



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
 DCH07091

PAGE
 1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/17/2007				
BID OPENING DATE: 08/29/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS SUBMITTED PRIOR TO THE AUGUST 15, 2007 DEADLINE (PER THE ATTACHED) AND TO EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO : 08/29/2007		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001		LS		968-77		
	1			HISTORIC RESOURCE SURVEY		
				***** THIS IS THE END OF RFQ DCH07091 ***** 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

RFQ: DCH07091
Addendum No. 1
Questions and Answers

1.) We would like to confirm that delivery of our proposal can be made via either FedEx or UPS.

A. Yes, you may send your proposal by any mailing method you chose.

2.) For the historic photographs that are to be obtained (item #2), we are interested to know if high quality digital or film photographs of these images are acceptable, or if a high resolution scan is acceptable.

A. Any of the above is acceptable.

3.) Under Item #4, its estimated there are 250-300 CCC/WPA and FSA resources in the state park system. Should this be construed to mean that there are 250-300 individual resources, such as buildings and structures, or that some of the resources include multiple features (for example, a campground with 10 cabins, an outdoor fire pit, and a nearby walking trail)? If it is the latter, is an HPI form to be prepared for each feature or for the resource as a whole?

A. Each resource should be documented o an HPI form.

4.) Has a budget for the project been established, and in what amount?

A. The State of West Virginia does not disclose budgetary amounts.

5.) As we're preparing our cost proposal for the project, we're interested to know if park facilities might be available to use during fieldwork. We believe that being able to use state-owned facilities would help us to control costs, but understand if these are not available.

A. Vendors must incorporate all travel costs into their bid.

6.) Is the Multiple Property Document (MPD) a part of the main scope or separate as Alternate #1?

A. This is covered under Alternate #1.

7.) Will the HPI form be provided in Access by the SHPO or is the consultant responsible for developing the database?

A. The West Virginia Division of Culture and History will provide the SHPO forms.

8.) What structures should we document-including earthworks projects (e.g. trails)?

A. All New Deal resources

9.) Are the officials for the parks/forests aware of the survey?

A. Yes.

10.) Will there be seasonal restrictions to access of park/forest?

A. The Division of Natural Resources will provide access anywhere at the time. Upon award, the DNR will provide a directory of superintendents of the parks.

11.) Does the state have a maximum hourly rate and overhead multiplier for the type of work in this RFQ?

A. No.

12.) Other than WV Residency and price, what factors will be considered in the selection of a consultant?

A. Lowest responsible bidder meeting all mandatory requirements set forth in the RFQ.

13.) Is there any estimate of the number or list of the resources or buildings in the 16 WV parks that are to be surveyed?

A. Item #4 reads: "There are approximately 250-300 CCC/WPA & FSA resources in the State Park System.

14.) How does a vendor become registered with the state?

A. All vendors are required to complete a WV-1A Form and pay the \$125.00 Vendor Registration fee. The form is available at <http://www.state.wv.us/admin/purchase/vrc/pforms.htm>

Please note that vendors do not have to be registered in order to bid on this project; however, vendors must be registered in order to receive an award.