



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
BCF10013

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
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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
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.: BCF10013						
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



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<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>						

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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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 BCF10013 ***** 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** : In Part 2: Electronic Specifications, Item 2.25 discusses existing equipment Specifically it discusses an existing Kardex High Density File System that will be disassembled removed to storage and reassembled prior to the end of the project This system must be reconfigured to consist of 4 Double Faced Movable Carriages, 1 Single Faced Movable Carriage, and 1 Single Faced Fixed Carriage allowing for two aisles of unspecified width and the system must be lockable Please make it clear that any new parts added to this existing Kardex High Density System, to meet these reconfigured requirements, must be from the Original Equipment Manufacturer (Kardex) or approved for this purpose by the Original Equipment Manufacturer (Kardex). This is necessary to ensure the safety of those who use the equipment as well as the functionality of said equipment.

Response: Any new parts added to the system must be from the original equipment manufacturer (OEM) and approved for the purpose of the system by the OEM.

3. **Question** : Item 2.19: specifies the use of 76-1/4" high L&T Shelving. 76-1/4" high L&T Shelving comes standard with 7 openings. Item 2.19 specifies 70,560 LFI (Gross) Based on the well defined footprint of the proposed file system, I am sure that the intent was to have 7 shelves on this system. I am sure that when the file system was originally proposed 2+ years ago, it was considered for both 6 shelves and 7 shelves and it was decided by the agency that 7 shelves would be most appropriate. Of course all of this is base on the written specifications.

Response: All references to 6 shelves should be disregarded. The file system shall be comprised of 7 shelves.

4. **Question** : Item 2.22: Specifies 6 shelves not 7 shelves. This will yield a file capacity of only 60,480 LFI not 70, 560 LFI as required by Item 2.19.

Response: See #3. The file system shall be a 7 shelf system.

5. **Question** : Please make it clear that we are to provide the 70,560 Linear File Inches suitable to accomodate Letter Size end Tab files using 76-1/4" high shelving, regardless of the number of shelves or levels.

Response: The installed file system shall be 70,560 linear file inches suitable to accommodate letter sized end tab files.

6. **Question** : section 2.3
Who is responsible for providing the 2 dedicated 20 amp circuits, "power" to the system?

Response: The building landlord shall provide the necessary electrical circuits.

7. Question : section 2.19 . . section 2.22

Based on the linear filing inch capacity requirement of 70,560 (gross), the number of shelf openings needs to be 7 to meet this requirement. Please advise as to how we should proceed. If we maintain a 6 opening system height, the filing inch capacity will be 60,480 (gross).

Response: See #3. The file system shall be a 7 shelf system.

8. Question : section 2.25 . .

Should we assume that this work will not be started and completed at one time but in stages? Will we need to disassemble the existing Kardex system, store it, and then reinstall when the area is vacated?

Response: It may be necessary to disassemble the existing Kardex system, store it and then reinstall when there area is vacated. The office will attempt to accommodate the requested workflow of the vendor.

9. Question : Will all 22 Lektrievers be unloaded at one time? Will we be able to come in and disassemble them at one time or in stages?

Response: The Lektrievers will be unloaded and the files moved to a conference area. It should be possible to come in and disassemble them at one time.

10 Question : Item 2.25: Speaks to modification of an existing Kardex High Density File/Storage System. This item mentions that all shelves must be 6 shelves high and the system must have approximately 14,256 LFI. In order to achieve approximately 14, 256 LFI the carriages need to be 7 shelves high or there must be more carriages.

Do you want to stay with 4 double face movable carriages 1 single faced movable carriage and 1 singled faced fixed carriage and add the 7th shelf OR, Stay with 6 shelves and have 5 double faced movable carriages, 1 single faced movable carriage, and 1 single faced fixed carriage?? To add the the 5th double faced movable carriage would change the footprint to approximately 18.5' wide X 17.5' deep.

Response: The modification to the existing Kardex file system will create an installed system 7 shelves high instead of the originally listed 6. The number of carriages will remain the same as the original specifications.

Request for Proposal No. RF 10013

PLEASE PRINT

Date: 8/11/09

SIGN IN SHEET

Page 1 of 1

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>ATI-Allygheny Systems, LLC</u> Rep: <u>Kenny Saul</u> Email Address: <u>kenny@ajwv.net</u>	<u>5036A Washington St. W</u> Atlanta GA <u>Charleston WV 25313</u>	PHONE <u>(304) 769-0202</u> TOLL FREE <u>877-855-5255</u> FAX <u>(304) 769-0203</u>
Company: <u>STUART DESIGN GROUP, INC.</u> Rep: <u>Andrew Stunov</u> Email Address: <u>astunov@stuartdesigngroup.com</u>	<u>P.O. Box 710</u> <u>Green-Serve PA 15601</u>	PHONE <u>(724) 325-4566</u> TOLL FREE <u>800-989-4566</u> FAX <u>724-327-9128</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE _____ FAX _____
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE _____ FAX _____
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE _____ FAX _____