



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
 BCF10012

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
08/19/2009				

BID OPENING DATE: 09/01/2009 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.: BCF10012						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY 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.						

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, the State may deem this contract null and void, and terminate such contract 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
 Post Office Box 50130
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ROBERTA WAGNER 304-558-0067

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	VARIOUS LOCATIONS AS INDICATED BELOW

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08/19/2009				

BID OPENING DATE: 09/01/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 COMPANY DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 1</p>						

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/19/2009				

BID OPENING DATE: 09/01/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		425-68		
MOBILE, LATERAL, HIGH DENSITY FILING SYSTEM						
***** THIS IS THE END OF RFQ BCF10012 ***** TOTAL:						

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1. **Question:** Please make it clear that all static or fixed ranges of shelving must be attached to a steel base frame similar and complimentary to the base frame used for movable carriages. Also make it clear that this base frame should be attached/anchored to the rails that are common to the movable carriages

Response: All static or fixed shelving must be attached to a steel base frame similar and complimentary to the base frame used for the movable cartridges and this from should be attached/anchored to the rails common to the movable carriages.

2. **Question:** We really need a drawing/floor plan with dimensions, doors, columns, etc , for the file room at Barbour County so that we can manage any surprises

Response: Floor plan is attached

3. **Question:** The specified footprint per Item 1.2.3 is 16' deep X 24' long. Please make it clear that the total installed depth of the system including the hand crank cannot come out more than 16' from the buildings wall.

Response: The hand crank shall not be included in the total footprint of the installed system.

4. **Question:** Please define "approximate" as used in Item 1.1: The system must be manually operated and accommodate the approximate stated amount of linear filing inches. ... Is there a +/- amount?

Response: The total available file inches in the installed shall not be greater than 250 linear inches less than the specified 16,800 linear inches. The upper limit shall be constrained by the available shelves and footprint of the installed system.

5. **Question:** Item 2 1 mentions that the modular tracks will be leveled adjusting built in glides. Please make it clear that we are to furnish track/rails that are adjustable and not attached to the floor, so that they may be adjusted in the future in the event the building were to settle and cause a slight unlevel condition.

Response: Track assemblies shall have built in leveling guides allowing for adjustment in the future.

6. **Question:** Based on a Bid opening date of 9/1/2009 plus some agency review time, then time for the successful bidder to procure wage and performance bonds, add in manufacturing lead times of 4 to 6 weeks, it would be supernatural for this to be installed before November 1, 2009 That being said, it should be no problem to complete the job within 70 days of the notice to proceed. The agency just may be in the new building before the file system.

Response: This is correct.

7. **Question:** Section 1.2.3 Size of the system ...

Would it be acceptable to use 16' long carriages and have the handles and face panels extend past the 16' area?

Response: This is acceptable. See also the reply to question #3.

8. **Question:** Section 2.2 carriages...

Based on the potential length of the carriages being 14' to 15' long, should we assume that it is acceptable to splice each carriage for shipping purposes and "nut & bolt" them together at the installation site? This is generally the procedure for all High Density manufacturers. The number of splices and locations vary from one manufacturer to another. With that said, should it be the responsibility of each manufacturer to provide the best way in which to accomplish this task?

Response: This assumption appears to be in contradiction with the specifications in section 2.2 that "Each seam will be fully welded.", and should not be considered acceptable.

9. **Question:** Section 2.6 working height....

Please clarify by stating, that you want 6 openings high plus a top. Also, it does not state that we have an overall height limit. Suggestion, you might say, "system to have 6 opening plus a top not to exceed an overall height of 77".

Response: The specification in section 2.6 is correct. The height of the top shelf shall not be higher than 76" with a 2" variance.

10. **Question:** Section 2.5. ...

Should we assume that the DHHR will provide the floor covering and we (bidder) will be responsible for installing it (carpet or tile) on top of the system's sub-floor?

Response: Providing the floor covering will be the responsibility of the bidder.

LAL
 ARCHITECTS
 1111 BROADWAY
 SUITE 1000
 NEW YORK, NY 10018
 TEL: 212-692-1200
 FAX: 212-692-1201
 WWW.LALARCHITECTS.COM

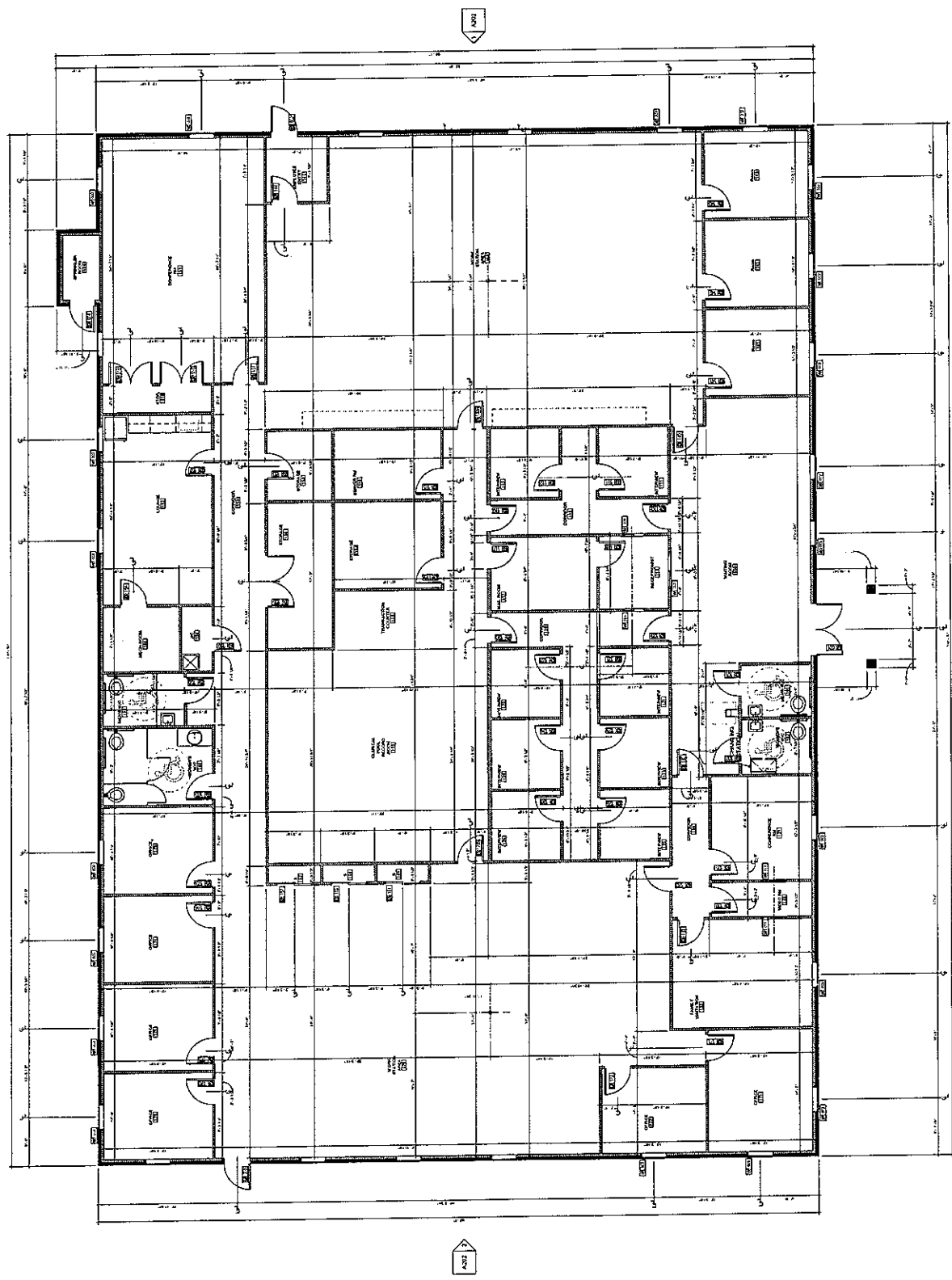
**SCHEMATIC
 DESIGN
 NOT FOR
 CONSTRUCTION**

WV DHHR - BARBOUR COUNTY

DATE: 08/19/2010
 TIME: 10:00 AM
 SHEET: 1-01

FIRST FLOOR

A101



① FIRST FLOOR
 3/8" = 1'-0"