



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
BVH391

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE 304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

WEST VIRGINIA VETERANS HOME

SHIP TO

512 WATER STREET
 BARBOURSVILLE, WV
 25504 736-1027

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/19/2011				

BID OPENING DATE: 10/05/2011 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. PRE-BID SIGN-IN SHEET ATTACHED. 3. 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.						
END OF ADDENDUM NO. 1						
0001	1	JB		450-55		
LOCKS AND LOCK SETS						
***** THIS IS THE END OF RFQ					BVH391 ***** 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 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).

BVH391
ADDENDUM NO. 1

Q1: What type of Grade 1 hardware do you mean? For instance there is lower grade 1 like US Lock, Falcon, Hager and Dorma. Then there is top of the line like Schlage.

A1: The specifications state Grade 1, of a current production, with available repair or replacement parts for at least a (3) three year period after the date of installation. That is all we are requiring. Our main concern is the availability of replacement parts the lower or higher end of Grade 1 is not a factor.

Q2: What is meant by certified locksmith? We have carpenters that do this type of work all the time.

A2: As per our specifications, a certified locksmith is a member of the Associated Locksmith of America or an equally accredited organization. Must be someone with the certified knowledge of locks and the internal workings of those locks and locksets.

Q3: We have one supplier that is certified by Ingersoll Rand Company, would this be OK?

**A3: If the supplier is also going to be the installer or supervise the work, then yes.
If not, then no.**

Q4: Would the carpenters union be considered as an equally accredited organization?

A4: No.

Q5: Bid item #8 – are these doors all rated one-hour?

A5: All doors are a minimum one-hour. Not sure how this relates to the locks.

The bid opening is scheduled for 10/05/2011 at 1:30 pm.

No additional questions will be accepted on this RFQ.

Request for Proposal No. BVN 391

SIGN IN SHEET

PLEASE PRINT

Page 1 of 1
Date: 9/13/11

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Architectural Interiors Products Inc</u> Rep: <u>Jeff Starker</u> Email Address: <u>jeff@apinc.biz</u>	<u>2908 Charles Avenue</u> <u>Dunbar, WV 26024</u>	PHONE (304) 766-2211 x 315 TOLL FREE FAX (304) 766-2214
Company: <u>Fale Pendleat Hardware</u> Rep: <u>Pat Plank Starks</u> Email Address: <u>F Starks & Independent Hardware . com</u>	<u>145. Kent St</u> <u>Blacks Pt</u>	PHONE /- 800-346-9464 TOLL FREE FAX 215-722-6552
Company: <u>Stotts Property Management Inc</u> Rep: <u>Glenn Stotts</u> Email Address: <u>Glennstotts@gmail.com</u>	<u>3203 Stourton Rd</u> <u>Huntington WV 25702</u>	PHONE (304) 380 0781 TOLL FREE FAX (304) 532-4677
Company: <u>Camel Technologies</u> Rep: <u>Ronny Lilly</u> Email Address: <u>ronnyl@cameltechnologies.com</u>	<u>1726 Ohio Ave</u> <u>Dunbar WV 25064</u>	PHONE 304 776 8063 TOLL FREE FAX 304 776 8095
Company: <u>Hager Construction LLC</u> Rep: <u>Phillip Wiseman</u> Email Address: <u>Phillip.Wiseman@camwd.net</u>	<u>5192 Bally Road</u> <u>Marlinton, WV 25705</u>	PHONE 304-302-7885 TOLL FREE FAX 804-302-7895

EXHIBIT 10

REQUISITION NO.:

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. 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.**

.....
SIGNATURE

.....
COMPANY

.....
DATE