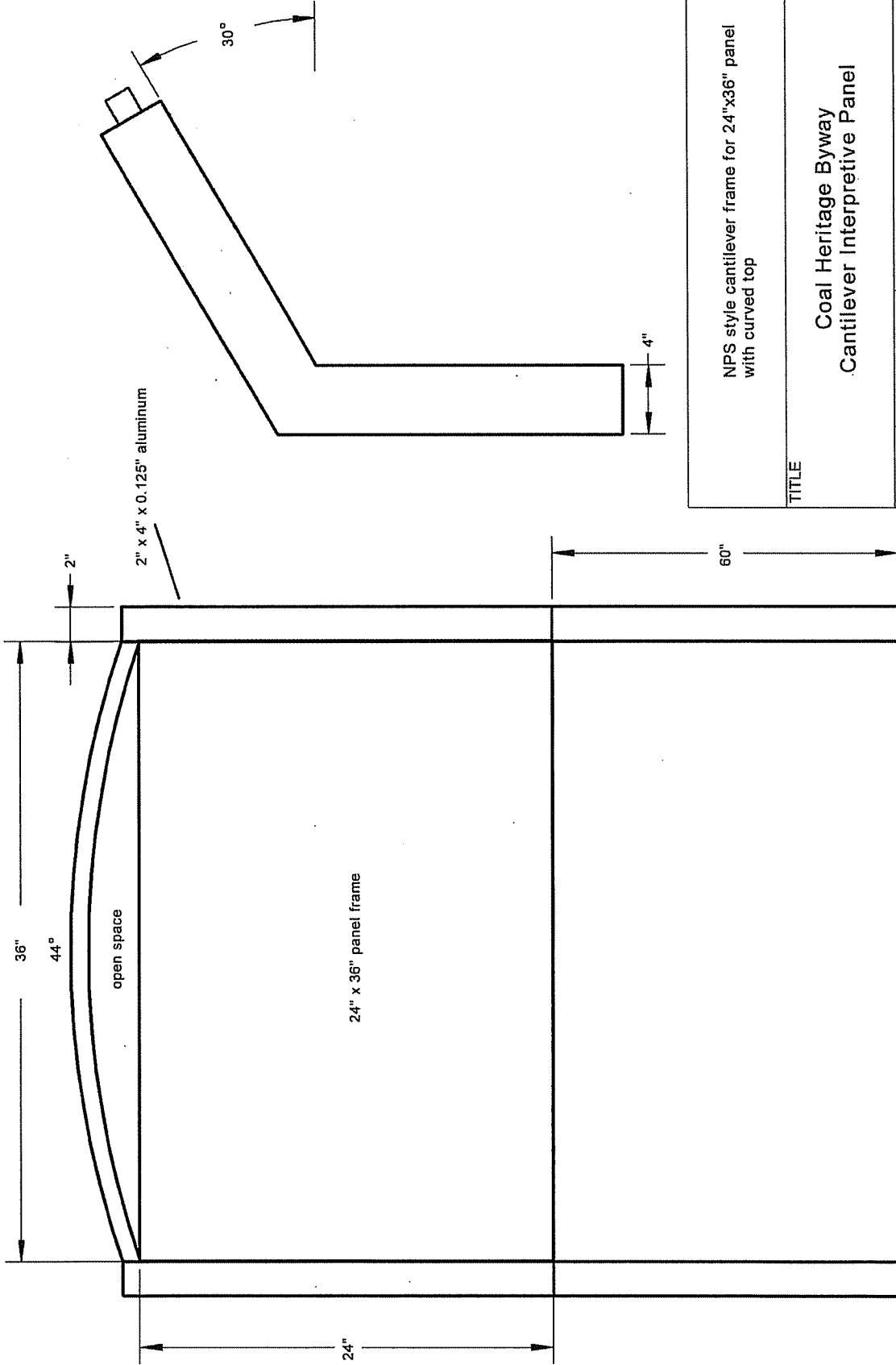
Reference Questions Regarding Item #11:

Original RFQ document text for this item:

| | | |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------|
| Item #11 Brochure holder | Material Specifications: | metal |
| | Dimensions: | to accommodate 5 x9 brochure (qty. of 50) |
| | Color Specifications: | NPS standard color |
| | Quantity: | 5 |
| | Notation: | top loading, attached to frame weather protected Specific frame to be determined after contract is awarded |

Clarification - The brochure holder is not expected to be a custom or specially fabricated item. It is standard sized brochure holder to be attached to the a frame. As noted in the RFQ, the specific frame item is to be determined after award of the contract. The brochure holder will be a commonly available, commercial unit.

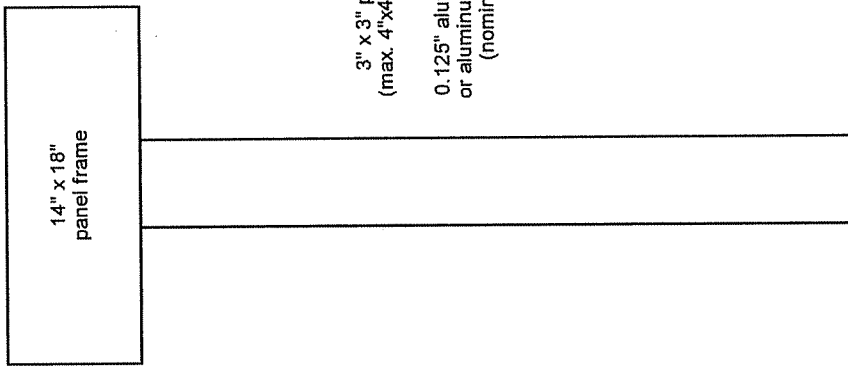
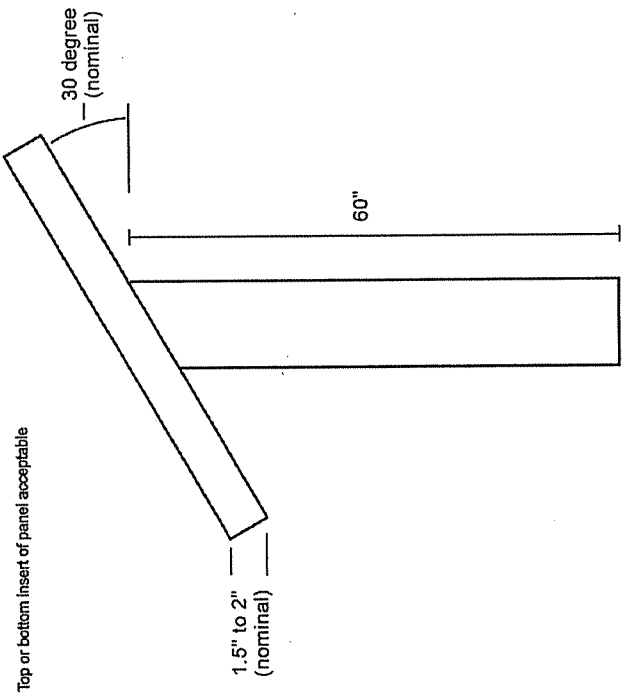
Coal Heritage Area - Interpretive Wayside Project



| | |
|-----------------------------------------------------------------|------|
| NPS style cantilever frame for 24"x36" panel with curved top | |
| TITLE | |
| Coal Heritage Byway Cantilever Interpretive Panel | |
| SCALE | none |
| REV | 2.0 |
| The Walkabout Company | |
| SHEET | 1 |

Ref. Item #6

Coal HeritageArea - Interpretive Wayside Project



| | | | |
|---------------------------------------------------------|-----------------------|-------|-----|
| NPS style single post design with 14"x18" panel | | | |
| TITLE | | | |
| Coal Heritage Byway Locator Map Panel (map frame) | | | |
| REV | The Walkabout Company | | 2.0 |
| SCALE | None | SHEET | 1 |

Ref. Item #10