



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
DCH12046

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/12/2012				
BID OPENING DATE: 02/02/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		495-35		
COLLECTION STORAGE SYSTEM FOR DCH REQUEST FOR QUOTATION THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY IS SOLICITING BIDS FOR ALL LABOR AND MATERIALS FOR THE INSTALLATION OF A COLLECTION STORAGE SYSTEM FOR THE WEST VIRGINIA STATE MUSEUM (SPACESAVER, OR EQUAL) PER THE ATTACHED SPECIFICATIONS. A MANDATORY PRE-BID WILL BE HELD ON FRIDAY, JANUARY 20, 2012 AT 02:00 PM AT THE AGENCY'S LOCATION AT 1900 KANAWHA BOULEVARD EAST (BLDG.9) IN CHARLESTON, WV. ALL VENDOR ARE ASKED TO ASSEMBLE IN THE GREEN ROOM. INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER. AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
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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.html 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).



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<p>THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUD THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.</p> <p>DEADLINE FOR ALL TECHNICAL QUESTIONS IS 01/24/2012 AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEE THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ SPECIFICATIONS BY AN OFFICIAL WRITTEN ADDENDUM BY PURCHASING IS BINDING.</p>						

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<p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN REJECTION OF THE BID. THE STATE BUYER LISTED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.</p> <p>ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED IN ACCORDANCE WITH SECTION EE OF THE ATTACHED SPECIFICATIONS. THE AGENCY WILL ISSUE A WRITTEN NOTICE TO PROCEED TO THE SUCCESSFUL VENDORS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN</p>						

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<p>NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$1,000,000.00.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL</p>						

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				<p>BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>() MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BON COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINU GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p>		

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<p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS</p>						

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<p>AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS.:</p> <p>NO. 1</p>						

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NO. 3		
NO. 4		
NO. 5		
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <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</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR</p>						

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BID OPENING DATE: 02/02/2012 BID OPENING TIME 01:30PM

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CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890. WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID. BIDDER TO COMPLETE: CONTRACTORS NAME: CONTRACTORS LICENSE NO.: THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT APPLICABLE LAW THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT. ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.						

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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WHEN RESPONDING TO REQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED 'VENDOR'



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
DCH12046

PAGE
10

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
01/12/2012				

BID OPENING DATE: 02/02/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
REV. 5/2009 NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: KRISTA FERRELL-FILE 21 REQ. NO.: DCH12046 BID OPENING DATE: 02/02/2012 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO REQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

DIVISION 10 - SPECIALTIES

ALL LABOR AND MATERIALS TO UPGRADE THE WV DIVISION OF CULTURE AND HISTORY COLLECTION STORAGE SYSTEM.**SECTION 10674 –MUSEUM STORAGE**

PART 1 - GENERAL

SUMMARY

- A. This Section includes the following:
1. Storage shelving units, movable art rack, support rails, fabrication, and installation including leveling of support rails.
- B. Related Work (by others):
1. Structural floor system capable of supporting live and dead loads required by prevailing building codes, including rolling loads of storage units to be installed.
 2. Finish floor covering materials and installation on raised floors and ramps or when on concrete with recessed rail installation.
 3. Power source located in storage room from adequate power supply.
 4. Also by others: Fire suppression, HVAC & lighting.
- C. Pre-Bid Meeting:
1. A mandatory pre-bid conference is scheduled for January 20, 2012 at 2:00 PM at the West Virginia Division of Culture and History located at 1900 Kanawha Boulevard, East (Building 9 on the WV Capitol Complex) in Charleston, WV. Vendors are asked to assemble in the Green Room. It is the intent of the WVDCH to provide prospective contractors the opportunity to survey the installation site and the collection.
 2. Questions concerning this solicitation and those specific to the collection and the physical location of the storage area must be directed to Krista Ferrell, Buyer Supervisor via email at Krista.s.ferrell@wv.gov or via fax at 304-558-4115.

REFERENCES

- D. American National Standards Institute (ANSI) Standards:
1. Applicable standards for fasteners used for assembly.
- E. American Society for Testing and Materials (ASTM) Standards:
1. Applicable standards for steel sheet materials used for fabrication.
- F. American Institute Of Steel Construction (AISC) Standards:
1. Applicable standards for steel materials used for fabrication.
- G. Underwriters' Laboratories (UL):
1. Listings for electrical equipment and devices described in this specification.

DIVISION 10 - SPECIALTIES

SYSTEM DESCRIPTION

- H. General: The system consists of manufactured and WVDCH furnished storage units mounted on manufacturer's track-guided carriages (or to the floor as final design dictates) to form a compact storage system. System design permits access to any single aisle by moving units until the desired aisle is opened. The carriage/rail system provides uniform carriage movement along the total length of travel, even with unbalanced loads. System designs shall maintain an internal aisle no less than 45" within the system, and 40" within the art rack system.
- I. Carriage System Design and Features: The carriage system consists of a formed structural steel frame with hardened steel wheel riding on steel rails surface mounted to the floor. Rails shall be types specified to ensure smooth operation and self-centering of mobile storage units during travel without endplay or binding. Rail quantities and spacing shall be determined by the manufacturer to suit installation conditions and requirements. All bearings used in the drive mechanism shall be permanently shielded and lubricated.
- J. Movement Controls:
1. Movement shall be controlled by a programmable microprocessor, which provides controlled carriage movement speed, sequential starting and stopping, and custom programming features for access, safety and security.
 2. Provide a carriage control panel on the accessible (open) end of each moveable carriage, located 44 inches (1118 MM) above the base, centered on the face panel. Minimum controls shall include a Liquid Crystal (LCD) display, green MOVE (aisle opening) pushbuttons, STOP and RESET pushbuttons. Reset pushbutton shall include a red reset light, which is on continuously until reset button is pushed.
 3. System controls shall start motors on each movable carriage sequentially to minimize power demands and shall provide dynamic braking to provide smooth operation. Maximum running speed shall be limited to 3 inches (76 mm) per second.
 4. Provide solid state controls and indicator lights for a visual indication of safety system operation. Provide each aisle with an adjustable limit switch to ensure proper timing for start/stop operation.
 5. Pressing the MOVE (aisle opening) pushbutton on any moveable carriage adjacent to the desired aisle location opens the desired aisle. The selected aisle shall open automatically regardless of the position of the carriages unless the presently open aisle is either still occupied, or aisle sensors detect an object disrupting the sensors.
 - a. The carriage control head will display a red reset light at the newly opened aisle indicating that the aisle is locked open and requires resetting before another aisle can be opened.
- K. Drive System: The system shall be designed with a positive type power-assisted drive, which minimizes endplay and will stop carriages from drifting. All system components shall be as specified to ensure a smooth, even movement along the entire carriage length.
1. Each carriage shall be provided with a current limited fractional horsepower gear motor, connected to drive wheel assemblies with a roller chain.
 2. System shall include a chain sprocket drive system to ensure that carriages move uniformly along the total length of travel, even with unbalanced loads.
 3. A tensioning device shall be provided on each chain drive.
 4. All bearings used in the drive mechanism shall be permanently shielded and lubricated.

DIVISION 10 - SPECIALTIES

5. System shall operate on a minimum of three (enabled by WVDCH) 115 V.A.C. 50/60 hertz, 20 amp dedicated circuit provided by owner.

L. Safety Features:

1. Visual indicators shall provide verification that carriages are in the locked or unlocked mode.
2. Provide an automatic battery backup system in case of power failure.
3. Entire system shall be U.L. system listed.
4. Photo sweep sensor system and electric braking devices shall be provided to stop carriage movement if the system detects objects or persons in the aisle while the carriage is in motion. Electro-mechanical sweeps are unacceptable.
5. Infrared sensor system and electric braking devices shall be provided to prevent new carriage movement if the system detects objects or persons in the open aisle when an attempt is made to open another aisle. Safety systems utilizing motion detection, heat sensors, or requiring force or pressure to activate safeties are unacceptable. System will automatically reset when person or object is removed from the aisle.

M. Finishes:

1. Fabricated Metal Components And Assemblies: Manufacturer's standard powder coat paint finish (a minimum of 20).
2. End Panels, Accessible Ends: Manufacturer's standard powder coat paint finish in standard available colors (a minimum of 20).
3. WVDCH, at their discretion may select multiple colors within the system.

PERFORMANCE REQUIREMENTS

N. Design Requirements:

1. Limit overall height to 105 inches (art-rack 108")
2. Maximum system length to be determined by contractor (by design) and approved by WVDCH.

- O. Seismic Performance: Provide mobile storage units capable of withstanding the effects of earthquake movement when required by applicable building codes.

P. Minimum storage requirements:

1. Wide span (cubic feet of storage): Six thousand four hundred (6,400)
2. Art-rack (total square footage of screen): Eight thousand two hundred (8,200)
3. Shelving for general collection (total square feet of shelving): Eight thousand (8,000)
4. Garment storage (linear feet): Two hundred eighty (280)
5. Textile storage (number of textiles 60" wide x 4" diameter): Nine hundred and sixty (960)

SUBMITTALS (SHOULD BE SUBMITTED WITH THE VENDORS BID)

- Q. Product Data: Submit manufacturer's product literature for each type of shelving, track and installation accessory required. Include data substantiating that products to be furnished comply with requirements of the contract documents.

DIVISION 10 - SPECIALTIES

- R. Shop Drawings: Show fabrication, assembly, and installation details including descriptions of procedures and diagrams. Show complete extent of installation layout including clearances, spacing, and relation to adjacent construction in plan, elevation, and sections. Indicate clear exit and access aisle widths; access to concealed components; assemblies, connections, attachments, reinforcement, and anchorage; and deck details, edge conditions, and extent of finish flooring within area where units are to be installed.
1. Show installation details at non-standard conditions. Furnish floor layouts, technical and installation manuals for every unit shipment with necessary dimensions for rail layout and system configuration at the project site. Include installed weight, load criteria, furnished specialties, and accessories.
 2. Provide layout, dimensions, and identification of each unit corresponding to sequence of installation and erection procedures. Specifically include the following:
 - a. Location, position and configuration of tracks on all floors.
 - b. Plan layouts of positions of carriages, including all required clearances.
 - c. Details of shelving, indicating method and configuration of installation in carriages.
 3. Provide location and details of anchorage devices to be embedded in or fastened to other construction. Furnish templates if required for accurate placement.
 4. Provide installation schedule and complete erection procedures to ensure proper installation.
 5. Show locations of wiring and disconnects required for operating movable carriage units.
- S. Samples: Provide minimum 3 inch (76MM) square example of each color and texture on actual substrate for each component to remain exposed after installation.
- T. A certification letter signed by the contractor, stating that they have inspected the job site and understand fully the site logistics specific to, but not limited to bringing material into the building.
- U. Installer Certificates: Furnish signed certification by manufacturer attesting that installers comply with specified requirements.
- V. Submit manufacturer's certification that products comply with requirements of the contract documents.
- W. Warranty: Submit copy of proposed warranty for review by WVDCH.
- X. Manufacturers Reference List: Provide a list (minimum of (4) four) of recently installed mobile storage units of similar scope and size in a museum application. Intent of list is to aid in verifying the suitability of manufacturer's products and comparison with materials and product specified in this section. Submission shall include: Company or institution name, contact name, address, phone number, date the system was put into service, contract value or amount.
- Y. Contractors Reference List: Provide a list (minimum of (4) four) of recently installed mobile storage units. Intent of list is to aid in verifying the suitability of contractor's ability to provide the level of service required for a project of similar scope and size. Submission shall include: Company or institution name, contact name, address, phone number, date the system was put into service, contract value or amount.

DIVISION 10 - SPECIALTIES

- Z. Formaldehyde-free Certification Rail/Deck: Furnish signed certification by the manufacturer on their letterhead, to the attention of the WVDCH attesting that the machinable fiberboard does not contain, nor does it emit formaldehyde VOC's.
- AA. Off-Gassing Certification: Furnish signed certification by all manufacturers providing equipment on their letterhead, to the attention of the WVDCH attesting that the paint finishes used on the carriages, shelving and racks and all other steel painted surfaces do not contain off-gassing materials that can impact the collection.
- BB. The successful vendor shall submit a copy of their current West Virginia Contractors License.
- CC. The successful vendor shall provide the following required insurance: Workers' Compensation - Statutory requirements and benefits. Employer's Liability - \$100,000. Commercial General Liability - \$500,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor's Liability or Owner's and Contractor's Protective Liability. The West Virginia Division of Culture and History must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage. Automobile Liability - \$500,000 - Combined single limit.
- DD. Delivery of equipment and installation shall begin four (4) weeks ARO (after receipt of order) and approved submittals. Substantial completion shall be eighteen (18) weeks ARO. Due to the duration of the production and installation, Contractor and the West Virginia Purchasing Authority will determine a fair and reasonable billing sequence within five (5) days ARO.
- EE. Failure to provide, or not fully disclose deviations to specifications and mandatory submittals may be cause for disqualification.

QUALITY ASSURANCE

- FF. Manufacturer Qualifications: Engage an experienced manufacturer who is ISO 9001 certified for the design, production, installation and service of programmable electric, carriage mounted high-density mobile storage units and support rails. Furnish manufacturer's certification attesting ISO 9001 quality system registration. Should be included with bid submittal.
- GG. Installer Qualifications: Contractor shall have in their direct employ, two experienced installers who are authorized representatives of the shelving manufacturer for installing the storage systems, with not less than 5 years experience installing systems similar to those required for this project, and licensed or certified by manufacturer. Certification should be provided by manufacturer on manufacturer's letterhead at time of bid. Certifications by sales reps, dealers or distributors are unacceptable. Must be included with bid submittal.
- HH. Guaranteed minimum response time to service call of 48 hours required, and must be part of submittal. Engage an experienced installer who is a manufacturer's authorized representative for the specified products for installing carriages and anchoring shelving units to carriages.
- II. Manufacturers Certification: Should supply with the bid separate written certifications by manufacturer on manufacturers letterhead required stating compliance with all specifications of the shelving systems. Shelving certification must confirm compliance with all sizes as noted in these specifications.

DIVISION 10 - SPECIALTIES

- JJ. Contractor shall maintain a current Contractors License Authorized by the West Virginia Contractor Licensing Board.

DELIVERY, STORAGE AND HANDLING

- KK. Follow manufacturer's instructions and recommendations for delivery, storage and handling requirements.

PROJECT CONDITIONS

- LL. Field Measurements: Verify dimensions before fabrication. Indicate verified measurements on Shop Drawings. Coordinate fabrication and delivery to ensure no delay in progress of the Work.
- MM. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating mobile storage units without field measurements. Coordinate construction to ensure actual dimensions correspond to established dimensions.

SEQUENCING AND SCHEDULING

- NN. Sequence storage shelving system installation with other work to minimize possibility of damage and soiling during remainder of construction period.
- OO. Schedule installation of specified products and accessories after finishing operations, including painting have been completed.
- PP. Provide components, which must be built in at a time, which causes no delays general progress of the Work.
- QQ. Pre-installation Conference: Schedule and conduct conference on project site to review methods and procedures for installing mobile storage units including, but not limited to, the following:
1. Review project conditions and levelness of flooring and other preparatory work performed under other contracts.
 2. Review and verify structural loading limitations.
 3. Recommended attendees include:
 - a. Owner's Representative.
 - b. Prime Contractor or representative.
 - c. Manufacturer's representative.
 - d. Subcontractors or installers whose work may affect, or be affected by, the work of this section.
- RR. Phased installation :
- The size and breath of this project dictates a phased installation. It is the responsibility of the chosen contractor to work with WVDCH to coordinate the installation schedule. The phases of installation and sequencing will be determined by the contractor and WVDCH after both parties have evaluated the existing locations of the collection, the area to house the new systems and the amount of available temporary storage

DIVISION 10 - SPECIALTIES

space. Once evaluation has been completed, the contractor must provide WVDCH with a detailed written installation schedule.

WARRANTY

- SS. Provide a written warranty, executed by Contractor, Installer, and Manufacturer, agreeing to repair or replace units, which fail in materials or workmanship within the established warranty period. This warranty shall be in addition to, and not a limitation of, other rights the Owner may have under General Conditions provisions of the Contract Documents.
- TT. Warrant the entire movable compact shelving installation against defects in materials and workmanship for a period of five years from date of acceptance by the Owner. Warranty does not include extended service, including preventive maintenance.

MAINTENANCE

- UU. Provide extended maintenance agreement for 1 year, commencing on the day the standard maintenance warranty ends. Warranty and maintenance dates will be established by Change Order after the successful installation and acceptance of the system by the agency.

PART 2 - PRODUCTS

MANUFACTURERS

- A. General: Products are based upon mobile shelving system products manufactured by Spacesaver Corporation. Contingent on meeting specification requirements, other acceptable manufacturers may be included.

BASIC MATERIALS

- B. General: Provide materials and quality of workmanship, which meet or exceed established industry standards for products specified. Use furniture grade sheet metal for component fabrication unless indicated otherwise.
- C. Electrical Devices and Controls; UL Listed for type of application and service.

GROUT

- D. General: Provide non-shrink, non-staining hydraulic cement compound conforming to the following requirements, based on the performance of the test specimens at room temperature and in laboratory air.
 1. Linear Movement: No shrinkage while setting; maximum expansion limited to .002 inches per linear inch.
 2. Compressive Strength: Based on two inch cubes made following ASTM standards, tested on a Balding-Southward machine of 60,000 pounds capacity, meet or exceed the following:
 - a. Age: 1 hour ---- 4,500 psi
 7 days ---- 8,000 psi

DIVISION 10 - SPECIALTIES

MANUFACTURED COMPONENTS

E. Rails:

1. Rail shall be one piece, cold drawn structural "T" section 1035 steel extrusion 1-1/16" (27mm) high with a 2-1/8" (54mm) base flange, a 5/8" (16mm) minimum contact top surface and two anti-tip grooves. Rail shall disperse the wheel point load to a minimum 4-1/4" square inch (27.5 cm) area at the base of the rail. All rail joints to be tongue and groove to provide horizontal and vertical continuity between rail sections, to gradually transfer the concentrated wheel point load to and from adjoining rail sections. Rail shall have two leveling screws and two permanently mounted floor anchors maximum 36" (914mm) o.c. Rails shall be permanently attached to top of structural floor system with provision for leveling rails to compensate for variations in floor surface level.

F. Floor / Ramp:

1. Floor/Ramp Sheathing: Minimum 3/4 inch (19MM), formaldehyde free fiberboard.
2. Floor finish shall be applied by contractor. All exposed surfaces shall be coated with no less than one (1) layer of latex primer. Edges and underside of deck primer must be completed prior to deck and ramp installation. The walking surface shall be coated with no less than two (2) finish layers of a latex based deck finish.
3. Adjustable, inverted "T" supports shall support the deck no less than 16" on center.
4. All other floors not covered by Floor/Ramp will be the responsibility of others.

G. Carriages:

1. Carriages shall be minimum 1,000 lbs. (1500kg) per linear carriage foot (meter) capacity, fixture unit welded, uni-frame assemblies constructed of 12 ga. steel with main supporting structural face sections 5-3/4" (146 mm) high with two reinforcing flanges running the full length of the carriage. Galvanized structural components and/or riveted carriages are unacceptable.
2. Main supporting structural face sections shall provide a 3/4" (19mm) shelf mounting recess for positive shelving alignment and attachment. Top mount carriages are unacceptable. Wheel support sections shall be 12 ga. steel and shall be welded between the main support face sections, one per rail assembly. A minimum of two carriage face panel supports shall be provided for each face panel to fully support its weight and provide positive alignment. Provide each carriage that is less than 60" wide with no less than two wheels per rail and four wheels for carriages wider than 60".
3. When required, provide tension bolted carriage splices designed to maintain proper unit alignment and weight load distribution. Carriage face sections shall provide a smooth clean appearance without any exposed assembly holes or protruding hardware. Carriage shall be powder coat painted from manufacturer's standard colors.

H. Drive / Guide System:

1. Design: Provide a steady drive and guidance system which prevents carriage whipping, binding and excessive wheel/rail wear under normal operation.
 - a. Drive System: Dual synchronized drive wheels on both sides of designated wheel housing(s), connected with a #40 roller chain to ensure even wheel movement. Multiple Synchro System assemblies shall be interconnected with

DIVISION 10 - SPECIALTIES

a continuous 1-1/4" steel tube drive shaft (solid steel rod will not be accepted) for simultaneous wheel rotation and even, parallel carriage movement. Drive shaft (shaft connections shall be secured coupling type) shall exhibit no play or looseness over the entire length of that assembly. Load wheels shall be 5" (127mm). All wheels to be machined from solid 1045 steel and equipped with two (2) permanently shielded bearing assemblies. Spacers to be provided on both sides of wheel bearings to eliminate friction between wheels and carriage. Line shaft drive systems, driving wheels on only one side of carriage, will not be accepted.

- b. Guidance System: Provide four roller type guide bearings per wheel channel assembly, two at the end of each wheel channel. Guide bearings shall be precision machined, cam follower type of hardened steel, permanently lubricated and adjustable to ensure proper alignment of the carriages. Maximum profile of recess adjacent to rail for guide bearings and anti-tip system: 1-1/8" (28mm) wide x 3/4" (19mm) deep. Guidance system relying on cast iron wheels, dual flange, center flange or concave wheels are unacceptable.
- c. Anti-tip safety: Provide two opposing in rail anti-tip assemblies per wheel channel that inter-member with the rails system's anti-tip grooves and are fully adjustable to ensure proper alignment.

I. Motors:

- 1. Permanent Magnet motor type, 90VDC, 1/8 H.P. rating, continuous duty, 225 in. lbs.
- 2. Gear motor input RPM 1900 (full load), output RPM 30, gear ratio 60:1, 1.3 amps, 270 in. lbs torque at full load.
- 3. U.L. Recognized motor construction Class "A" minimum.
- 4. All gears shall be steel and the output shaft shall be sealed.
- 5. Allowable minimum noise levels (no load 60 dB max., pre-load 63 dB max).
- 6. Carriages less than 40' shall be equipped with one motor. Carriages more than 40' - 1" shall be equipped with two motors.

J. Face Panels:

- 1. Steel end panels. Laminated end panels, using traditional fiberboard, adhesives and laminates are not acceptable.
 - a. All exposed ends (refer to design drawings) shall have steel face panels covering the full width and height of the carriage and storage housing.
 - b. Face panels shall be constructed of 18 gauge (1.2 mm thick) steel using a 4-bend structural design that forms a 2 1/4" (57mm) thick edge channel that runs the full length of each vertical edge.
 - c. A minimum of three 18 gauge (1.2 mm thick) structural hat channel supports shall be welded into the back of the panel at the top, base and center to provide unit rigidity.
 - d. Face panels shall be free of any exposed assembly holes or protruding hardware, and shall be assembled without any exposed sharp edges. For high density storage applications, two 3" x 5" (76mm x 127mm) cardholders shall be provided per aisle entry location and attached to the end panels with centers located 60" (1624mm) above the finished floor.

DIVISION 10 - SPECIALTIES

2. Finishes: Selected from manufacturer's standard available colors and patterns. A minimum of 20 colors shall be offered.

K. Art Racks:

1. Rails: Same as specification 2.4, A, 1.
2. Raised Floor: Same as specification 2.4, B, 1-4.
3. Carriage & Frame: Modular steel construction consisting of mesh panels constructed of 10 gauge (.135) steel wire, woven into 2" x 1" rectangular mesh and securely welded to a 1.25" x 1.25" x 1/8" steel angle frame. Frames have .875" x .437" slotted holes for mounting to posts and adjacent panel assemblies. Panels 4' to 7' wide have one .25" x .75" stiffener welded to the frame. Wider panels have two stiffeners. Panels are bolted back to back to a 3" x 1.5" x .125" carbon vertical steel tube posts. This forms a double face unit with no protruding frame assemblies. Double ply mesh is required for independent storage. Racks using a single ply mesh are unacceptable. The vertical posts are bolted to a horizontal 12 gauge hot rolled wheel housing assemblies. A powder coat finish is applied to all components. Finish is inert; free of emissions and volatiles (wet spray applications unacceptable). Total frame height not to exceed 108".
4. Wheels: Hardened steel wheels to be a minimum 3" in diameter with two (2) permanently shielded ball bearing assemblies. Wheels to be hardened. Provide spacers at both sides of wheel bearings to eliminate all friction between wheels and carriage. Provide four (4) roller-type guide bearings and two (2) anti-tip mechanisms per track assembly at the leading edge of the carriage. Guide rollers to be adjustable to insure proper alignment of carriages. Cast iron wheels, dual flange, center flange or concave wheels are unacceptable.
5. S-hooks – 50 hooks per panel.
6. Handles – Each manual art-rack shall be equipped with a handle to move the frame across the rail sub-structure.

L. Textile Racks

1. Vertical posts and bottom legs shall be 2" x 2" x 14 gauge square tubing. Horizontal supports shall be no less than 1" x 1" x 15 ga. square tubing. Tubing to be MIG welded into a solid unit. Top shall be 18 gauge steel welded to tubing frame. Bottom legs to have holes to allow attachment to moveable carriages or floor holes to be capped with polyethylene snap in plugs after the frame unit is installed. Horizontal supports shall be spaced on 12" centers vertically. Frame unit to be sandblasted prior to powder coating.
2. Metal shall be 16 ga. and MIG welded. Cantilever support to be designed to be moved horizontally on frame unit horizontal supports. Cantilever support to be secured in place with a zinc plated, spade head thumb screw 1/4" -20 x 3/4" long. Supports designed to accept conduit brackets on 1" centers in the front to back orientation. Cantilever textile supports is adjustable across the entire system length (as oriented left to right) of the full length of the carriage or stationery range.
3. Rolled conduit tube insert to be no less than 1-1/2" EMT conduit. Rolled conduit tube insert to be 10" to 12" longer than the either the textile or the acid free cardboard tube it is to enter. Insert to be supported by two brackets adjustable on 1" centers front to back on the cantilever textile support. For rolled textiles greater than 144", a 3" diameter schedule aluminum tube to be used as the insert.
4. All materials have been examined for "non-reactivity" and their use shall be subject to approval in this regard. "Non-reactivity" as used herein means that the material is chemically stable and does not off-gas or physically degrade to produce any of the

DIVISION 10 - SPECIALTIES

following: urea formaldehyde, free sulfate radicals, sulfides, free sulfur, chlorides, acetates, chlorine, formaldehyde, oxides of nitrogen, oxides of sulfur, ammonia, organic acids, disodium phosphate, di butyl phalate, acid hardened phenol formaldehyde resins, peroxides, volatile organic compounds, or plasticizers lacking long-term stability.

M. Garment Hanger Rod Assembly

1. Hanger rod brackets will be fabricated of no less than 16 ga. and will be installed in shelf units. Brackets to be powder coated.
2. Hanger rod will be no less than 1-5/16" O.D. with a wall thickness of .080" and chrome plated. Hanger rod to set within elliptical ring attached to bracket.
3. Assembly is adjustable vertically within the shelf unit on 1-1/2" centers.
4. Garment racks shall be 26" deep.

N. Shelving

1. Design: Wedge-lock type consisting of uprights, shelves, and shelf supports, designed to be assembled without fasteners or clips. Shelves shall not have any holes on exposed surfaces. Front and back flanges shall be flush with outside faces of posts. Design shall permit individual shelf adjustment and/or removal anywhere along the entire height of uprights.
2. Materials and Workmanship: Fabricate units from Class 1, cold-rolled steel sheet with all bends sharp and true and no exposed "knife" edges.
3. All units shall be free of burrs, sharp edges and projecting hardware with smooth, non-abrasive surfaces and edges.
4. After fabrication, shelving shall exhibit no dents, "oil canning", buckling or other surface irregularities.
5. Uprights: Closed single wall uprights - Formed from steel sheet to a hollow "tee" shape for intermediate supports and formed angles for end supports. Uprights shall have keyhole slots on inner wall only. Provide with sheet steel panels full height and depth of end uprights. Provide intermediate "tee" uprights between adjacent units. Closed double wall uprights - Formed from steel sheet to a hollow "tee" shape for intermediate supports and formed angles for end supports. Uprights shall have keyhole slots on inner wall only. Provide intermediate "tee" uprights between adjacent units. There shall be a 24-gauge steel panel welded to both sides of the two posts to form a hollow, closed upright which is flush with the steel posts. There shall be a recess channel adjacent to the posts that conceals shelf supports and provides for a back stop in single faced units. Double faced units shall have a recess channel at mid-depth for installation of a center stop. Double wall style uprights shall be used for storage of items that can be easily damaged such as textiles and garments. Closed single wall style uprights (all closed) shall be used for the general collection.
6. Shelves: Form from 18 gauge sheet steel with flanges on all sides and return hem on front and back flanges. Ends shall be formed to clear inside of upright offset panels. Shelves shall be independently adjustable.
7. Canopy Tops: Same construction as shelf units.
8. Shelf Supports: Form from 11 gauge steel sheet with four solid steel shoulder rivets, two per ear, that interlock with inner wall of uprights. Shelf supports used for the bottom shelf must be factory produced and not field modified for use when attaching shelving superstructure to carriage.

DIVISION 10 - SPECIALTIES

9. All horizontal storage shelves shall be a textured and raised surface finish, with 20 standard factory colors to select from.
10. Standard Depths: 9, 10, 12, 13, 15, 16, 18, 20, 24, 26, 30, 32 or 36 inch depth selection to meet project requirements.
11. Standard Width: 28, 30, 40, 42, 46, or 48 inch width selection to meet project requirements.
12. Shelf Edge Vertical Profile: 3/4 inch (19MM) maximum.
13. Vertical Adjustment Increment: 1-1/2 inches (38MM).
14. Width Of Intermediate Uprights: 2 inches (51MM).
15. Clearance Between Uprights: Nominal shelf section width minus 2 inches (51MM).
16. Levelness of Completed Shelf Units: Maximum 1/8 inch (3.2MM) between bottom shelf and canopy top, measured along the edge of any upright in any direction.
17. Number of Vertical Shelf Spaces: As indicated on the drawings [as design dictates].
18. Vertical Shelf-To-Shelf Spacing: As indicated on the drawings [as design dictates].
19. Load Carrying Capabilities: Provide shelf units capable of supporting 40 pounds per lineal foot (18kg/305MM) with maximum deflection of L/140. Shelves shall exhibit no permanent deflection under fully loaded conditions.
20. Accessories [as design dictates]: Provide bin fronts, dividers, bin dividers, back or center stops, reference shelves, front bases, acrylic bin fronts, double wall upright gap filler, racks or other accessories suitable to the collection requirements.
21. Shelf Reinforcements: Shelves exceeding 16" in depth, provide a minimum of {two (2) for shelf widths less than 30", three (3) for shelf widths over 30" but less than 42" and four (4) for shelf widths over 42" but less than 48"}.
22. Solid, full height back panels must be provided for all back to back shelving and all single face entry sections [as design dictates].
23. Powder Coat Paint Finish: All parts are cleaned in a six stage surface prep machine prior to coating, including:
 1. Heated alkaline wash
 2. Fresh water rinse
 3. Heated iron phosphate coat
 4. Fresh water rinse
 5. Recirculated deionized water rinse
 6. Fresh deionized water mist
24. After prepping, the material is dried at 250 degrees for 5-1/2 minutes. The painting process is an electro statically applied powder coating system using an epoxy-polyester hybrid powder paint. All overspray is collected and reused within the self-contained application booths with no venting or emissions to the environment. The film is applied to an average thickness of 1 to 1.5 mils. The coated parts are then oven cured for 20 minutes at up to 450 degrees to provide a furniture quality finish. The hot parts are cooled to ambient temperature prior to packaging. After curing, the paint finish is inert and no volatile emissions are present. There are no fugitive (stray) emissions in the finished product. During the manufacturing process, there are no volatile emissions and there is no hazardous waste produced. Color to be selected from manufacturers standard color card.
25. Gloss: 50 - 60 degrees
Impact Resistance: 160 in. lbs.
Flexibility: 180 degrees, 1/4" mandrel

DIVISION 10 - SPECIALTIES

Pencil Hardness: 2H
 Cross Hatch Adhesion: 100%

O. Saddle racks

1. Existing saddle racks may be re-used at the clients discretion, however if new saddle racks must be used, must meet all the same steel and finish specifications detailed in this bid. If new racks are not required, contractor shall issue a material credit to the WVDCH via change order.

ACCESSORIES, SAFTIES & PROGRAMMABLE SYSTEM FEATURES

P. All aisles shall be protected with a microprocessor controlled infrared photoelectric sensor system consisting of the following components.

1. Cross-aisle sensors shall be located on the face of the carriage profile on a maximum 12" (304mm) centers along the full length of each carriage at every potential moveable aisle.
2. Two direction sensing quadratures shall be located at each potential aisle entrance location.
3. An infrared photoelectric safety sweep shall be mounted on the carriage $\frac{3}{4}$ " (19mm) above the floor and scans the entire length of the aisle.

Q. The microprocessor shall have a computer logic tracking system which combines the infrared photoelectric detectors providing the following operation modes.

1. System shall be passively activated so that when a person, wheelchair, cart, etc. is present in the open aisle, the aisle automatically locks in it's full open position; the face panel control shall display a lighted "AISLE IN USE" L.C.D. message at the affected aisle and a flashing "SYSTEM IN USE – CHECK OPEN AISLE" message at all other controls.
2. When personnel, wheelchairs, carts, etc. have exited the aisle, the system automatically resets and the L.C.D. enunciator panel shall display "READY FOR USE".
3. Should a person enter an opening aisle, carriage movement for that aisle will continue until the aisle is fully open.
4. Should the aisle be closing when someone enters it, the carriage movement at that aisle stops immediately (any other moving carriage will come to a controlled ramped stop), the L.C.D. panel shall display ""CHECK AISLE – PUSH RESET", and the reset button at that aisle shall illuminate flashing red. That aisle must be cleared and the flashing reset must be depressed before any new aisle operations.
5. Should an aisle lock open with no person or object in the aisle, the system may be reset only by: (Select option a or b).
 - a. Pressing the reset button on the managerial key remote control unit.
 - b. Pressing the reset button at the affected aisle.
6. The infrared photoelectric safety sweep detection system shall operate on all carriages moving in the direction of the closing aisle. When the beam is interrupted during the a closing aisle carriage movement, the system shall come to a full stop. The L.C.D. panel shall display "CHECK AISLE – PUSH RESET" and the reset button shall flash red. This safety sweep activation shall be based on presence rather than

DIVISION 10 - SPECIALTIES

weight. There shall be no mechanical switches, hinges, or base plates present in the aisle. To reset the system, push the flashing reset button at the affected aisle.

- a. If the photo sweep is clear and functioning properly, the system shall reset and the L.C.D. panel shall display "READY FOR USE".
 - b. If the photo sweep is obstructed, i.e., a box is in its path, the reset button will stop flashing and the panel will continue to display "AISLE IN USE" indicating the sweep is obstructed. The only command the system will accept is to push the open button at the obstructed aisle which will move the carriage away from the obstruction. When the sweep is clear and the carriage has completed the aisle movement, all L.C.D. panels shall display "READY FOR USE".
7. System shall be fully passive and fail-safe in design. Should any component of the safety sweep system fail, carriage movement will be safely locked out.
 8. The mobile system shall be U.L. System Listed and C.S.A. certified.

R. The electric mobile system shall have the following programming capabilities:

1. [Touchpad Module Control on a Mobile Carriage: Provide a 10-digit touchpad control with display and audit trail capability to replace one standard push button control on a mobile carriage to control all the carriages in the system module with an easy-to-read 2x20 character LCD status display, PIN-code security, an internal real-time clock and a clear record of access. Touchpad shall permit: multiple (up to 512) unique PIN-codes with multiple (up to 256) unique security classes, PIN access to be limited to specific days of the week or time of day, and PIN access to be set to expire at a specific date and time. Touchpad control shall permit the transfer of access data (audit trail) to a touchpad PC interface software program which shall permit an authorized administrator to work with access data in spreadsheet format, to establish security classes, to assign security classes and PIN-codes to users, and to make updates as security requirements change. PC interface software installation and setup and touchpad setup shall be required. The mobile system with a touchpad module control on a mobile carriage shall also be equipped with a hardware stationary control to, with PIN-code authorization, permanently set a carriage to a stationary locking the entire system with closed aisles or splitting the system module in two *[or a hardware on/off control to, with PIN-code authorization, permanently shut down or restore power to the system, preventing unintentional power ups].*
2. LCD Display – Used to display status, navigate menus and read instructions. If left idle for 20 seconds, a screensaver will appear with Time, Date, and an audit log meter that shows how much of the memory is used and blinks when the memory is full. Display languages can be English, French, Spanish, English/French, or English/Spanish.
3. LED Indicator – Alerts the user to the status of the carriage. The LED functions the same as the standard controls for carriage movement.
4. Stop/Reset and Move Buttons – Works just like the standard controls, but Reset and Movement will be inactive if platform-mounted Touchpads are used.
5. Pin Numbers
 - a. 3 – 9 Digits Long
 - b. Limited to specific day of the week and time of day
 - c. Set to expire at a specific date and time
6. Enter Button
7. Clear Button – Cancels the user's most recent choice.

DIVISION 10 - SPECIALTIES

- S. Building Interface and System Cycle Operation
1. System Fire Park shall be interfaced into owner provided fire alarm system with a relay contact closure. When the alarm is activated for (1 to 255) seconds, the carriage will cycle into a position allowing equal spacing between all carriages in a module. Activated safety systems cannot be overridden by the fire park mode.
 2. System Auto Cycle so that after 1 to 255 minutes of inactivity, it will enter into the auto-cycle mode. This mode cycles each adjacent aisle in a module to open every 1 to 255 minutes. When the last aisle in a module has opened and completed the time cycle, all the carriages in the module will cycle back to the first aisle and resume the process. System auto-cycle may be interrupted at any time for normal user operation. After 1 to 255 minutes, the auto-cycle feature will resume from the original aisle. Auto cycle is overridden by all safety features.
 3. System Ventilation Park can be programmed so that after 1 to 255 minutes of inactivity the carriages will cycle into a position allowing equal spacing between carriages in a module. Safety systems cannot be overridden by the ventilation park mode. System Ventilation Park allows any new aisle to be opened when desired.
- T. Automatic Battery Backup System: The system shall include an automatic battery backup system capable of powering the entire system module in the event of a power failure. The battery backup system shall be designed for handling not less than 15 Amps and 1500 VA. The system shall provide an audible indication that the system is running on backup power. The system shall provide full system functionality while operating on battery power including: full speed carriage movement, multiple carriage movement, and all normal safety functionality. The system shall charge itself when AC power is restored to the system.
- U. Access Indicator Light: System shall be equipped with access indicator light connection, final location to be determined by customer and wiring to the system to be supplied by others. System shall be equipped with access indicator light(s). Fixture to consist of a 2-3/4" x 4-1/2" (70mm x 114mm) flat black steel face plate powder coat painted with a flat black finish. Each access indicator light shall have an upper bright red and lower bright green Light Emitting Diode (LED) lamp assembly with a minimum 3/4" (19mm) diameter dome that protrudes a minimum of 1/4" (6mm) from the face plate providing a minimum 180 degree wide viewing angle. LED lamps shall be rated for a 100,000 hour life and shall have high luminous intensity with excellent visibility. Supplies sufficient to accommodate 75' wiring length to be provided at no additional cost.

PART 3 -

FABRICATION

- A. General: Coordinate fabrication and delivery to ensure no delay in progress of the Work.
- B. Wheels: Provide precision ground, balanced and hardened units with permanently shielded and lubricated bearings.
- C. Carriages: Fabricate to ensure no more than 1/4 inch (6MM) maximum deviation from a true straight line. Splice and weld to ensure no permanent set or slippage in any spliced or welded joint when exposed to forces encountered in normal operating circumstances.
- D. Shelving, Supports and Accessories: See individual descriptions in "Shelving" paragraphs.

DIVISION 10 - SPECIALTIES

FINISHES

- E. Colors: Selected from manufacturer's 20 standard available colors.
- F. Paint Finish: Provide factory applied electrostatic powder coat paint. Meet or exceed specifications of the American Library Association.
- G. Floor/Ramp: Finish color to be selected by WVDCH.

PART 4 - EXECUTION

EXAMINATION

- A. Examine floor surfaces with Installer present for compliance with requirements for installation tolerances and other conditions affecting performance of mobile storage units.
- B. Verify that building structural system is adequate for installing mobile storage units at locations indicated on approved shop drawings.
 - 1. For installations on existing floors, ensure that rail spacings indicated on shop drawings are in proper locations so existing load-bearing structural members are not over stressed.
 - 2. A signed and sealed letter from a Structural Engineer is required to maintain compliance with item 4.1, B, 1.
- C. Verify that intended installation locations of mobile storage units will not interfere with nor block established required exit paths or similar means of egress once units are installed.
- D. Verify that adequate capacity permanent power sources have been installed at locations indicated on approved shop drawings.
- E. Prepare written report, endorsed by Installer, listing conditions detrimental to proper performance of mobile storage units, once installed.
- F. Proceed with installation only after unsatisfactory conditions have been corrected.

INSTALLATION

- G. Rails:
 - 1. Lay out rails using full-length units to the maximum extent possible. Use cut lengths only at ends to attain total length required. Locate and position properly, following dimensions indicated on approved shop drawings. Verify thickness of finished floor materials to be installed (by others) and install level 1/6 inch (1.6MM) above finished floor surfaces.
 - 2. Verify level, allowing for a minimum 1/4 inch (6MM) of grout under high points. Position and support rails so that no movement occurs during grouting.
 - 3. Existing floor surface has VCT (vinyl composition tile). To ensure proper connection to the floor, it is mandatory to remove the tile at every rail location for the entire length and width of each sub-rail assembly. No visible tile can be left behind prior to the installation of the sub-rail assembly, fasteners and grout bed.

DIVISION 10 - SPECIALTIES

4. Set rails in full grout bed, completely filling any voids entire length of all rails including rail connectors. Trim up sides flush with rails to ensure proper load transfer from rail to supporting floor. Due to the extreme system weights, use of shims, or other similar method in lieu of full grouting is not permitted.
 5. Installation Tolerances: Do not exceed levelness of installed rails listed below:
 - a. Maximum Variation From True Level Within Any Module: 3/32 inch (2.4MM).
 - b. Maximum Variation between adjacent (Parallel) rails: 1/16 inch (1.6MM), perpendicular to rail direction.
 - c. Maximum Variation In Height: 1/32 inch (.8MM), measured along any 10-foot (3.05M) rail length.
 6. Verify rail position and level; anchor to structural floor system with anchor type and spacings indicated on approved shop drawings.
- H. Floors/Ramps:
1. General: Finished elevation shall be 1/16 inch (1.6MM) below top of rails.
 2. Place floors and ramps to the extent indicated on approved shop drawings. Extend ramps under all movable ranges. Do not extend ramps beyond the ends of carriages.
 3. Construct floors and ramps to prevent warping or deformation of floor panels in a normal operating environment. Support panels on levelers at maximum 16 inches on center.
 4. Ramp Slope: Do not exceed the following:
 - a. ADA Accessible Ramps: Maximum 1:12 slope (4.76 degrees).
 - b. Other Ramps: Maximum 9-degree slope (1.9:12).
 - c. Vertical Transition, Ramp edge to floor: Maximum 1/8 inch (3MM).
- I. Shelving Units Installation:
1. General: Follow layout and details shown on approved shop drawings and manufacturer's printed installation instructions. Position units level, plumb; at proper location relative to adjoining units and related work.
 2. Carriages:
 - a. Place movable carriages on rails. Ensure that all wheels track properly and centering wheels are properly seated on centering rails. Fasten multiple carriage units together to form single movable base where required.
 - b. Position fixed carriage units to align with movable units.
 3. Shelving Units:
 - a. Permanently fasten shelving units to fixed and movable carriages with vibration-proof fasteners.
 - b. Stabilize shelving units following manufacturer's written instructions. Reinforce shelving units to withstand the stress of movement where required and specified.
 4. Wiring:
 - a. Make final control wiring connections between modules under single control.

DIVISION 10 - SPECIALTIES

- b. Test wiring for continuity and proper connections with regulated field power supply before making final power connections.
 - c. Make final wiring connections to permanent power source.
 - d. Test system operation by cycling all units through complete operations sequences.
5. Maintaining field presence
- a. During the initial phases of the installation, Contractor and/or manufacturer must maintain the required direct employ installers. Approximate duration to remain on site is 22 weeks.
 - b. The installers responsibility will include:
 - 1) Relocation, reconfiguration and installation of new and existing wide span components.
 - 2) Assist WVDCH in the movement of large objects (under client supervision).
 - 3) Installation of all phases.
 - 4) Stay on site during the weeks separating phases with responsibility to reconfigure shelving as the WVDCH requires and assist with movement of collection (under client supervision) until that portion of the collection move is complete.
 - 5) Upon completion of final phase, contractor must train client on system use.
 - 6) It is the responsibility of the contractor to remove all packing material & trash. Trash receptacle is contractor's responsibility; however WVDCH will provide a location adjacent to the loading dock.
 - 7) The condition of the WVDCH floors to and from the loading dock is the responsibility of the Contractor. Upon completion of the project, it is the responsibility of the Contractor to enlist an outside commercial floor contractor to clean and wax the travel path hallways.
 - 8) Based on other trades working on the job site, the Contractor that is awarded this contract may be required to unload and perform the inside delivery of equipment after 5:00 pm.
 - 9) Relocation of the existing safe (located in the existing storage area).

FIELD QUALITY CONTROL

- J. Verify shelving unit alignment and plumb after installation. Correct if required following manufacturer's instructions.
- K. Remove components, which are chipped, scratched, or otherwise damaged and which do not match adjoining work. Replace with new matching units, installed as specified and in manner to eliminate evidence of replacement.

ADJUSTING

- L. Adjust components and accessories to provide smoothly operating, visually acceptable installation.

DIVISION 10 - SPECIALTIES

CLEANING

- M. Immediately upon completion of installation, clear components and surfaces. Remove surplus materials, rubbish and debris resulting from installation upon completion of work and leave areas of installation in neat, clean condition.

DEMONSTRATION/TRAINING

- N. Schedule and conduct demonstration of installed equipment and features with Owner's personnel.
- O. Schedule and conduct maintenance training with Owner's maintenance personnel. Training session should include lecture and demonstration of all maintenance and repair procedures that end user personnel would normally perform.

PROTECTION

- P. Protect system against damage during remainder of construction period. Advise Owner of additional protection needed to ensure that system will be without damage or deterioration at time of substantial completion.

END OF SECTION

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

Bid Bond

- (A) WV State Agency (Stated on Page 1 "Spending Unit") Request for Quotation Number (upper right corner of page #1)
(C) Your Company Name
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety Incorporation
(K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
(L) Amount of bond in figures
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Corporation
(R) Raised Corporate Seal of Principal
(S) Signature of President or Vice President
(T) Title of person signing
(U) Raised Corporate Seal of Surety
(V) Corporate Name of Surety
(W) Signature of Attorney in Fact of the Surety

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, (C) of (D), (E), as Principal, and (F) of (G), (H), a corporation organized and existing under the laws of the State of (I) with its principal office in the City of (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of (K) (\$ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for (M)

NOW THEREFORE.

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a

contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this (N) day of (O), 20 (P).

Principal Corporate Seal

(R)

Surety Corporate Seal (U)

(Q) (Name of Principal)
By (S) (Must be President or Vice President)
(T) Title
(V) (Name of Surety)
(W) Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
_____ of _____, _____, as Principal, and _____
_____ of _____, _____, a corporation organized and existing under the laws of the State of _____
_____ with its principal office in the City of _____, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of _____ (\$ _____) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
_____ day of _____, 20____.

Principal Corporate Seal

(Name of Principal)

By _____
(Must be President or
Vice President)

(Title)

Surety Corporate Seal

(Name of Surety)

Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals
must be affixed, a power of attorney must be attached.**

DCH12046



**State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5**

STATE OF _____

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

1. I am an employee of _____; and,
(Company Name)

2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

The above statements are sworn to under the penalty of perjury.

(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____.

By Commission expires _____

(Seal)

(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

DCH12046

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ___ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

File: C:\projects\VirginiaMartin, Kirk\West Virginia State Museum\80-118601 Artifact Storage\80-118601 Artifact Storage.dwg



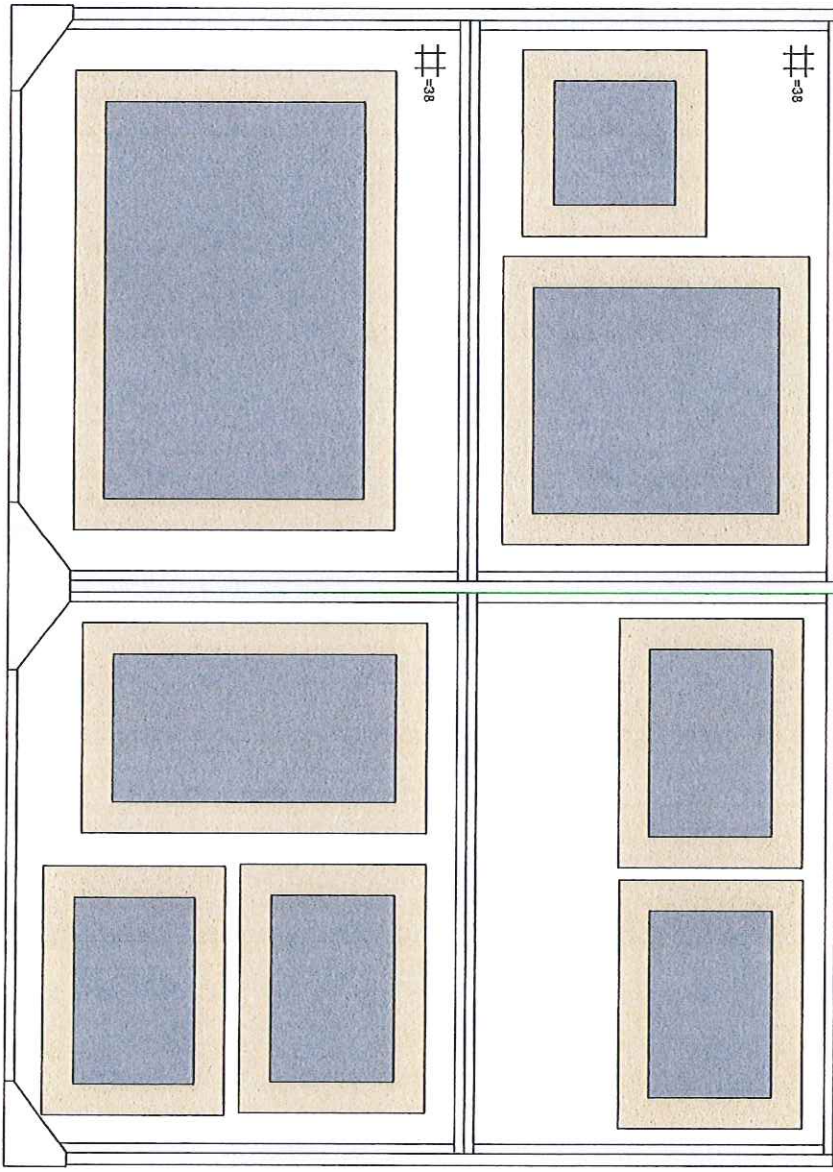
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Project #: 80-118601	APPROVAL This drawing Approved By:
Drawn by: Larry Kreis	
Date Printed: 09/20/2011	Dated:

Project Name: West Virginia State Museum - Artifact Storage	Rev level:
Salesperson: Kirk Martin	
Scale 1:115	

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H116"
12'w x 9'h



ART 1



patterson-pope
SPACE MADE SIMPLE.

Project Name: West Virginia State Museum - Artifact Storage

Salesperson:
Kirk Martin

Scale
1/2" = 1'

Rev level:

Project #:
80-118601

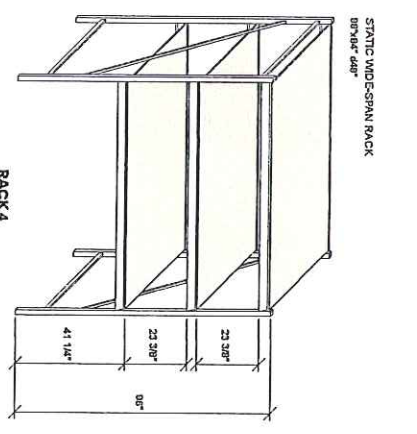
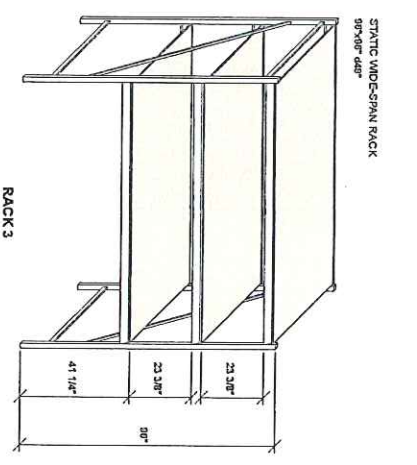
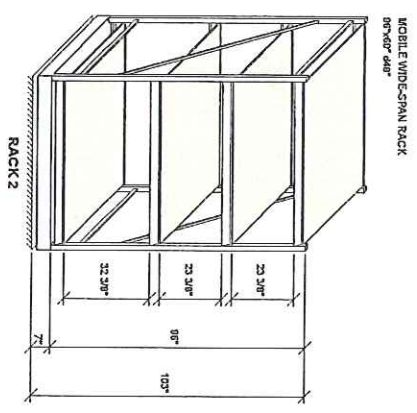
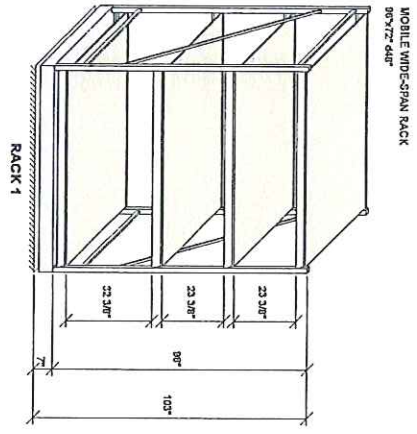
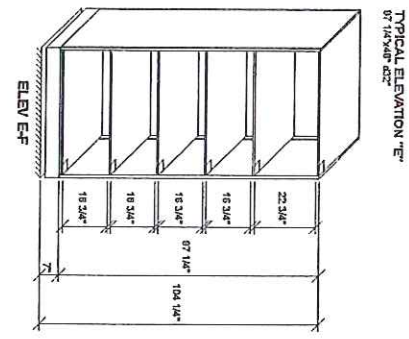
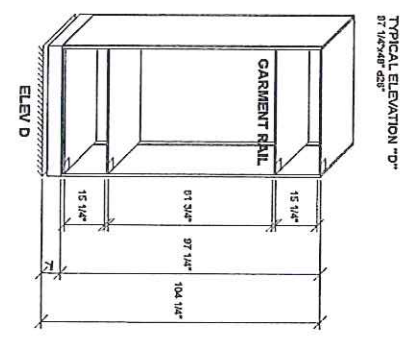
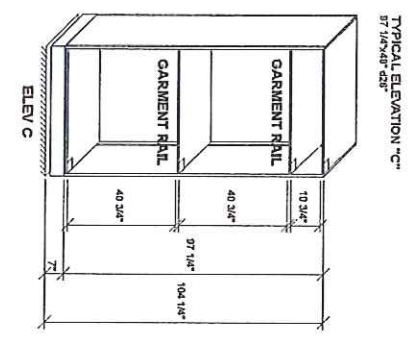
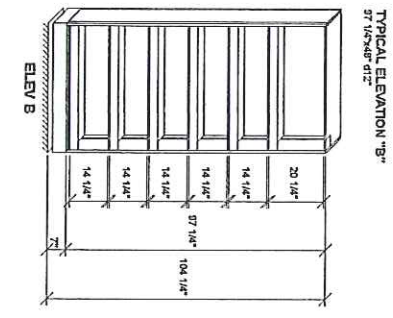
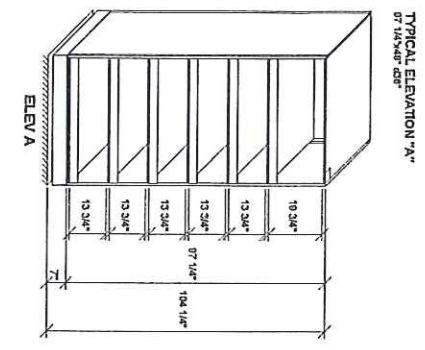
Drawn by:
Larry Kreis

Date Printed:
09/20/2011

APPROVAL
This drawing Approved By: _____

Dated _____

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Project Name: West Virginia State Museum - Artifact Storage



Salesperson:
Kirk Martin

Scale
1:45

Rev level

Project #:	80-118601	APPROVAL
Drawn by:	Larry Kreis	The drawing Approved By:
Date Printed:	09/20/2011	Dated:

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