



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
DCH08124

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
05/20/2008				

BID OPENING DATE: 06/04/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS/CONCERNS SUBMITTED PRIOR TO THE QUESTION DEADLINE OF 05/13/2008.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING DATE HAS BEEN CHANGE:						
FROM: 05/29/2008						
TO : 06/04/2008						
----- END OF ADDENDUM NO. 2 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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

DCH08124
Addendum No. 2

Question:

Please confirm that the Bonding requirement has indeed been lifted.

Response:

The bonding requirements have not been lifted. They remain as stated in the RFP.

Question:

This project's period of performance has been stated as 250 days from notice to proceed—roughly eight months. Given the comprehensive level of research, concept development, design development, final design, fabrication and installation outlined in the RFP, this is an aggressive schedule. Is this period of performance negotiable?

Response:

The projects period of performance shall be extended an additional 80 days; for a total of 330 days from notice to proceed with an anticipated project completion date of June 1, 2009.

Question:

Section 1.19.15 sets terms for liquidated damages for the vendor's failure to meet "mutually established milestones...." As these are tied to mutually agreed upon milestones, and given the often fluid nature of complex development and production work, will the WV Division of Culture and History be amenable to minor schedule adjustments while maintaining the final deadline?

Response:

Yes, as long as the final deadline was adhered to minor adjustments are acceptable within reason.

Question:

Pages 19-23 of the RFP delineate a rather comprehensive research, design development and documentation process. This makes perfect sense to us. We are puzzled however by sheet "Exhibit A - Cost Proposal Sheet" which indicates items for specific exhibit features such as "stonewalls", "four interactive stations", and "sound sticks." The project scope as described by this RFP requires a full research, content and design development effort, essentially starting the design programming from scratch—yet specific scenic

features, types and amounts of equipment are part of the pricing request. Can your office or the Division of Culture & History clarify or explain this contradiction?

Response:

The items referred to above are items considered "desirable" after extensive discussions with Agency staff. For instance, it was desirable that the flags be placed in a setting that evokes a battlefield I.E. stonewalls. We also felt that interactive displays such as the use of a database to research flags or an audio element (sound sticks) would likely be an element of the work; hence their inclusion in the Proposal Sheet.

Question:

It appears that the RFQ Form should be submitted with our proposal, based on the fact that there are blanks to be filled in. However, in 'Section 4.1 Vendor's Proposal Format' you request that information be presented per an exact format, and the exact format has no mention of the RFQ Form. How should the RFQ Form be submitted in our response?

Response:

The reference in Section 4.1 relates to the submission of the Technical Proposal, Exhibit A Cost Proposal Sheet is related to the submission of the Cost Proposal and must be sealed separately as indicated in the RFP.

4.1 Vendor's Proposal Format:

Remove: Be sure to present the information exactly per the format below and include page numbers.

Question:

Will more information be provided concerning the cancellation of the original RFQ, so we may better respond in the re-issued version?

Response:

All information pertaining to the cancellation of the original RFQ can be obtained by contacting the Purchasing Division's file room.

Question:

The revised RFQ is very similar to the original/cancelled RFQ. Can we assume that questions/answers from the original RFQ still hold, or should we re-submit all questions from the original, so that the answers formally become part of this RFQ?

Response:

This is a new RFP. All questions submitted should have been based on the new revised RFP.