



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
 DCH08016

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	FOB	FREIGHT TERMS
09/24/2007				
BID OPENING DATE: 10/16/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		906-48		
<p>***** ADDENDUM NO. 1 *****</p> <p>THIS ADDENDUM IS BEING ISSUED TO ADDRESS QUESTIONS AND CONCERNS THAT WERE RAISED DURING THE PRE-BID CONFERENCE OF 09/12/2007 AND PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 09/14/2007.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. QUESTIONS AND ANSWERS 2. PRE-BID CONFERENCE SIGN IN SHEET 3. COMPACT DISK <p>BID OPENING DATE IS ALSO BEING CHANGED:</p> <p>FROM: 09/26/2007 TO: 10/16/2007</p> <p>HISTORICAL PRESERVATION DESIGN SERVICES</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p>						

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



State of West Virginia
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BID OPENING DATE: 10/16/2007 BID OPENING TIME 01.30PM

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>						

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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

WEST VIRGINIA DIVISION OF CULTURE AND HISTORY

RFP # DCH08016

West Virginia Independence Hall Flag Display Design, Fabrication, & Installation
PRE-BIDDING CONFERENCE, WV Independence Hall, Wheeling, WV
Wednesday, Sept. 12, 2007 1:30PM

003

1. The Conference opened at 1:30 PM
2. The Agency Representative read through notes prepared by the West Virginia Division of Purchasing. (Note: The Division of Purchasing attended the meeting via Conference Phone.)
3. The name of the firm that performed the conservation of the 13 civil war flags is:
Textile Preservation Associates
P.O. Box 60
Keedysville, MD 21756

Phone: 301-432-4160
Fax: 301-432-8797
4. In response to a question about the use of previous work products by others. The Division of Culture and History is not using previous work by others. The successful vendor will be participating in a charrette prior to design commencement to develop the intended "look" of the display.
5. In response to a question concerning Vendor accessibility to the site the Site Manager stated that in addition to normal operating hours, the site would provide access to the facility on an as needed basis with the understanding that the successful Vendor would provide adequate advance notification prior to need.
6. In response to a question concerning utility information; The Facility possesses electrical drawings of the building.
7. As far a physical access to the building the Vendor will have use of the elevator, and the stairs. In the instance of large objects it was indicated that in the past, access was provided by dismantling an upper story window and using a lift or crane. It was indicated that in this instance the Vendor would need to make arrangements and factor this cost into the estimate.
8. In response to questions concerning the cost breakdown, pricing and how it was arrived at.
 - a. An example was given by the Agency Representative: In the instance of a video monitor we knew that a 15 inch monitor would be too small and anything as large as a 21 inch monitor would not be cost effective and considering the footprint of the display area may be too large. Therefore a 19 inch monitor should meet the need of size and cost.
 - b. The Agency arrived at the conclusion that it would be beneficial that Vendor have what features, baring the absence of a formal design (refer to RFP document), the Agency desired in an exhibit in order to allow a potential vendor to arrive at a more accurate bid number. And, those professional Vendors, familiar with industry materials and methods, should be able to use the information provided by the Agency.

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9. The West Virginia Division of Purchasing then responded to questions concerning the scoring criteria
 - a. Oral Presentation will be given by Vendors who meet all mandatory requirements.
 - b. It was restated that lowest cost would not be sole determiner of the Successful Vendor. Technical Scoring, such as in this RFP, is used to evaluate vendor qualifications, how well a Vendor understands the nature of the project; their effectiveness in analyzing and evaluating presented information, the ability to present information, and the ability to successfully communicate both in writing and verbally.
10. The question was raised as to the level of involvement of the West Virginia Independence Hall Foundation. It was indicated that the Project was the sole responsibility of the West Virginia Division of Culture and History and that the Foundation would not have any involvement in administering the project.
11. A question was raised as to the intent of Sub Section 3.2.4: The right of the Agency to produce all photographic images. The intent is to allow the Agency to replace damaged exhibit graphics and photographic elements. The Agency, in the very distant past, was placed in a situation where it need to replace damaged graphics but could not because the firm that produced them retained the images and went out of business.
12. Question concerning the inclusion of a Scrim Graphic Overlay. It's inclusion was the result of a discussion where, for example, the Scrim, with an as to be determined graphic on it, could be placed in front of a flag to mask it, then by manipulating lighting, dramatically reveal it.
13. Question concerning the Flag Expert. In that the history of the individual flags in the future display has been fairly thoroughly researched through the Agency, the function of the Flag Expert has to do with artifact preservation. The intent is that in the course of developing the display and even though the flags are encased, the cases will need to have armatures or some other means of securing them to the exhibit elements. The Flag Expert (Conservator) would determine appropriateness. However, the Agency would have final review of the securing method.

The Agency's Professional Museum Staff will act as the "WV Flag Expert" with regards to Historical questions regarding the individual artifacts.

14. A question was raised concerning the 2.5% Vendor Preference Certification.

When a vendor takes advantage of the Resident Vendor Preference, that percentage is added to the out of state vendor's cost.
15. A question was asked concerning the appropriate display angle of the encased flags.
 - a. From Textile Preservation Associates (see Item #3 above): "The frame should be hung with a spacer behind the bottom of the frame to keep the flag *at a 5 degree or more* (my italics) angle with the wall. Do not hang the flag with the top further from the wall than the bottom, as gravity will cause the glazing to move away from the flag, thereby removing the pressure support of the fabrics."
16. The Conference was concluded at 2:15 PM followed by a tour of the spaces that will be used for the Display and observation of the conserved flag to be used.

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RESPONSES TO QUESTIONS SUBMITTED TO THE BUYER.

From e-mail dated 21 August

1 Q: What were the changes to made to the revised RFP for Exhibit B? There is no descriptive attached to the revised RFP. If we are to remove all of Exhibit B, what exactly is to be removed so that we don't leave or take anything out that we are not supposed to...

A: Bids are to be based on RFP# DCH08016 and this RFP only. For the purposes of this RFP, "Exhibit B" does not exist. Also refer to item # 4 Pre Bidding Conference notes above.

From e-mail dated 21 August:

1. Q: I would like to know the square footage (size) of the area for the above referenced project.

A: Approximately 1,600 Sq. Ft.. refer to page 16, Section 2.2 of the RFP.

From e-mail dated 22 August:

1 Q: Has there been an overall budget assigned for this project?, and if yes, what is it?

A: Budget Information in unavailable.

2. Q: Without an actual design in place it is very difficult to calculate the actual fabrication costs. We can, however estimate the breakdown percentages based on the overall cost. Is that how you would like to see it done?, and if yes, would we be held to the actual amount of every line item budget or just to the overall, total bid amount?

A: Cost is to be broken down based on "Exhibit A" contained in this RFP. How a Vendor arrives at the figures whether by percentage, historical data, or professional experience is up to the Vendor. There are provisions in the Specification for review of budget allocation. So, shifts can be made, only constrained by the agreed upon contract figure. The Vendor is also reminded that, in the instance of progress payments to the Vendor, there will be a retainage of at least 10% to be held until the final deliverable is accepted by the Agency.

From e-mail dated 4 September:

1 Q: One thing that jumped out to me is the mandatory pre-bid conference. I was wondering if you might be able to provide a sense of the anticipated budget so that I can make a reasonable evaluation of how much to invest in our proposal.

A: State Purchasing Regulations do not allow for revealing budgets to bidding vendors. This is one of the reasons Exhibit "A" Cost Proposal Sheet in the RFP was included to convey an idea of the anticipated size and scale of the project.

2. Q: The cost worksheet appears to be based on certain assumptions, for example sound sticks and scrims are mentioned, and there seems to be a preference for 19 inch touch screens although no quantity is mentioned. Is there a preliminary plan that this was based on

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that might make sense to share with bidders as a way of determining what the client's overall expectations are?

A: Refer to item # 8 Pre Bidding Conference notes above.

3. Q: Can you tell us how many flags are involved, and if conservation is part of this contract?

A: Thirteen Flags. For conservation issues, refer to Item # 13 Pre Bidding Conference notes above and responses to e-mail dated 14 September, Item # 3 below.

From e-mail dated 13 September:

1. Q: Given the evaluation in the RFP, cost is 30 out of 100 points of the evaluation. Can you please explain how you plan to evaluate cost? Given that this is a design/build, each proposer will have a different perspective on what the design will be, so lower prices likely correlate with less exhibitory. In other words lower cost isn't synonymous with more value...

A: A Request for Proposal does not look at cost alone. If one reduces the evaluation points to a percentage, 70 percent of the evaluation points are based on the qualifications of the Vendor and 30 percent of the evaluation points are based on cost. 70 percent of the evaluation process is based on the quality of the technical presentation and the communication skills used in the Oral presentation. However this being said, following a discussion with Agency Staff and Division of Purchasing Buyers it has been decided to change the apportionment of points in the RFP. Twenty (20) points will be taken from Section 4.3.E. Oral Presentation and shifted to the other Evaluation Criteria. The Points Breakdown in Section 4.3 will be as follows:

A. Understanding the Scope of Work (Section I)	15 Points Possible
B. Vendor Experience, Proven Successful Track Record (Section II)	25 Points Possible
C. Quality of Staff Assigned to the Project (Section III)	10 Points Possible
D. Project Work Plan (Section IV)	15 Points Possible
E. Oral Presentation (Section V)	5 Points Possible
F. Cost (Section VI)	30 Points Possible

2. Q: Can you clarify the expectations in 3.2 Scope of Work on #6 (electrical and #8 (painting), and #9?

A: For 3.2.6 it is the expectation of the Agency that the Vendor shall be responsible for making provisions to land or terminate any Vendor supplied lighting and equipment onto power sources, manage electrical loading issues of Vendor supplied lighting and equipment; also including Computer and A/V surge protectors or other related load filtering needs.

For 3.2.8 it is the expectation of the Agency that the Vendor shall be responsible for Vendor caused damage to existing walls, doors, floors, ceilings, and windows using Agency approved materials and methods. The Agency will assist in movement plans to

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reduce potential damage. It is understood that the Vendor may need to attach display elements to wall, floors or other surfaces for safety or stability reasons but that such instances shall be minimally intrusive and Agency reviewed.

For 3.2.9 it is the expectation of the Agency that the Vendor shall be responsible for purchase of equipment. There have been instances in the past where the Agency has purchased equipment for installation by the Vendor. The statement in 3.2.9 is a clarification of this by the Agency. 3.2.9 also requires that the Vendor Commission all components, equipment, or elements of the installed display for proper function and operation prior to final turn over to the Agency. This is a standard procedure for most types of fabricated or constructed assemblies purchased by the State of West Virginia.

3. Q: Regarding page 21 (research), what is the primary source material do you have? What are your expectations for us regarding purchasing stuff? What level of image procurement? (We need to understand this so we know what kind of allowance to put in our budget.

A.: After consulting with the Museum's professional staff, I understand that much of the history and background information, including battle histories, of each of the flags has taken place and is in the possession of the Agency's Curatorial Staff. It will be made available to the Successful Vendor. In addition, the West Virginia State Archives, a member of the Division of Culture and History also may possess additional related material that could be of use to the project at no cost to the Vendor. If State Archive material is used please acknowledge the source of the material in the exhibit.

As far as Agency expectations of purchasing "Stuff" the Agency would expect that the items would be durable, cost-effective, and simple to operate. The Agency would also expect to see submittals and finalized drawings (refer to page 22, Final Design/Documentation (Phase IIb)) prior to purchasing materials.

Image Procurement: The Agency possesses digitized photos of the flags themselves. Beyond that, the Vendor's will need to make an allowance to procure suitable images and/or art work (or vendor created art work). In regards to image rights and image use, the Agency wishes to use the rights to replace damaged graphics and pictures and for publicity (refer to item #11 Pre Bidding Conference notes above).

4. Q: Is there any audio or video collateral in the museum collection for our usage or is all a/v to be sourced/created by vendor?

A: In consulting with the Museum's professional staff the level of A/V related material is limited. The Vendor should make provisions to source and create material.

5. Q: What is the level of conservation required for the flags? Since they are already mounted, will there be any considerations for temp. and humidity control for these spaces?

A: The flags are completely conserved. The issue concerns the mounting of the encased, conserved flags within the Display matrix (refer to item # 15 Pre Bidding Conference notes above). The Vendor will not be responsible for the environmental conditions in the spaces. This will be the responsibility of the Agency.

6. Q: We are responsible for all research and writing, correct? We just use you for expertise?

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A: Correct.

7. Q: How many face to face meetings will be required?

A: Other than the Charette session, the Vendor should plan for at least two meetings per phase. One meeting for planning purposes or issue resolution and one to address issues following receipt of deliverables. And, the Vendor will need to make provision to be available on site for exhibit Commissioning and close out.

8. Q: What are the current specs for the existing power receptacles?

A: 120 volt on a 20 amp circuit.

END OF 13 September QUESTIONS

From e-mail dated 14 September:

1. Q: What is the height of the ceilings in the two subject galleries?

A: 18 feet.

2. Q: The larger of the two rooms has existing track lighting. Is there a power grid or conduit in the ceilings or at the tops of the walls of the smaller room? Can you provide before the bid due date (via electronic file, such as PDF) the electrical plan?

A: We are not sure if such a conduit exists in the smaller room. I have secured a copy of the electrical drawings for the building and am making arrangements for scanning and conversion into .pdf files. It will be included in the Addendum.

3. Q: Is the "historic consultant" supposed to be an expert on flag conservation or an expert on history of Civil War flags? Do you have required minimum qualifications for this individual?

A: Refer to Item # 13 Pre Bidding Conference notes above. The Expert should be accredited by American Institute for Conservation of Historic & Artistic Works (AIC) or National Institute for Conservation (NIC) and should have a minimum of five (5) years of experience. The Conservator is to address mounting and display (i.e. Lighting) methods only; not the method of object conservation or encasement.

4. Q: Can you confirm that the flags will remain in the existing conservation frames, and that new conservation of the flags is not required under this Scope of Work

A: The flags will remain in the existing conservation frames. New conservation is not required of the Vendor in this Scope of Work.

5. Q: Photo Acquisition costs will certainly be lower for a one-time use as opposed to unlimited use. Which would you prefer for the line item in the cost sheet?

A: Refer to item #11 Pre Bidding Conference notes above.

6. Q: Page 32. We are not sure what this means:
"Scrim Graphic Overlay: Fabrication to include exhibit structures, graphics, interactives and signage"

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A: Refer to item #12 Pre Bidding Conference notes above.

END OF 14 September QUESTIONS

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TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
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Company: <u>FILAMENT DESIGN STUDIO</u> Rep: <u>DAVID MICHAUD</u> Email Address: <u>dmichaud@filaments.com</u>	<u>1003 MAIN STREET</u> <u>READING, MA 01867</u>	PHONE <u>701 944 3433</u> TOLL FREE CELL <u>701 580 3073</u> FAX <u>701 944 3438</u>
Company: <u>Expplus Inc</u> Rep: <u>Liz Jackson</u> Email Address: <u>lorr@expplusinc.com</u>	<u>44156 Merceure Cir</u> <u>Dwiles, Va 20166</u>	PHONE <u>703-260-0780</u> TOLL FREE FAX <u>703-260-0790</u>
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Request for Proposal No. 04H08016

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TELEPHONE & FAX
 NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>CAPITOL EXHIBIT SERVICES INC</u>	<u>12299 Livingston Road</u>	PHONE <u>703-330-5202</u>
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Email Address: <u>david1@capitol Exhibit.com</u>		FAX <u>703-330-5551</u>
Company: <u>CAPITOL EXHIBIT SERVICES, INC</u>	<u>12299 Livingston Road</u>	PHONE <u>703-330-5202</u>
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Email Address: <u>amanda@capitol Exhibit.com</u>		FAX <u>703-330-5551</u>
Company: <u>RINGS WARD DESIGN</u>	<u>2315 W. MAIN ST</u>	PHONE <u>804 254 1740</u>
Rep: <u>BRENT WARD</u>	<u>RICHMOND VA 23220</u>	TOLL FREE <u>804 254 1742</u>
Email Address: <u>BWARD@RINGSWARD.COM</u>		FAX <u>↑</u>
Company: <u>DESIGN-CRAFTSMEN</u>	<u>2200 James Savage</u>	PHONE <u>989-496-2300</u>
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Email Address: <u>DBG@DESIGN-CRAFTSMEN.COM</u>		FAX <u>989-496-9522</u>
Company: <u>Hadley Exhibits</u>	<u>1702 Elmwood Ave</u>	PHONE <u>718 874 3664</u>
Rep: <u>Sally Johnson</u>	<u>Buffalo NY 14207</u>	TOLL FREE
Email Address: <u>sjohnson@hadleyexhibits.com</u>		FAX <u>716 874 9994</u>

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Request for Proposal No. OCN08016

Date: 9/12/07

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Exhibit Concepts, Inc.</u>	<u>700 Crossroads Ct</u>	PHONE <u>937 890 7000</u>
Rep: <u>Steven Lowry</u>	<u>Vandalia, OH 45377</u>	TOLL FREE <u>800 324 5063</u>
Email Address: <u>slowry@exhibitconcepts.com</u>		FAX <u>937.890.1750</u>
Company: <u>DISPLAY DYNAMICS, INC.</u>	<u>8313 N. Kimmel Rd.</u>	PHONE <u>937-832-2938</u>
Rep: <u>GLEXIN/MESNER/VEIT PARKER</u>	<u>CLAYTON OH. 45315</u>	TOLL FREE <u>877-832-2832</u>
Email Address: <u>GMEsch@DISDYN.COM</u>		FAX <u>937-832-3543</u>
Company: <u>Display Dynamics Inc.</u>	<u>8313 North Kimmel Rd</u>	PHONE <u>937 832 2830 X115</u>
Rep: <u>Veit Van Parker</u>	<u>Clayton, OH 45315</u>	TOLL FREE <u>877-832-2830</u>
Email Address: <u>vvp@disdynam.com</u>		FAX <u>937-832-3543</u>
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