



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
BCF90115

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304 558 0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/09/2009				

BID OPENING DATE: 03/19/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10 REQUISITION NO.: BCF90115 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO.'S: NO. 1 NO. 2 NO. 3 NO. 4 NO. 5 I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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.						
..... SIGNATURE COMPANY DATE						
REV. 11/96						
END OF ADDENDUM NO. 1						
0001	1	JB		425-68		
MOBILE, LATERAL, HIGH DENSITY FILING SYSTEM						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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RESPONSE TO VENDOR QUESTIONS ON BCF90115:

- 1) **QUESTION:** The request states that the system is a MANUAL type. Do you mean, Mechanical assist (hand crank)?

RESPONSE: Yes, Mechanical Assist (hand crank) type.

- 2) **QUESTION:** Section 2.6 states the shelving height to be 75"-78" with seven shelves. Do you mean six openings plus a top or seven openings plus a top? Does the height (75"-78") take include the height of the carriage and track? This could add another 6" to the overall total height.

RESPONSE: Seven (7) openings but wouldn't increase the overall height including the track because a deck is built up the rail height.

- 3) **QUESTION:** Section 2.1 states that this is a Modular system. I would assume that the floor & track are all inclusive and that the rails will not need to be anchored into the floor. My understanding is that a Modular system will sit on top of the floor and can be moved and added to. Is this the case?

RESPONSE: Anchoring of the rails to the floor is required. Rails are 3/4' high mounted on concrete slab with tapcons. Deck of 3/4" plywood built up even to the top of rail and covered to match existing flooring.

- 4) **QUESTION:** Section 2.5 requests a floor covering. Would it be acceptable if we include a floor covering?

RESPONSE: Yes, provided it closely matches existing

- 5) **QUESTION:** Do you have a drawing for the area (16'-9" x 12'-10")?

RESPONSE: No. It is the bidder's responsibility to survey the premises to verify measurements.

- 6) **QUESTION:** How long do you want the carriages to be?

REQUEST: The system footprint would have to fit in the proposed space and leave a 4' walkway to access. System aisles should be at least 36".

- 7) **QUESTION:** The request states that it should be a Manual type system. What they have currently is a Mechanical Assist (Hand crank) type. Is this what they would prefer?

RESPONSE: Yes, the system should be a Mechanical Assist (hand crank) type.

8) **QUESTION:** Should we assume that the space 16'-9" x 12' x 10" is the maximum we can use?

RESPONSE: Yes

9) **QUESTION:** Section 2.6 states shelving not to exceed 78". Should we assume that they want 7 openings plus a top?

RESPONSE: Yes

10) **QUESTION:** The wheel size that is requested is 5" in diameter. The current system has 3" diameter wheels. Is it acceptable to use either wheel size?

RESPONSE: Yes, either wheel size is acceptable.

11) **QUESTION:** Concerning RFQ: BCF90115: It is not possible to have 2 working aisles in this system with the given footprint of 16'9" x 12'10" and also maintain the required 14,112 linear file inches of capacity. So, do we reduce the file capacity and give 2 working aisles or maintain capacity and just have 1 aisle in the new system? It could be argued that the existing system has 2 aisles and 3 persons can easily work in the files if the new system were to have only 1 aisle.

RESPONSE: Maintain required minimum capacity of 14,112 linear file inches and reduce aisles to one (1) aisle at least 36".

12) **QUESTION:** Just for clarification, Prevailing wage means the published prevailing rate for Mercer County, West Virginia – per applicable trade?? I have not looked the rate up but it would be similar to \$28.00 per hour per person including fringe.

RESPONSE: It is the vendor's responsibility to monitor and verify rates established by the Dept. of Labor.

13) **QUESTION:** Would alternate configurations be considered?

RESPONSE: Alternate configurations may be considered as long as the specifications of 14,122 linear file inches is met and the maximum height and footprint size as stated in the specifications are not exceeded. Alternate specifications must be determined by the agency to meet the business needs of the agency and are at the sole discretion of the agency.

14) **Question:** I was hoping you could help me with a question. We are providers of mobile storage filing products in WV. Your need in Princeton will be the first time we have bid on project with the state that requires a contractor's license. We do have employees with contractors license but was not sure who within the organization needs to be the

one with the license. Does it have to be one of the installers on the project, a principal with the company or can it be a salesperson on the project?

Response: The company responding to the bid has to have the contractor license.

15) Question:

- 1.2.1 14,112 LFI or bid rejected
- 1.1 Lockable eliminates 14,112 LFI
- 1.2.2 Gives 16' 9" gets 14,112 LFI with only one aisle
- 2.10 Two 36" aisles impossible to give 14,112 LFI

Response: Please see the responses to the questions above in particular the response to #11.

ADDITIONAL CLARIFICATION TO RFQ LANGUAGE:

RFQ - 2nd Page, 1st paragraph now reads:

To provide all labor, material, and equipment necessary to install a complete lockable Kardex Kompakt Mobil, Lateral, High Density Filing System for the DHHR Mineral County office, per the attached specifications.

Change to read:

To provide all labor, material, and equipment necessary to install a complete lockable Kardex Kompakt Mobil, Lateral, High Density Filing System or equal, for the DHHR Mercer County office, per the attached specifications.

SIGN IN SHEET
 PLEASE PRINT

Request for Proposal No. BCF90115

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Stuart Design Group</u>	<u>P.O. Box 710</u>	PHONE <u>724-325-4566</u>
Rep: <u>Andrew L. Stuart/AS</u>	<u>Greensboro PA</u>	TOLL FREE <u>800-989-4566</u>
Email Address: <u>ASTUART@STUARTDESIGNGROUP.COM</u>	<u>15601</u>	FAX <u>724-327-9128</u>
Company: <u>AT-Allegany Systems</u>	<u>5036 A Washington, St W</u>	PHONE (304) <u>769-0202</u>
Rep: <u>CK Deuel</u>	<u>Charleston, WV 25313</u>	TOLL FREE <u>877-855-5255</u>
Email Address: <u>afwu@ajwu.net</u>		FAX (304) <u>769-0203</u>
Company: <u>THOMAS DEFAU SYSTEMS</u>	<u>1603 WEST SUMMIT DR</u>	PHONE <u>304-304-2292</u>
Rep: <u>WILLIAM SMITH</u>	<u>CANTON, WV 25302</u>	TOLL FREE
Email Address:		FAX <u>304 302-0184</u>
Company: <u>STORAGELOGIC OF WV, INC.</u>	<u>3501 MacCorkle AVE SE</u>	PHONE <u>304-590-6802</u>
Rep: <u>Amy Smith</u>	<u>Charleston, WV 25304</u>	TOLL FREE
Email Address: <u>ASmith@storagelogicinc.com</u>		FAX <u>866-298-4083</u>
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX