



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
01/30/2012				

BID OPENING DATE: 02/07/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE ANSWERS TO TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE REQUEST FOR QUOTATION (DCH12046),		
				2.) PROVIDE CHANGES TO THE SPECIFICATIONS		
				3.) PROVIDE ADDITIONS TO THE SPECIFICATIONS		
				4.) PROVIDE REVISED COST SHEET PER THE ATTACHED, AND		
				5.) EXTEND THE BID OPENING DATE		
				BID OPENING DATE IS EXTENDED TO: 02/07/2012		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001	1	LS		495-35		
				COLLECTION STORAGE SYSTEM FOR DCH		

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.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).

DCH12046

VENDOR QUESTIONS
COST BID SHEET REVISED – attached
FLOOR PLAN REVISED - attached

1) Part 1 General C

Alternate #1 Please provide a number of

- A) adjustable shelves and
- B) number of textile rods

See Cost Sheet Attached to RFQ (Revised copy)

2) Alternate #2 Same....please include size and quantity...

See Cost Sheet Attached to RFQ

3) Alternate #3 Please clarify...should this be 12 inches by 20 feet? Does this need to be Lockable?
Would you want 2 levels high?

Long Arm Storage – two (2)

Location –

Row A – 2' deep by 22' long, flush with back wall, stationary

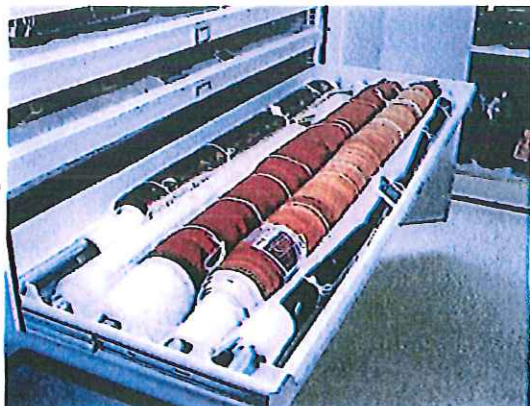
Row B - 2 ' deep by 20' long, 4' out from back walkway; stationary; end-cap

Not lockable

4) Alternate #4 Please provide a drawing and specific sizes and widths...

Drawing below an example drawing of rolled textile drawer storage.

See Cost Sheet Attached to RFQ for sizes and widths



5) Alternate #5 Not enough information...please indicate sizes & widths and quantities. Suggestion, why not have each vendor price one of each. However, the size and width must be provided.

See Cost Sheet Attached to RFQ – each vendor is being asked to price each and extended estimated cost.

6) Part 4 Execution – Examination 1 and 2

Should we assume that the WVDCH will provide the certification from a structural engineer?

- A. 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 spacing indicated on shop drawings are in proper locations so existing load-bearing structural members are not overstressed.
 2. A signed and sealed letter from a Structural Engineer is required to maintain compliance with item 4.1, B, 1"
- 1.) *(According to the Specification, cited above, it is the expectation that the Vendor verify conditions. WVDCH can make available for review original building specification information and Structural Prints for the space)*
- A. Vendors may view the specifications and plans by calling Mark Lynch, Manager for Facilities Operations, 304-558-0220, ext. 160, to set up an appointment to visit the Division of Culture and History located in Building 9 on the WV Capitol Complex between the hours of 9:00 am to 2:00 pm. Agency personnel will not be available to answer questions. Visits are for information purposes only. **Technical questions must be submitted in accordance with the provisions of the Request for Quotation (DCH12046)**

7) the Revised Drawing, Please indicate the **depth and length** of each carriage. When the drawing prints out it shrinks in size, seems more like $1/16'' = 1'-0''$, than $1/8'' = 1'-0''$. We all need to know the actual carriage dimensions for an accurate price to be provided.

First Row (A) - WIDE SPAN BULK STORAGE SHELVING Allowable space – approx. 80' long by 22' wide. (This allows for an 8 foot aisle within the system)

- 1 stationary unit positioned at back wall – 2' deep by 22' long (one 10 foot unit and one 12 foot unit*) (Long Arm Storage)
- Minimum number of wide span bulk shelving units – approximately 19 rows at 4' deep by 22' long (one 10 foot, one 12 foot*); with standard (minimum of 3 or 4) 4' deep shelves for each unit. Last unit is end-cap.

Second Row (B) - MEDIUM STORAGE SHELVING Allowable space – approx. 76' long by 20' wide. (This allows for an 8 foot aisle within the system)

- 1 stationary (end cap) positioned 4' out from back wall – 2' deep by 20' long (two 10 foot units*)
- Minimum number of storage shelving units – approximately 38 rows at 2' deep by 20' long (two 10 foot units*); with standard (minimum of 4 to 6) 2' deep shelves for each unit. Last unit is end-cap.

Third Row (C) - Art Rack - Allowable space is approx. 70' long by 14' wide. (This allows for a 6' aisle within the system) The last unit at back wall is to be stationary, one-sided end-cap.

***PLEASE NOTE:** If the 10 and 12 foot units suggested above are considered 'specialized' or 'custom order', Vendor is required to submit the standard lengths which would equal the same measurement requirements.

8) Please indicate the quantity of movable units and fixed or stationary units needed.

See Question/Answer # 3 above

9) Should we assume that you are only accessing these carriages from one end? I would suggest that the 15 units closest to the "south end" of the drawing should be "dual access". This is due to the fact that you are showing a large aisle in front and behind the units.

The center aisle, Row B, Medium Storage area, should have dual access – triple arm operating wheels on both ends of the carriage units.

10) From this drawing you are not showing any fixed units or single sided units.

Fixed units - one in Row A, B, and C.
The first unit closest to the back wall.

Single sided units - Same as above plus
Last unit in Row A and B (to be the enclosed end-cap)

Art Rack, Row C, will require one fixed single sided end-cap unit 4 foot from the back wall. The opposite end of Row C will require the outside unit to be an enclosed end-cap.

11) I do not see the Art Rack system in this drawing...

The Art Rack System is Row C and included in this proposal

12) At the south end of the drawing it looks as if floor, track & ramp is shown but no carriages. Is this future growth?

This is the Art Rack Carriage System, Row C, and included in this proposal

13) We do not have any shelving elevations. How many shelf openings are required and what are the Heights, Depths & Widths for each.

Please clarify.....

See Question/Answer # 7 above

Refer to Part 1 – General, Section O for Design Requirements.

1. Limit overall height to 105 inches (art rack 108")

- 14) With reference to the Cost Sheet, it appears like you want a bid on the system as drawn and then alternative pricing if items 1-6 are added/substituted. If that is the case, what shelving are we pricing on the "system as drawn"? Height, depth, width, style? How many of each kind? Is it all the same?

See Question/Answer # 7 above

- 15) The drawing with the initial bid has a section for art rack. The drawing with addendum #1 does not have any art rack. Has the art rack storage been eliminated?

No, See Question/Answer #7, #11, and #12 above

- 16) With reference to the Cost Sheet under add alternate 2, you majority have widths varying from 4' to 8'. You two listed as a width of 4". Is this correct?

Correct – all should be 4 feet.

- 17) With reference to add alternate 3, please define what a long arm storage is and what it is intended to store. Additional in the addendum, you have the dimensions on page 2 as 12' x 20' and in the Cost Sheet, you have the dimensions as 24" (I think, my copy is not very clear) x 20'.

Long Arm storage is a collections term for a unit that allows for artifacts that are long and skinny to be hung or mounted to the back panel. This storage area provides for long items (fishing poles, flag poles, spears, tools, etc.) This is similar to a slat wall configuration. See Question 1 and 3 above for dimensions and location.

- 18) With reference to add alternate 6, you are asking for 1 pull out work shelf for every 4 aisles. Work shelves (reference shelves) are mounted per section of shelving. Do you want just one work shelf on one section every 4 aisles? Please clarify.

Row A – none

Row B – one per aisle at a maximum of 38

- 19) On page 23 under subsection a., you have added verbiage which ends: "Approximate duration for contracted installers to be on site is 5 26 week." Please clarify.

Omit the 5 - total time is 26 weeks

- 20) On page 23 under subsection b, you indicate the installers are responsible for relocating existing safe. Please describe existing safe and where it will be relocated to.

Disregard – WVDCH will move

- 21) Part 2E. Rails. This is a Spacesaver product. No one else uses this type of rail. We would bid our product that meets the same performance specifications. Is this acceptable?

Yes

22) Part 2H. Drive Guide System. Product called for is proprietary to Spacesaver. We would bid the Borroughs track which meets the same performance specifications. Is this acceptable?

Alternate storage systems must meet all mandatory requirements set forth in the Request for Quotation. Mandatory requirements are defined as "must", "will", "shall", "minimum/maximum", or "is/are required". Failure to meet any mandatory requirement will result in the disqualification of the vendor's bid."

23) The new drawing/floor layout, provided by the end user as part of addendum #1 does not provide any data on the shelf elevations. The original drawing/layout provides all of this information. We must know what the elevations are for "all of the shelving" as they pertain to the new drawing. Can we please be advised?

See Questions/Answers #7, #10 above. There should be a minimum / standard number of shelves provided for each unit (at a minimum 4). Vendor should specify the standard number per shelf.

24) On the new drawing, there appears to be a set of rails drawn in, Is this for the Art Rack?

Yes, see Question/Answer #7, #10, #11, #12

25) On the new drawing, all of the carriages on both systems appear to be the same size, what is the width and length of each carriage?

See Question/Answer #7 above for size, width, length of carriage systems for Row A, B, and C.

All requirements relating to number of rails required per unit should be followed in accordance with manufacturer's specifications according to length of units.

Changes to the Specifications

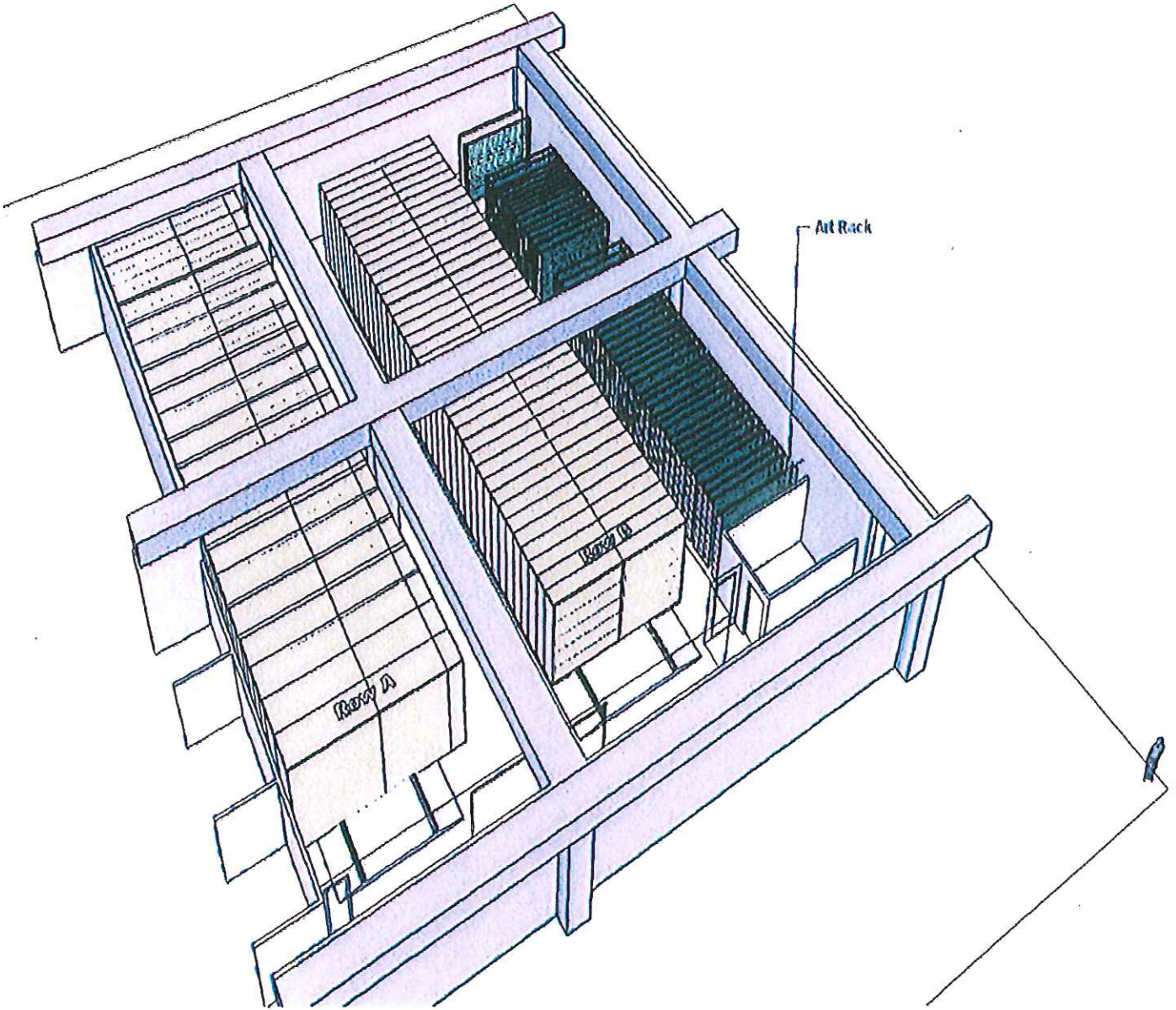
1.) Section: DD: "Delivery of equipment and installation shall begin four (4) weeks."

DELETE: four (4) weeks

INSERT: eight (8) weeks

Additions to the Specifications

- B.** NOTICE TO PROCEED may be approximately five (5) months after the award of the contract. Vendors should plan accordingly.
- C.** Site visits are available, by appointment, by calling Mark Lynch at the Division of Culture and History at 304-558-0220. Visits are for measurement purposes only. Technical questions must be submitted in accordance with the provisions of the Request for Quotation (DCH12046)



Drawing for DCH12046

Reference only

RFQ# DCH12046

Cost Sheet - Revised Per Addendum No. 2

Base Bid									
			% of Collection to be housed	Unit of Measure	Unit Cost	Estimated Quantity	Extended Cost	Total Base Bid Cost	
All labor, materials, equipment, supplies, and transportation for the installation of a Collection Storage System for the WV Division of Culture and History									
Add Alternate No. 1									
Garment and Costume Storage-average 26" deep carriages			30%	cubic foot		280			
Adjustable shelves (2' X 10')				each		20			
Adjustable shelves (2' X 8')				each		20			
Textile rods									
4 foot				each		60			
5 foot				each		60			
<i>Approximately 150-280 feet of storage.</i>									
Total Alternate No. 1									
Add Alternate No. 2									
Slide Out Tray Unit (various sizes, widths)									
4'w x 2'd x 3'h			15%	each		10			
4'w x 2'd x 4'h				each		10			
4'w x 2'd x 6'h				each		10			
4'w x 4'd x 3'h				each		10			
4'w x 4'd x 6'h				each		10			

4'w x 4'd x 8"h			each		10	
8'w x 2'd x 4"h			each		10	
8'w x 2'd x 6"h			each		10	
Total Alternate No. 2						
Add Alternate No. 3						
Long Arm Storage- 2' x 20' end cap section			each		2	
Total Alternate No. 3						
Add Alternate No. 4 (unit = drawer system)						
Rolled Textile Storage(various sizes, widths)-Drawer/rack		10%				
style. Rolled textiles are suspended by the pole ends versus laying flat in drawers						
4'w x 4'd x 12"h			each		10	
8'w x 4'd x 12"h			each		20	
Total Alternate No. 4						
Add Alternate No.5						
Full Extension Drawers (various sizes, widths)		30%				
4'w x 2'd x 4"h			each		10	
4'w x 2'd x 6"h			each		10	
4'w x 4'd x 4"h			each		5	
4'w x 4'd x 6"h			each		5	
4'w x 4'd x 8"h			each		5	
8'w x 2'd x 4"h			each		5	
8'w x 2'd x 6"h			each		5	
Total Alternate No. 5						

Add Alternate No. 6								
Pull Out Work Shelf-One per every 4 isles			each				38	
Total Alternate No. 6								
<p>**Note: If manufacture "standards" are different - preference is for standard sizes - not customized. Vendors submitting "or equal" bids should include below the manufacturer and model of the product along with literature detailing how the equal solution meets the mandatory requirements of the solicitation.</p>								
Manufacturer	_____							
Model	_____							
Literature Attached	Yes	_____	No	_____				

PRE-BID CONFERENCE
SIGN IN SHEET

1

Request for Quotation Number: DCH12046

Date: 01/20/2012 @ 2:00 pm

Project Description: Archival Storage System for the WV State Museum

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

Firm Name:	<u>WV State Purchasing Division</u>
Firm Address:	<u>2019 Washington St., East Charleston, WV 25305</u>
Representative Attending:	<u>Krista S. Ferrell, Buyer Supervisor</u>
Phone Number:	<u>304-558-2596</u>
Fax Number:	<u>304-558-4115</u>
Email Address:	<u>krista.s.ferrelle@wv.gov</u>

Firm Name:	<u>Stuart Design</u>
Firm Address:	<u>1/2 Street Design 1-800-935-6125</u>
Representative Attending:	<u>Annunzio h. Street</u>
Phone Number:	
Fax Number:	<u>STUART DESIGN GROUP, LLC 4000</u>
Email Address:	<u>annunzio@stuartdesign.com</u>

Firm Name:	<u>Carol Business Interiors</u>
Firm Address:	<u>711 Indiana Ave Charleston, WV 25302</u>
Representative Attending:	<u>Jaret Clayman</u>
Phone Number:	<u>304-343-1551</u>
Fax Number:	<u>304-346-3350</u>
Email Address:	<u>JClayman@ntelos.net</u>

Firm Name:	<u>Kenny Saut</u>
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>Patterson Pope</u>
Firm Address:	<u>3001 Graham St Charlotte NC</u>
Representative Attending:	<u>Dave Molen</u>
Phone Number:	<u>513-565-1635</u>
Fax Number:	<u>513-891-1689</u>
Email Address:	<u>D.Molen@PattersonPoppe.com</u>

Firm Name:	<u>AJ Alshakeny Systems LLC</u>
Firm Address:	<u>5036A Westington St. W Charleston WV 25305</u>
Representative Attending:	<u>Kenny Saut</u>
Phone Number:	<u>(304) 769-0202</u>
Fax Number:	<u>(304) 769-0203</u>
Email Address:	<u>Kenny E. saut.net</u>

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: DCH12046 Date: 01/20/2012 @ 2:00 pm

Project Description: Archival Storage System for the WV State Museum

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Firm Name:	Charles Morris
Firm Address:	Culture Center 1900 Kenesha Blvd East Charleston, WV 25305
Representative Attending:	
Phone Number:	558-0220
Fax Number:	558-2775
Email Address:	charles.w.morris@wv.gov

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

Firm Name:	Gloria Anderson
Firm Address:	Culture Center 1900 Ken. Blvd. East Char. WV 25305
Representative Attending:	
Phone Number:	558-0220
Fax Number:	558-2779
Email Address:	gloriaj.anderson@wv.gov

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

Firm Name:	OVAL CONSTRUCTION
Firm Address:	P.O. Box 401 CHARLESTON, WV 25322
Representative Attending:	ERIC COFFEY
Phone Number:	304-347-8820
Fax Number:	304-347-8821
Email Address:	ecoffey@ovalconstruction.com

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