



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  
**DNR210088**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**FRANK WHITTAKER**  
**304-558-2316**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES  
 TWIN FALLS RESORT  
 ATTN: PARK SUPERINTENDENT  
 RT. 97, PO BOX 667  
 MULLENS, WV  
 25882 304-294-6000

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/14/2010				

BID OPENING DATE: **02/25/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UCP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	***** ADDENDUM NO. 1 *****					
	THIS ADDENDUM IS ISSUED TO REPLACE PAGES 6-10 OF THE SPECIFICATIONS WITH THE ATTACHED REVISED SPECIFICATION PAGES 6-10 AND TO PROVIDE THE ATTACHED MANDATORY PRE-BID SIGN SHEET.					
	THE BID OPENING DATE IS CHANGED TO 02/25/2010 AT 1:30 PM.					
0001	1	LS		265-10		
	CURTAINS AND DRAPERIES, INSTALLED					
	***** THIS IS THE END OF RFQ DNR210088 ***** TOTAL: _____					

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **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.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

DNR210088 - Twin Falls Resort State Park  
Purchase of Bedspreads and Purchase and Installation of Drapes for New  
Addition Guest Rooms and Existing Guest Rooms and Purchase and  
Installation of Drapes for Azalea and Dogwood Conference Rooms,  
Office and Fitness Room  
Open End Contract  
Addendum Number One

The West Virginia Division of Natural Resources is requesting bids for the purchase of bedspreads and the purchase and installation of drapes for its new twenty-seven (27) guest room addition and twenty (20) existing guest rooms and the purchase and installation of drapes for the Azalea and Dogwood Conference Rooms, Office and Fitness Room. All items are to be F.O.B. Destination. Freight or delivery charges must be included in the price of the goods. Delivery must be made within forty-five (45) days of purchase order award.

### GENERAL SPECIFICATIONS FOR CUSTOM BEDSPREADS

1. Bedspread face must meet the following minimum specifications:
  - Must be 100% Polyester, IFR, and a minimum of 9.71 weight; and
  - Fabric, pattern and color of bedspread face must be coordinated with Twin Falls Resort State Park and will be selected from manufacturer's standard fabrics, colors and patterns.
2. Fill of bedspread must be 100% polyester with a minimum of 8 oz bonded polyester.
3. Bedspread backing must meet the following minimum specifications:
  - Must be 100% polyester and multi-purpose flame retardant;
  - Must be a minimum of 126" width;
  - Must be a minimum of 0" vertical repeat;
  - Must be a minimum of 0" horizontal repeat; and
  - Fabric, pattern and color of bedspread backing must be coordinated with Twin Falls Resort State Park and will be selected from manufacturer's standard fabrics colors and patterns.
4. Quilting of bedspread must meet the following minimum specifications:
  - Must be machine quilted 100% nylon treads. Color of thread must be coordinated with Twin Falls Resort State Park and will be selected from manufacturer's standard thread colors; and

- Shuttle threads must have a minimum repeat of 6". Color of thread must be coordinated with Twin Falls Resort State Park and will be selected from manufacturer's standard thread colors.
5. Bedspread pattern must be double onion.
  6. Bedspread construction must have hems a minimum of 1" to 1½" turned and straight stitched using poly-cotton thread.
  7. Bedspread style must be a throw with open corners with gussets. Bedspread must meet the following minimum specifications:
    - Must have a pillow tuck a minimum of 16" included in length.
  8. The bedspread care guidelines must meet the following minimum specifications:
    - Washing cycle must be perma-press setting, warm wash, cool rinse with mild detergent and temperature to not exceed 120 °.
    - Drying cycle must be perma-press or delicate setting and cool air only at a maximum temperature of 120 °.
  9. Bedspread packaging must meet the following minimum specifications:
    - All bedspreads must be folded and poly-bagged; and
    - Be packed in heavy duty cardboard boxes for shipment

The following bedspread sizes are to be provided:

- Twin size - 93" W x 127" L
- Double size - 108" W x 127" L
- Queen size - 114" W x 127" L
- King size - 130" W x 127" L

## **GENERAL SPECIFICATIONS FOR CUSTOM DRAPES**

Custom pinch pleated drapes must meet the following minimum specifications:

- Must be lined;
- Must include stiffeners for baton draw;
- Must be ceiling mounted; and
- Must have single 4" Hems.

- Fabric, color of drapes, and color of lining must be coordinated with Twin Falls Resort State Park and will be selected from manufacturer's standard fabrics colors and patterns.

The following drape sizes are to be provided:

Monarch Wing Guest Rooms - 79" H x 155" W

Monarch Wing Guest Rooms - 85" H x 156" W

Monarch Wing Guest Rooms - 85" H x 30" W

**WARRANTY:** Vendor must provide a one (1) year warranty on all fabric and workmanship. However, if manufacturer warranty periods are longer than the required minimum one year warranty, those warranties shall apply.

DNR210088 - Twin Falls Resort State Park  
Purchase of Bedspreads and Purchase and Installation of Drapes  
Open End  
**PRICING SHEET**

<b>Item</b>	<b>Estimated Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>
1	30	Twin size throw with open corners with gussets bedspread.		
2	57	Double size throw with open corners with gussets bedspread.		
3	25	Queen size throw with open corners with gussets bedspread.		
4	19	King size throw with open corners with gussets bedspread.		
5	20 pairs	Monarch Wing Guest Rooms - 79" H x 155" W		
6	2 pairs	Monarch Wing Guest Rooms - 85" H x 156" W		
7	2 pairs	Monarch Wing Guest Rooms - 82" H x 30" W		
		<b>TOTALS</b>		

The quantities listed above are for bid evaluation purposes only.  
Actual quantities may differ.

DNR210088 - Twin Falls Resort State Park  
 Purchase of Bedspreads and Purchase and Installation of Drapes  
 Open End Contract  
**MANUFACTURER'S LIST**

Item	Description	Manufacturer	Item No.
1	Twin size throw with open corners with gussets bedspread.		
2	Double size throw with open corners with gussets bedspread.		
3	Queen size throw with open corners with gussets bedspread.		
4	King size throw with open corners with gussets bedspread.		
5	Monarch Wing Guest Rooms - 79" H x 155" W		
6	Monarch Wing Guest Rooms - 85" H x 156" W		
7	Monarch Wing Guest Rooms - 82" H x 30" W		
	<b>TOTALS</b>		