



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
 DCH08105

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
03/10/2008				

BID OPENING DATE: 03/27/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE:						
FROM: 03/13/2008						
TO : 03/27/2008						
RESPONSES TO THE QUESTIONS/CONCERNS RAISED DURING THE MANDATORY PRE-BID CONFERENCE OF 02/14/2008 AND THE QUESTION SUBMISSION DEADLINE OF 02/15/2008 WILL BE ADDRESSED IN ADDENDUM NO. 2.						
ATTACHMENT: PRE-BID SIGN IN SHEET						
----- END OF ADDENDUM NO. 1 -----						

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

SIGN IN SHEET

Request for Proposal No. OLH08105

PLEASE PRINT

Page 1 of 3

Date: 2/14/06

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>DIVISION OF CULTURE & HISTORY</u> Rep: <u>MARIE LYNCH</u> Email Address: <u>MARK.LYNCH@INVCULTURE.ORG</u>	<u>1900 KAYAKWA BLVD E.</u> <u>CHARLESTON, WV 25305</u>	PHONE <u>304-558-0220</u> TOLL FREE FAX <u>304-558-2779</u>
Company: <u>ALLEGHENY RESTORATION</u> Rep: <u>DAN KLINGENSMITH</u> Email Address: <u>BLAIR@ALLEGHENYRESTORATION.COM</u>	<u>P.O. Box 18032</u> <u>Morgantown, WV 26507</u>	PHONE <u>304 594 2570</u> TOLL FREE FAX <u>304 594 2810</u>
Company: <u>Design + Production, Inc</u> Rep: <u>Dan Moalli</u> Email Address: <u>dmoalli@d-and-p.com</u>	<u>710 Rainwater Place</u> <u>Lorton, VA 22079</u>	PHONE <u>703-550-7117</u> TOLL FREE FAX <u>703-339-0296</u>
Company: <u>THE NASSAC COMPANY</u> Rep: <u>JEFF MCELYEA</u> Email Address: <u>JMCELYEA@NASSAC.COM</u>	<u>415 W. KAMEX ST.</u> <u>ORLANDO, FL 32806</u>	PHONE <u>407-648-0400</u> TOLL FREE FAX <u>407-648-0841</u>
Company: <u>Design Craftsmen</u> Rep: <u>PAUL TRIASSO</u> Email Address: <u>PAUL@DESIGN-CRAFTSMEN.COM</u>	<u>3200 James Savage Rd</u> <u>Milford, ME 48641</u>	PHONE <u>989/496-3220 EXT 11</u> TOLL FREE FAX <u>989/496-3522</u>

Date: 2/14/08

SIGN IN SHEET

PLEASE PRINT

Request for Proposal No. 0CH08105

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>KEARSEY & ASSOC. INC</u> Rep: <u>FRANCE KEARNEY</u> Email Address: <u>info@kearneyassoc.com</u>	<u>17477 STEVENS BURKE RD.</u> <u>CUPEPER VA. 22701</u>	PHONE <u>540-423-9511</u> TOLL FREE FAX <u>540-423-1320</u>
Company: <u>CREATIVE ENVUIONS INC</u> Rep: <u>JOHN R. OUDHAM JR.</u> Email Address: <u>JOHN@CREATIVEENVUIONS.COM</u>	<u>P.O. Box 877</u> <u>PONTE VEDRA BEACH, FLA.</u> <u>32004</u>	PHONE <u>904-260-7770</u> TOLL FREE FAX <u>1-904-260-7789</u>
Company: <u>Hodley Exhibits Inc</u> Rep: <u>Paul Warner</u> Email Address: <u>pwarn@hodleyexhibits.com</u>	<u>100 Elmwood Ave</u> <u>Buffalo, N.Y. 14207</u>	PHONE <u>716-874-3666</u> TOLL FREE FAX <u>716-874-9994</u>
Company: <u>EXPLINS INC</u> Rep: <u>BRET BEAMA</u> Email Address: <u>brettb@explins.com</u>	<u>4456 WAREHIRE CIRCLE</u> <u>DUMES VIA 20166</u>	PHONE <u>703-260-0730</u> TOLL FREE FAX <u>703-260-0790</u>
Company: <u>Electronic Specialty Co.</u> Rep: <u>Mark Wood</u> Email Address: <u>Mark@E.ElectronicSpecialty.com</u>	<u>1325 Dunbar Ave.</u> <u>Dunbar, WV 25069</u>	PHONE <u>304-766-6277</u> TOLL FREE FAX <u>800-642-3500</u> <u>304-766-6270</u>

SIGN IN SHEET

PLEASE PRINT

Date: 2/14/08

Request for Proposal No. DC408105

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME		MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company:	<u>PROGRESSIVE ELECTRIC INC.</u>	<u>1019 YOUNG ST.</u>	PHONE <u>304-345-1253</u>
Rep:	<u>BRIAN A. THOMAS</u>	<u>CHARLESTON, WV 25301</u>	TOLL FREE
Email Address:	<u>bthomas@wewireu.com</u>		FAX <u>304-345-1266</u>
Company:	<u>Taylor Studios</u>		PHONE <u>217 8934874</u>
Rep:	<u>Eric Thompson</u>		TOLL FREE
Email Address:	<u>ethompsonc@taylorstudios.com</u>		FAX <u>217 8951998</u>
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX