



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
 GSD096458

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING 7 - CONFERENCE CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/07/2009				

BID OPENING DATE: 07/14/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,						
2.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE,						
3.) PROVIDE THE ATTACHED REVISED DRAWING						
BID OPENING DATE REMAINS: 07/14/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		425-47		
RAISED FLOOR SYSTEM, BLDG#7 CONFERENCE CENTER						

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

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: 450016458

Date: 8/10/2008

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	FRANKLIN INTERIORS
Firm Address:	2740 SMALLMAN ST. SUITE 600 PITTSBURGH, PA 15222
Representative Attending:	Tony Paluka
Phone Number:	412-261-2525
Fax Number:	412-255-4089
Email Address:	opaluka@steelcase.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Chris Dozier
Firm Address:	Danhill Construction Company P.O. Box 685 Lanley Bridge, WV 25085
Representative Attending:	Chris Dozier
Phone Number:	304-632-1600
Fax Number:	304-632-1501
Email Address:	CDOZIER33@yahoo.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Request for Quotations #GSD096458 Building #7 Raised Floor System

Technical Questions & Answers

Question#1: Will the Contractor installing the raised flooring be responsible for materials and labor for the installation of any power source, 110V, cat. 5 or telephone?

Answer#1: No. The installation work under this contract is limited to the flooring system. To facilitate the project, power and systems wiring may be done by the Owner concurrently with the flooring installation (ie, wires placed after the floor system is in place but before it is finished.)

Question#2: Will the raised floor contractor be required to cut any of the existing doors to accommodate the new raised floor?

Answer#2: No. Undercutting the doors will be done by the Owner's staff.

Question#3: Will the raised floor contractor be responsible to install any form of wall base?

Answer#3: No, unless that is an integral part of a proprietary flooring system. The base will be installed by the Owner.

Question#4: Is B & O Tax applicable on this project?

Answer#4: The Contractor will be working in the City of Charleston, and thus is liable for all taxes collected by the municipality.

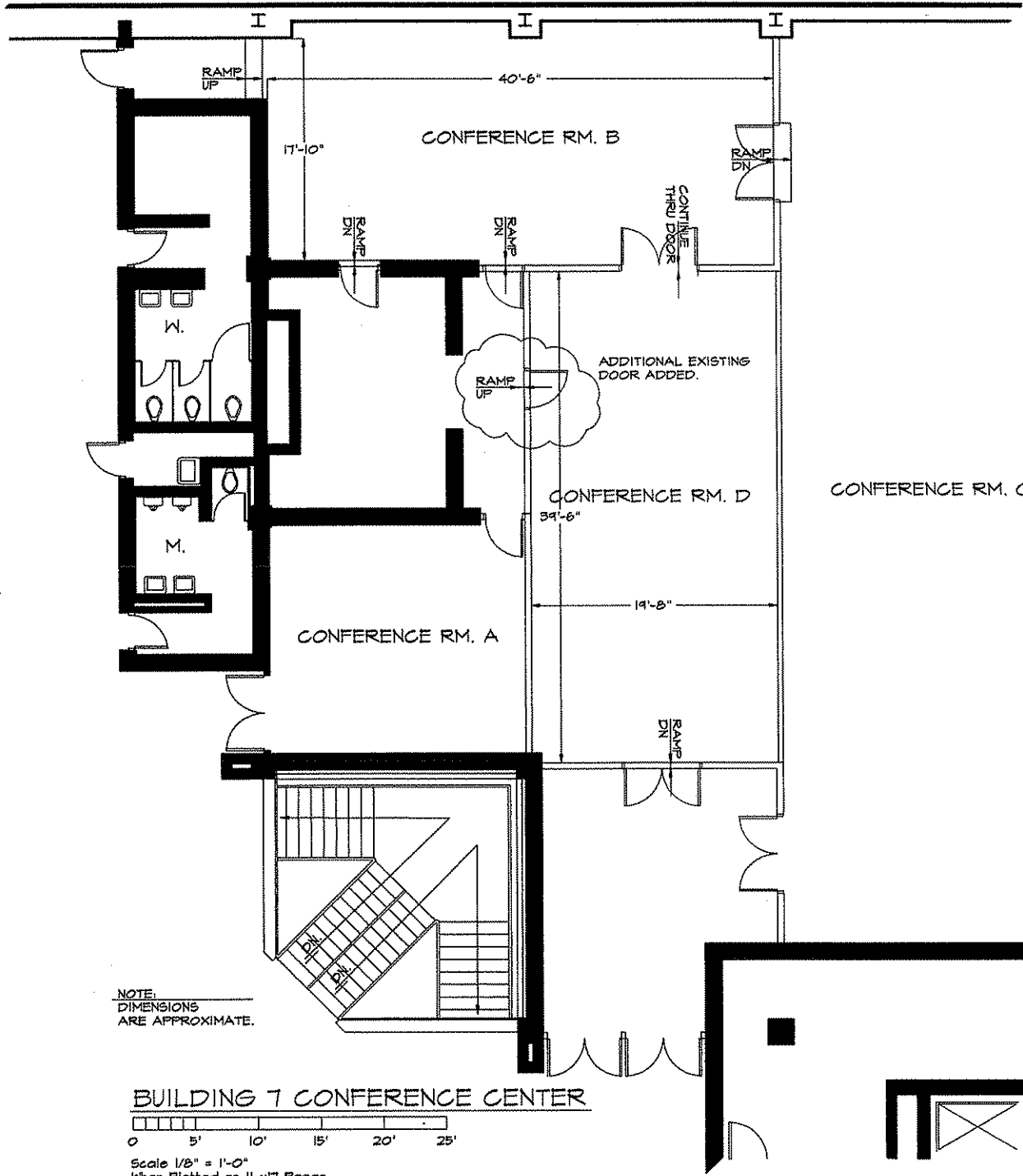
Question#5: If an out-of-state contractor is hired to install the raised floor, should the out-of-state contractor have a West Virginia Contractor's license or a Certificate of Authority from the Secretary of State to do business in West Virginia?

Answer#5: §21-11 of the WV State Code requires a WV Contractor's license be held by the Contractor, regardless of their State of residence. Refer to the Request for Quotations for details on when, how and where that license (and its assigned number) must be provided for in the bid and award process.

Question#6: Please clarify the location of the single door in the Western wall of Conference Room D.

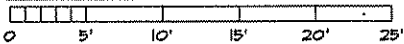
Answer#6: See attached revised drawing. The door is a 3'0 wide door. The opening for the door is approximately 7' from the North wall of the room.

To arrange site visits to review the work area prior to the bid opening, please contact Roger Wines, Building Maintenance Supervisor for Building Seven, at (304)382-7905. No verbal representations made during any site visit are binding; any questions arising from the additional site visits must be in accordance with the provisions of the Request for Quotations..



NOTE:
DIMENSIONS
ARE APPROXIMATE.

BUILDING 7 CONFERENCE CENTER



Scale 1/8" = 1'-0"
When Plotted on 11 x17 Paper