



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
 DCH12107

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 SHELLY MURRAY
 304-558-8801

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	FOB	FREIGHT TERMS
05/11/2012				

BID OPENING DATE: 06/13/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
C001	1	LS		495-35		
COLLECTION STORAGE SYSTEM MANDATORY PRE-BID A MANDATORY PRE-BID WILL BE HELD ON 05/22/2012 AT 10:00 AM AT THE DIVISION OF CULTURE AND HISTORY. ALL 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 MANDATOR 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. 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 INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER. 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						

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>OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA E-MAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 05/24/2012 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</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 WITHIN 210 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY</p>						

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<p>EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN 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 WAG 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 \$250,000.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN</p>						

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AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT. (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 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. () MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR. REV. 11/00 EXHIBIT 7 DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS 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 ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES						

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<p>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> <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</p>						

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<p>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 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>						

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ADDENDUM NOS. :						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
.....					SIGNATURE	
.....					COMPANY	
.....					DATE	
REV. 11/96						
CONTRACTORS LICENSE						
WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL						

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<p>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 CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME:</p> <p>CONTRACTORS LICENSE NO.:</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p style="text-align: center;">APPLICABLE LAW</p> <p>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.</p> <p>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.</p>						

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<p>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.</p> <p>REV. 5/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SHELLY MURRAY</p> <p>REQ. NO.: DCH12107</p> <p>BID OPENING DATE: 06/13/2012</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">-----</p>						

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 Purchasing Division
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 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DCH12107

PAGE
10

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

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
05/11/2012				

BID OPENING DATE: 06/13/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: -----						
***** THIS IS THE END OF RFQ DCH12107 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

DIVISION 10 – WV MUSEUM COLLECTIONS STORAGE

SECTION 10674.01 – MECHANICAL-ASSIST COLLECTION STORAGE

PART 1 - GENERAL

1. RELATED DOCUMENTS

- A. Work of this Section shall be governed by the Contract Documents. Provide materials, labor, equipment, transportation, and services necessary to furnish, deliver, and install all work of this Section as shown on the drawings; to include approved shop drawings, as specified herein and as required by job conditions.
- B. Work of this Section shall include but not be limited to the following:
 - 1. Preparation of floor surface and installation of floor track.
 - 2. Installation of mobile mechanical assist carriage system.
 - 3. Installation of storage and shelving systems.

2. SUMMARY

- A. This Section includes the following:
 - 1. Mechanically assisted, carriage mounted high-density mobile storage units, support rails, fabrication, and installation including leveling of support rails.
- B. Related Work included in this proposal:
 - 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.
- C. Add/Alternates: If the project budget allows, the Agency will select from the following specialty storage units.
 - 1. Alternate #1 – Finished Concrete Floor - *full*. New high strength (4,000 psi pea gravel mix), fiber reinforced (approximately ¾ lb fiber per yard) concrete floor over entire Collections Area to match working height of installed rails (approximate average of 2 inches depending on levelness of floor) so the need for ramps and decking would be eliminated.
 - a. New concrete floor will be ADA and ACI compliant.
 - b. Pour should gradually extend (on all sides) into the main hallway.
 - c. Manufacturer is required to provide details on process and materials used. Method of surface preparation, limiting particulates and chemical odors throughout the space must be addressed.
 - d. Manufacturer is required to identify:
 - 1) Method and number of pours.
 - 2) Method of testing internal temperatures to maintain allowable internal temperatures during placement of and hours after the pours. Differential standard is 40 degrees F.

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- 3) Equipment to be used for vibrating, finishing, floating, tinting, misting, and curing (if applicable).
 - 4) Inspections and concrete deliveries.
2. Alternate #2 – Finished Concrete Floor - *partial*. New high strength (4,000 psi pea gravel mix), fiber reinforced (approximately ¾ lb fiber per yard) concrete floor over Collections Area floor covering all areas above except the inside decking area. Floor to match working height of installed rails so the need for ramps leading up to carriages would be eliminated. Decking within carriage systems is required to be made of heavy cold rolled steel (with anti-slip protectant), capable of holding load capacities of 1,000 lbs. per square foot. Manufacturer is required to provide details on process and materials used. (a – d applies as above)

D. Pre-Bid Meeting:

1. A mandatory pre-bid meeting is scheduled for 05/22/2012 at 10:00AM 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. Contractors 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.
2. Questions concerning this solicitation and those specific to the physical location of the storage area must be directed to Shelly Murray, Buyer Supervisor via email at Shelly.L.Murray@wv.gov or via fax at 304-558-4115.

3. REFERENCES

- A. American Library Association (when applicable)
 1. Cantilever Bracket Type Metal Library Bookstacks; Library Technology Reports.
- B. American National Standards Institute (ANSI) Standards:
 1. Applicable standards for fasteners used for assembly.
- C. American Society for Testing and Materials (ASTM) Standards:
 1. Applicable standards for steel materials used for fabrication.
- D. American Institute Of Steel Construction (AISC) Standards:
 1. Applicable standards for steel materials used for fabrication.

4. SYSTEM DESCRIPTION

- A. General: The system consists of manufactured storage units mounted on manufactured track-guided carriages to form a compact storage system. System design permits access to any single aisle by manually 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.
- B. Carriage System Design and Features: The carriage system consists of a formed structural steel frame with machined and balanced wheels riding on steel rails recessed or surface mounted to the floor. Rails shall be types selected by the manufacturer and approved by the Owner to ensure smooth operation and self-centering of mobile storage units during travel without end play or binding. Rail types, quantities and spacing shall be selected by the manufacturer according to load specifications and approved by the Owner to suit installation conditions and requirements. All bearings used in the drive mechanism shall be permanently shielded and lubricated.

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- C. Decking must be under all shelving, leveled and Decking within carriage systems is required to be made of heavy cold rolled steel (with anti-slip protectant), capable of holding load capacities of 1,000 lbs. per square foot. Manufacturer is required to provide details on process and materials used. ADA heavy rolled steel ramp must be furnished and installed on ends of carriages extending to the length of the shelving units.
- D. Movement Controls: Ergonomically designed triple arm operating handles with rotating knobs shall be provided on the accessible (drive) ends of shelf units, centered on the end panel, located 40 inches (1051MM) from the base of each unit to permit units to be moved to create a single aisle opening. Turning the handle transmits power through chain drive to drive wheels on each carriage. Row A – single sided, Row B – two sided. Row C (Art rack) - single sided.
- E. Drive System: The system shall be designed with a positive type mechanically-assisted drive which minimizes end play, ensures there is no play in the drive handle, and that carriages will stop without drifting.
1. System shall include a chain sprocket drive system for each movable carriage to ensure that carriages move uniformly along the total length of travel, even with unbalanced loads. All system components shall be selected to ensure a smooth, even movement along the entire carriage length. Drive system gearing shall be designed to permit 1 lb. of force applied to the drive handle to move a minimum of 4,000 lbs. of load.
 2. A tensioning device shall be provided on each chain drive with provision for adjusting tension without removing end panels.
 3. All bearings used in the drive mechanism shall be permanently shielded and lubricated.
- F. Safety Features:
1. Color-coded visual indicators shall provide verification that carriages are in a locked or unlocked mode.
 2. A single safety lock button, mounted on each operating wheel hub, will permit moving a carriage in either direction to create a new access aisle when pulled out (unlocked), or locking the carriage when pushed in.
- G. Finishes:
1. Fabricated Metal Components And Assemblies: Manufacturer's standard powder coat paint finish (a minimum of 20 colors).
 2. End Panels, Accessible Ends: Manufacturer's standard powder coat paint finish (a minimum of 20).

5. PERFORMANCE REQUIREMENTS

- A. Design Requirements: *(All measurements are required to be field verified by Contractor)
1. Limit overall height to:
 - a. Row A and B - [__105__] inches.
 - b. Row C - [__108__] inches.
 2. Limit overall length to:
 - a. Row A and B - [__264__] inches.
 - b. Row C - [__168__] inches.

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- B. Ease of Movement: Provide mechanically assisted units capable of being moved by exerting a maximum horizontal force of 5 pounds on the operating wheel.
- C. Seismic Performance: Provide mobile storage units capable of withstanding the effects of earthquake movement when required by applicable building codes.

6. SUBMITTALS

- A. Product Data: Submit manufacturer's product literature and installation instructions 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.
- B. Shop Drawings: Contractor will show fabrication, assembly, and installation details including descriptions of procedures and diagrams; show complete extent of installation layout including clearances, spacings, and relation to adjacent construction in plan; show elevation and sections. Contractor will 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 applicable) where units are to be installed.
 1. Submit newly prepared information drawn to scale. Do not reproduce Contract Documents or copy standard information. Submit 1 reproducible print and 1 blue- or black-line print on sheets at least 8 ½ by 11 inches but no larger than 30 by 42 inches. Owner will return the reproducible print.
 2. 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.
 3. 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.
 4. Provide location and details of anchorage devices to be embedded in or fastened to other construction.
 5. Provide installation schedule and complete erection procedures to ensure proper installation.
- C. Samples: Provide minimum 3 inch (76MM) square example of each color and texture on actual substrate for each component to remain exposed after installation.
- D. Selection Samples: For initial selection of colors and textures, submit manufacturer's color charts consisting of actual product pieces, showing full range of colors and textures available.
- E. Warranty: Submit draft copy of proposed warranty for review by the Owner.
- F. Installer Certificates: Furnish signed certification by manufacturer attesting that installers comply with specified requirements. Submit manufacturer's certification that products comply with requirements of the contract.
- G. Certification Letter: 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

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material into the building. This certification is assurance that the Vendor is familiar with the building and location of Collections Room 1 "CR1".

- H. Maintenance Data: Provide in form suitable for inclusion in maintenance manuals for mobile storage units. Data shall include operating and maintenance instructions, parts inventory listing, purchase source listing, emergency instructions, and related information.
1. Submit manufacturer's instructions for proper maintenance materials and procedures.
 2. Submit manufacturer's printed instructions for maintenance of installed work, including methods and frequency recommended for maintaining optimum condition under anticipated use conditions. Include precautions against using materials and methods which may be detrimental to finishes and performance.
- I. Reference List: Provide a list of recently installed mobile storage units to be reviewed by owner. Intent of list is to aid in verifying the suitability of manufacturer's products and comparison with materials and product specified in this section.
- J. Formaldehyde-free Certification Rail/Deck: Furnish signed certification by the manufacturer on their letterhead, to the attention of the WVDCH attesting that the materials used for this project do not contain, nor emit formaldehyde VOC's.
- K. Low-Gassing Certification: Furnished 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 contain low off-gassing materials that could have an impact on the collection.
- L. The successful Contractor shall, prior to award, submit a copy of their current West Virginia Contractor's License.
- M. The successful Contractor shall, prior to award, provide the following required insurance: Worker's 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.
- N. Delivery of equipment and installation shall begin no later than 4/6 weeks after receipt of order (ARO) and approved submittals. See Section 10E, Phased Installation, for processing stipulations; and Part 3 – EXECUTION, Section 2B, Construction Schedule for duration of the project. Due to the duration of the production and installation schedule, the successful Contractor and the West Virginia Purchasing Authority will determine a fair and reasonable billing sequence within five (5) days of the ARO. Note: This is a phased project contingent upon the following:
1. Acceptance of Add/Alt 1 – Environmental conditions required to pour concrete
 2. Acceptance of Add/Alt 2 – same
 3. Time required properly moving and protecting "Collections" remaining in area.
- O. Failure to provide, or not fully disclose deviations to specifications and mandatory submittals may be cause for disqualification.

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7. QUALITY ASSURANCE

- A. Manufacturer Qualifications: The entire system including carriages, shelving and tracking rails will be manufactured and installed by firms regularly engaged in the manufacturing and installation of both steel shelving and high-density mechanical assist storage systems for at least the past two years. Furnish Manufacturer's certification attesting ISO 9001 quality system registration should be submitted with bid.
- B. Installer Qualifications: Engage an experienced installer who is a manufacturer's authorized representative for the specified products for installing carriages and anchoring shelving units to carriages.
 - 1. Minimum Qualifications: 1-year experience installing systems of comparable size and complexity to specified project requirements.
 - 2. Guaranteed 24-hour service response time.

8. DELIVERY, STORAGE AND HANDLING

- A. Follow manufacturer's instructions and recommendations for delivery, storage and handling requirements.
- B. Sequence storage shelving system installation with other work to minimize possibility of damage and soiling during remainder of construction period.
- C. Schedule installation of specified products and accessories after finishing operations, including painting.
- D. Provide components, which must be built in at a time, causing no delays in the general progress of the work schedule.

9. PROJECT CONDITIONS

- A. Field Measurements: The Successful Vendor is required, to verify all dimensions before fabrication of materials. Indicate verified measurements on Shop Drawings. Coordinate fabrication and delivery to ensure no delay in progress of the work. The Successful Vendor may view the specifications, plans, and make field measurements by calling and setting up an on-site appointment to visit the Division of Culture and History located in Building 9 on the WV Capitol Complex, with Mark Lynch, Manager for Facilities Operations, 304-558-0220, ext. 160, between the hours of 9:00 a.m. and 2:00 p.m. Verify dimensions before fabrication. Indicate verified measurements on Shop Drawings. Coordinate fabrication and delivery to ensure no delay in progress of the Work.
- B. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating mobile storage units. Coordinate construction to ensure actual dimensions correspond to established dimensions.

10. SEQUENCING AND SCHEDULING

- A. Sequencing: Coordinate storage shelving system installation with other work to minimize possibility of damage and soiling during remainder of construction period.
- B. Scheduling: Plan installation to commence after finishing operations, including painting, have been completed.

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- C. Built-In Items: Provide components which must be built in at a time which causes no delays general progress of the work.
- D. Work Schedule: Work is to be performed in two phases. The Owner will be responsible for removing the contents of the East side of the room and moving the contents
- E. Phased Installation: Due to the size and breadth of the project and limited temporary space available to store the Collection, this will be a phased project. It is the responsibility of the chosen contractor to work with WVDCH to coordinate the installation schedule. The phased installation and sequencing will be determined by the contractor and approved by WVDCH after both parties have evaluated the existing location of the collection, the area and proper procedural methods to use to protect the collection while the installation is performed, and the temporary storage conditions necessary to maintain during install. Once evaluation has been completed, the contractor must provide WVDCH with a detailed written installation schedule.
- F. Pre-installation Conference: Schedule and conduct a pre-installation conference on project site to review methods and procedures for preparing floor, pouring concrete, installing mechanical assist carriage system and shelving units and art racks including, but not limited to, the following:
 - 1. Review project conditions and levelness of flooring and other preparatory work.
 - 2. Review and verify structural loading limitations.
 - 3. Recommended attendees include:
 - a. Owner's Representative.
 - b. Prime Contractor or representative.
 - c. The Owner's operations and maintenance representative.
 - d. Manufacturer's representative.
 - e. Subcontractors or installers whose work may affect, or be affected by, the work of this section.

11. WARRANTY

- A. 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 Condition's provisions of the Contract Documents.
- B. 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.

12. MAINTENANCE

- A. Provide manufacturer's 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 WVDCH.

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PART 2 - PRODUCTS

1. MANUFACTURERS

- A. General: Products are based upon mechanical assist carriage system products and shelving systems manufactured by authorized contractors meeting specification requirements.

2. BASIC MATERIALS

- A. General: Provide materials and quality of workmanship which meet or exceed established industry standards for products specified. Material thicknesses/gauges are manufacturer's recommended options and Owner's approval unless otherwise indicated.

3. GROUT

- A. 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

4. MANUFACTURED COMPONENTS

- A. Configuration: The Mechanical Assist Storage System will be an integrated assembly of independent, mobile and stationary rows. Shelving units shall be mounted on the carriages and travel along a track such that all rows shall be packed together tightly and an aisle can be created between rows by moving the carriages using the ergonomically designed triple arm operating handles

1. Aisle (within carriages)
 - a. Row A – 8 feet (96 inches)
 - b. Row B – 6 feet (72 inches)
 - c. Row C – 4 feet (48 inches)
2. Rails: Rails will be designed to be attached on top of concrete floor and allow for adjustment so rails can be leveled over an uneven floor.
 - a. Rails shall be designed and manufactured to carry loads concurrent with artifacts that will be stored on the units (minimum load is 1,000 pounds per linear carriage foot). Row A – heavy / maximum , B – mid-range, C - Art
 - b. All rails will be convex, for self guiding wheels with anti-tip channels.
 - c. Rails shall be leveled with and not project above or below the walking surface.
 - d. Rails will be located and positioned properly, leveled and grouted allowing for at least a minimum of .25" of grout under the track and rail from the high spot in the floor. Grout to be worked under rail, any voids completely filled and trimmed

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upsides and flush with rails. This will allow proper weight distribution from rail to existing slab.

- e. All rails must extend completely under all stationary ranges.
 - f. All rail connection joints shall be designed to provide horizontal and vertical continuity between rails sections, to gradually transfer the concentrated wheel point load to and from adjoining sections.
 - g. Each rail will be connected in such a way to eliminate any twisting in any direction to ensure the joint remains flush and be designed for the most severe operating conditions.
 - h. Material: ASTM/AISI Type 1035 or 1045 solid steel, or approved equal.
 - i. Rails to be rechecked for integrity of position and levelness and anchored into structural concrete slab, using anchors in sizes and quantities as determined by manufacturer and approved by WVDCH.
3. Minimum Contact Surface: 5/8 inch (16MM) wide.
 4. Provide rail sections in minimum 6 foot (1.83M) lengths.
 5. Provide rail connections designed to provide horizontal and vertical continuity between rail sections, to gradually transfer the concentrated wheel point load to and from adjoining rail sections. Butt joints are not permitted.
 6. Rails with a center groove that accept center flanged wheels are not acceptable due to the potential collection of dirt and debris in the grooves.
 7. Anti-Tip Rail Form Covers: Manufacturer shall provide for protection if required to prevent damage to rails during concrete back pours when anti-tip devices are installed.

B. Decking (Floor) / Ramp:

1. Finished elevation of the raised floor shall be flush with the top of the rails.
2. The ramp will be constructed and finished with the same material as the deck. Decking within carriage systems and ramps are required to be made of heavy cold rolled steel (with anti-slip protectant), capable of holding load capacities of 1,000 lbs. per square foot. Manufacturer is required to provide details on process and materials used. Ramp shall not extend into the front access aisle and will be contained completely within the Mechanical Assist Storage System. Particle board sheathing materials are not permitted.
3. The floor and ramp shall be constructed in a manner that will absolutely prevent any warping or deformation of the floor panels in a normal operating environment.
4. Floor covering is to be installed and supplied under this contract.
5. 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 anti-slip protectant with material proposed by Contractor and approved by Owner.
6. Provide fire retardant treated floor/ramp materials when required by code.

C. Carriages:

1. All carriages shall support at a minimum load of 1,000 pounds per linear carriage foot without distorting in any manner. Carriages are not to have deflection greater than 0.10" when loaded to 1,000 lbs./ft. capacity over a 72" rail spacing. Test data must be available to verify. Provide manufacturer's design of movable carriages fabricated of welded or bolted steel construction. Galvanized structural components and/or riveted carriages are unacceptable.

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2. Carriages are fabricated from 12 gauge cold rolled steel. Welded carriage sections are comprised of side channels, torsion channels, and cross members. Overall carriage lengths can be created by bolting sections together to provide the maximum strength.
 3. Wheel support sections shall be 12-gauge (minimum) steel and a minimum of two (2) wheels per rail. Carriages longer than 10 feet require two (2) rails; 11 to 16 feet require three (3) rails; and 17-27 feet require five (5).
 4. Provide fixed carriages of same construction and height as the movable carriages, anchored to rails. Setting fixed shelving directly on floors is not permitted.
 5. When required, provide bolted carriage splices designed to maintain proper unit alignment and weight load distribution.
 6. Design carriages to allow the shelving uprights to recess and interlock into the carriages a minimum of 3/4 inch (19MM). Top mount carriages are unacceptable.
 7. Provide each carriage with the required number of wheels per rail in accordance with maximum load and length. Owner to approve.
 8. Carriage construction shall be so designed to allow the shelving uprights to be secured to the carriage frame with vibration proof anchor assemblies (two (2) per upright at a minimum).
 9. Carriage straightness shall have no more than 1/4" maximum deviation from a true straight line. There shall be no permanent set or slippage in any spiced or welded joint when exposed to forces encountered in normal operating circumstances and unbalance loads.
 10. Carriages shall be powder coat (1.5 mil) inside and out. Color selection by Owner to match shelving or compliment shelving. Powder coat paint finish is required for finish durability and low off-gassing. Finish has to be inert, with no volatiles present in finished product. Visible galvanized steel structural carriage components are unacceptable.
 11. Visible length of carriage frames shall be smooth and free of any holes or protruding hardware. Only bumpers (if required) may be mounted on face of the carriage frame.
- D. Drive / Guide System:
1. Design: Provide drive system which prevents carriage whipping, binding and excessive wheel/rail wear, even under unbalanced load conditions.
 - a. If line shafts are used, all wheels on one side of carriage shall drive.
 - b. If synchronized drives are used, a minimum of one wheel assembly driving both sides of carriage at center location required. Drive shaft shall exhibit no play or looseness over the entire length of that assembly.
 2. Shafts: Solid steel rod or tube.
 3. Shaft Connections: Secured couplings.
 4. Bearing Surfaces: Provide rotating load bearing members with ball or roller bearings. Provide shafts with pillow block or flanged self-aligning type bearings.
- E. Wheels:
1. All wheels shall be precision –machined minimum steel hardness of C1045 cold rolled steel. (same material and hardness as the track to prevent uneven wear) Minimum load capacity per wheel: 3200 lbs (1455kg).
 2. Guides: Determined by manufacturer; minimum 2 locations. The guidance system shall include double-flanged wheels at each track. All wheels are to be guide wheels (2 per rail).

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3. Each movable carriage shall have two wheels per rail, one of which **MUST** be a drive wheel. All wheels on one side of each movable carriage shall be connected by at least a 1" drive shaft. This is to prevent carriage whipping, binding, and wheel-rail wear and the possibility of carriage derailment.

F. End Panels:

1. Materials: Square steel construction of one piece of no less than 18 gauge steel. The use of plastic end caps (edging) is not permitted. Edges are to be smooth and finished.
2. All exposed ends (refer to design drawings) shall have steel end panels covering the full width and height of the carriage and storage housing. Row A, against wall will not need End Panels.
3. A minimum of three (3) (at a minimum) 18 gauge structural hand channel supports shall be welded into the back of the panel at the top, base and center to provide unit rigidity.
4. End 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 (2) 3" x 5" (76mm x 127mm) removable magnetic cardholders shall be provided per aisle entry location and attached to the end panels with centers located 60" (1624mm) above the finished floor. Row A – (1) one sided, Row B – (2) two sided, Row C – (1) one sided.
5. Finishes: Selected from manufacturer's available colors and patterns - a minimum of 20 colors shall be offered.

G. Accessories:

1. ROW B - Dual Control: Provide operating handle on each end of carriages.
2. Anti-Tip Devices: Provide manufacturer's standard fixtures.
3. Waist High Carriage Locks: Provide manufacturer's standard.
4. Carriage Mount Locks: Provide manufacturer's standard.
5. Optional Mechanical Sweep and Safety Stop (Non-Powered).

5. FABRICATION.

- A. General: Coordinate fabrication and delivery to ensure no delay in progress of the work.
- B. Shelving, Supports and Accessories: See individual descriptions in "Shelving" paragraphs.

6. FINISHES

1. Colors: Selected from manufacturer's available colors. A minimum of 20 colors shall be offered.
2. Paint Finish: Provide factory applied electrostatic powder coat paint. Meet or exceed specifications of the American Library Association.
3. Laminate Finish: Provide factory applied laminate panels at locations indicated on approved shop drawings.
4. Edgings: Provide preformed edging, color-matched to unit colors selected.

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PART 3 - EXECUTION

1. 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. (if applicable)
 - 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.
- C. Verify that intended installation locations of mobile storage units will not interfere with nor block established required exit paths or other access points in room or similar means of egress once units are installed.
- D. Prepare written report, endorsed by Installer, listing conditions detrimental to proper performance of mobile storage units, once installed.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.

2. CONSTRUCTION SCHEDULE

- A. Prepare a horizontal bar-chart construction schedule. Provide a separate time bar for each activity and a vertical line to identify the first workday of each breakdown of Work indicated in the Schedule of Values. As Work progresses, mark each bar to indicate actual completion.
 - 1. Submit within five to seven calendar days after date established for Commencement of the Work.
 - 2. Coordinate each element with other activities. Show each activity in proper sequence. Indicate sequences necessary for completion of related work.
 - 3. Indicate Substantial Completion.
 - 4. Schedule Distribution: Distribute copies to Owner, subcontractors, and parties required to comply with dates.
 - 5. Updating: Revise the schedule after each meeting or activity where revisions have been made. Distribute revised copies to Owner, subcontractors, and parties required to comply with dates.
- B. Managing field presence: This project is to be completed in various phases, allowing WVDCH staff to empty 50% of the contents of the room from the West Side to the East Side. Once the bulk side is empty, the initial phase of the installation can begin. When the track, rails, carriages, and shelving units are installed in Row A, the Contractor is not required to return until the East Side is empty and ready for installation except as identified below. Approximate duration for contracted installers to be on site is (210 days).
 - 1. The Contractor/subcontractors responsibility will include:
 - a. Construction of a temporary wall section dividing the Collections Storage area in half and providing both security and protection (from dust and particulates) of artifacts that will remain within one section of the space while the installation of rails, tracks, carriages, and shelving is taking place.
 - b. Installation of all phases of work for Row A, B, and C.

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- c. A minimum crew will remain on site during the weeks separating phases with responsibility to assist with the configuration of shelving as WVDCH requires and assist with movement of collection (under client supervision) until that portion of the collection move is complete.
- d. Upon completion, of the final phase, contractor must train client on the system
- e. It is the responsibility of the contractor to remove all packing material and trash on a daily basis. Trash receptacle is contractor's responsibility; however WVDCH will provide a location adjacent to the loading dock if requested from Contractor. Otherwise, Contractor is required to remove any trash and debris from the facility on a daily bases.
- f. Contractor will ensure that any and all individuals working on-site understand the restrictions from taking any food, beverage, or tobacco products into the Collections Storage Area – this will be strictly enforced by Museum and Security staff.
- g. Contractor will ensure that any and all individuals working on-site understand the parking, sign-in, and entry access procedures.
- h. The condition of any floors in hallways to and from the loading dock is the responsibility of the Contractor. A walk-through inspection will be done before, during, and after the project to ensure the floors are protected. It will be the responsibility of the Contractor to employ an outside commercial floor cleaning service to clean and wax the travel path if deemed necessary.
- i. 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 p.m. Coordination of deliveries should be made with WVDCH Museum and Security staff to avoid staff scheduling conflicts.
- j. It is the responsibility of the Contractor / or designated Project Manager to coordinate and be available for any and all products that are delivered to the site. The Project Manager must be present to inspect packages for damage and move products to their designated area. Products are never to be left in insecure areas.
- k. Contractor(s) are required to ensure all staff is briefed on the proper handling and care of collections housed in the temporary storage space. Limited access will be given to specific locations. If these access areas are jeopardized, WVDCH has the authority to remove individuals from the site (using proper protocol).
- l. Contractor will be allowed use of sanitary facilities located in the non-public areas of the Lower Level. Contractor shall ensure that the facilities are maintained in a clean condition and will respond to Owner's Representative direction concerning the facilities. Contractor, in the course of the work, will not cause materials to be deposited in drains or other improper disposal. Blockages and subsequent damages occurring as a result of contractor materials being improperly deposited will be corrected at the Contractor's expense. Initial walk-thru by Contractor and Owner's representative will take place.
- m. Remove components that 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.

3. PERFORMANCE AND INSTALLATION REQUIREMENTS

- A. No drifting or rolling of stopped carriages will be acceptable.
- B. Play or looseness between drive wheels and wheel axle is not permitted.

DIVISION 10 – WV MUSEUM COLLECTIONS STORAGE

- C. Bumpers to be minimal ¾-inch thickness and to be located on one side of each carriage and at intervals of not greater than 6 feet.
- D. All installation work to be completed by employees of the awarded company. Use of subcontractors without documented history/experience with mechanical assist storage installation is not permissible. Reference list: Provide a list of three (3) mobile storage installations to be called or visited by Owner. Installation must be of similar size, scope of specified system. Manufacture is required to address all issues raised by Owner. List should include contact names, phone numbers, size and quality of carriages and system operation.
1. 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.
 2. 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).
 3. Decking (Between Rails) Will be heavy rolled steel (with anti-slip protectant), capable of holding load capacities of 1,000 lbs per square foot. Manufacturer is required to provide details on process and materials used.
- E. 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 Design shall permit individual shelf adjustment and/or removal anywhere along the entire height or length of the uprights.
 - a. Materials and Workmanship: Fabricate units from Class 1, cold-rolled steel with all ends sharp and true and no exposed "knife" edges.
 - b. All units shall be free of burrs, sharp edges and projecting hardware with smooth, non-abrasive surfaces.
 - c. All fabrication, shelving shall exhibit no dents, "oil canning", buckling or other surface irregularities.
 2. Permanently fasten shelving units to fixed and movable carriages with vibration-proof fasteners
 3. Canopy Tops – Row A will not require tops. Row B will require some, as indicated below. Canopy Tops will be of the same construction as the shelf units.
 4. Stabilize shelving units following manufacturer's written instructions. Reinforce shelving units to withstand the stress of movement where required and specified.
 5. 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.
 6. Number of Vertical Shelf Spaces and Vertical Shelf-to-Shelf Spacing: As design dictates. General Notes: Units are finished with powder coat paint; *units can be customized to meet the needs of the collection and the conditions of the storage area as needed.*
 - a. **Row A** (22 feet (264 inches) long and four (4) feet (48 inches) deep – Heavy Duty Shelving includes:
 - 1) Structural Heavy Duty Cantilever Shelving (C) – one (1) single and one (2) double sided – rolled steel profiles, interchangeable parts (bolted arms, arm stops, column joints, cross bracing, shims, and anchoring

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plates). No canopy tops required. Single unit to have solid steel back (end-cap).

- a) 5 posts/columns per unit
- b) 5 arms per column

2) Wide Span Shelving with steel decking (WS) – Four-post, wedge-locking design, consisting of three basic parts: uprights, shelves and shelf supports. Parts to be assembled without nuts, bolts, studs, sway braces or gussets; and without the need for tools of any kind. There shall be no holes on exposed surfaces except that the shelves shall be punched to accept center stops. The front and back flange of the shelf shall be flush with the outside face of the post. Shelves shall be adjustable on 1 ½" center

- a) Open Uprights – Shall consist of 2" wide, a minimum of 18 gauge cold rolled steel posts rolled into a hollow "Tee" formation with keyhole slots on the inner wall only on 1 1/2" centers. There shall be no holes in the face of the post. The front and back posts shall be joined by welding three 3" high (at a minimum) 18 gauge spacers to give the required upright depth and rigidity. Uprights 88 ¼" that are 18" to 30" deep or over 88-1/2" high shall have four spacers. The "Tee" upright shall be used as a common upright between units.

3) Shelving sections will be ten (10) feet (120 inches), eight (8) feet (96 inches), and four (4) feet (48 inches) sections. Shelves will be formed of (at a minimum) 18 gauge cold rolled steel with 5/8" flanges on all sides. Front and back flanges to be turned in 9/32". The shelf shall be without holes except all 18" to 36" deep shelves can have three holes for center stops.

- a) Two (2) shelves per unit
- b) Shelf Support: Shelf supports shall be formed of (at a minimum) 14 gauge hot rolled steel 1 ¼" high. An ear at each end of the shelf support shall contain two shoulder rivets spaced to set into the keyhole slots of the inner wall of the upright. Rivets shall be 7/16" diameter at the head.
- c) Shelf Reinforcements shall be formed of (at a minimum) 16 gauge steel into a channel shape 1 3/64" high, 1 1/16" wide and in lengths 1-1/8" less than depth of the shelf with which it is used. The vertical flanges of the channel are notched at each end.
- d) Single Rivet Bottom Shelf Support: Single rivet bottom shelf support shall be formed of (at a minimum) 14 gauge, hot rolled, pickled steel, 1-1/4" high. Each end of the shelf support shall contain a shoulder rivet spaced to set into the bottom keyhole slot on the inner wall of the upright. Shoulder rivets shall be 7/16" diameter at the head.

b. **Row B** (22 feet (264 inches) long), 2.5' (30 inches) deep – Rack Shelving includes:

- 1) Four-Post units with steel shelving (4P) Designed for storage areas in which items are handled manually instead of being transported on a pallet. Four-post, wedge-locking design, consisting of three basic parts: uprights, shelves and shelf supports. Part to be assembled without nuts, bolts, studs or clips; without sway braces or gussets; and without the need for tools of any kind. There shall be no holes on exposed surfaces except that the shelves shall be punched to accept center stops. The front and back flange of the shelf shall be flush with the outside face of the post. Shelves shall be adjustable on 1 ½" centers.

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- 2) Open Uprights – Open uprights shall consist of 30 inch wide, at a minimum 18 gauge cold rolled steel posts rolled into a hollow .Uprights are to be 109" and 48" wide.
 - a) Two (2) 109" units per row
 - b) One (1) 48" unit per row
 - c) Shelf – Formed of (at a minimum) 18 gauge cold rolled steel. Shelves will include Shelf Supports and Reinforcements.
 - d) Four (4) adjustable shelves per unit are required.
- 3) Four-Post Units for Garment Rack rod assembly (G9 and G4) – Designed to adjust Four post uprights are approximately 30" deep; front and rear shelf supports required within the first 72" from the carriage (with shelf); Front and rear, or rear supports should only be used as needed to keep the unit square; 18 gauge steel shelf with reinforcements, plain, with 200lb capacity evenly distributed; 2160lb maximum load per unit.
 - a) Hanging rod bar with mount:
 - b) 1.25" diameter, stainless steel tube with 1/8" wall thickness
 - c) 14 gauge Universal Hang Mount Rod Assembly
 - d) Hang bar capacity is 4lbs per linear inch.
 - e) 2160lb maximum load per unit.
 - f) 1 rod per hanging level – 2 levels per unit.
 - g) G9 – 109 inches
 - h) G4 – 48 inches
 - i) Two (4) shelves per unit
- 4) Rolled Textile Storage (RT9 and RT4) Four post uprights are approximately 30" deep; front and rear shelf supports required within the first 71" from the carriage with shelf; front and rear, or rear supports only should be used as needed to keep the unit square; 18 gauge steel shelf with reinforcements, plain, with 200 lb. capacity evenly distributed; 1500 lbs maximum load per unit.
 - a) Right and left hand full extension 500 lb slide mount assemblies with rivets.
 - b) 16 gauge textile rod angle supports with ultra grip rivets adjustable in 1 inch increments.
 - c) 1 inch diameter aluminum rod with 1/8" wall thickness.
 - d) Bottomless 3.3" high drawer constructed of 16 gauge steel.
 - e) Drawer capacity is 2 lbs per textile rod.
 - f) Up to 8 textile rods per drawer.
 - g) Drawers can be centered on 4.5 inch increments or greater.
 - h) **RT9** – 109 inch units
 - i) **RT4** – 48 inch units.
- 5) Pull-Out Shelving Units (POS4) – Four post uprights are approximately 30" deep; front and rear shelf supports required within the first 71" from the carriage with shelf; front and rear, or rear supports only should be used as needed to keep the unit square; 18 gauge steel shelf with reinforcements, plain, with 200 lb. capacity evenly distributed; 1500 lbs maximum load per unit.
 - a) Approximately 48" wide
 - b) Approximately thirty (30) 3 inch high shelves per unit.
 - c) Approximately 96 inches high.
- 6) Drawer Units- (D9 and D4) Same as RT9 above but with drawer bottoms and extending the entire height of the unit.
 - a) D9 is approximately 109 inches wide, 30 inches deep, 96 inches high.

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- b) D4 is 48 inches wide, 30 inches deep; 96 inches high.
- c) Drawers are approximately 3 inches high.
- 7) Storage Cabinet – 48" side x 60" high x 30" deep – Double glass doors; full width drawers (5) at ¾ inch high with extension suspensions; full width shelves (2) – (air tight)
- 8) Slide Out Trays – (14 total) – Contractor to provide specifications.
- c. **Row C** (14 feet (168 inches) long), 14' 9" (537 inches) wide. Lateral Art Rack – floor supported Storage. Art panels main components are: sub-rails and rails, floor, ramp, carriages, and upright wire mesh frames. Contractor is required to identify/verify the number of units allowable for this space.
 - 1) Modular steel construction consisting of mesh panels constructed of 10 gauge steel wire; woven no larger than 2" square mesh and security welded. Panels are bolted back to back to a steel post forming a double face unit with no protruding frame assembly. Double ply mesh is required for independent storage. The vertical posts are bolted to a horizontal 12 gauge rolled wheel housing assembly. Total frame height not to exceed 108".
 - 2) Wheels – Hardened steel wheels with (2) permanently shielded ball bearing assemblies. Provide spacers on 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.
 - 3) Handles – Each carriage shall be equipped with an ergonomic handle with locking detent with rotating knob, centered on the end panel, 40" from the base of each unit to permit units to be moved to create a single aisle opening (48 inches). Turning the operating wheel transmits power through a drive chain to drive wheels on each opening.
- 7. Carriages:
 - a. Row A – 48 inches deep. 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. Row B – 60 inches deep.
 - c. Position fixed carriage units to align with movable units.
- 8. Shelving Units: -

	Row A	Row B
# Carriages	19	28
Size of Carriages	48"	30"
Shelf Type		
C - Cantilever - single sided (endcap) 48"	1	

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C - Cantilever - Double Sided 96"	1
WS - Wide Span 120"	14
WS - Wide Span 96"	14
WS - Wide Span 48"	14
4P – Single Sided, Open Upright	1
4P - Double Sided, Open Back, 109"	28
4P - Double Sided, Open Back, 48"	14
G9 - Garment Rack unit - double 109"	10
G4 - Garment Rack unit - double 48"	6
RT9 - Rolled Textile unit - 60"h	8
RT4 - Rolled Textile unit - 96"h	1
POS4 - Pull-Out Shelf unit, 96"h	4
D9 - Drawer Unit, 96"h	4
D4 - Drawer Unit, 96"h	2
Cabinet – w/drawers	1
*APPROXIMATIONS – CONTRACTOR TO VERIFY FIELD MEASUREMENTS AND UNIT QUANTITIES	

4. FIELD QUALITY CONTROL

- A. Verify shelving unit alignment and plumb after installation. Correct if required following manufacturer's instructions.
- B. 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.

5. ADJUSTING

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

6. CLEANING

- A. 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.

7. DEMONSTRATION/TRAINING

- A. Schedule and conduct demonstration of installed equipment and features with Owner's personnel.

DIVISION 10 – WV MUSEUM COLLECTIONS STORAGE

- B. 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.

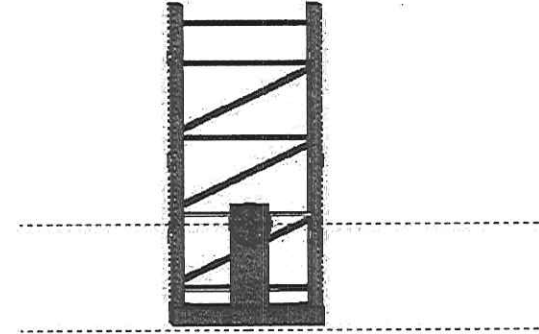
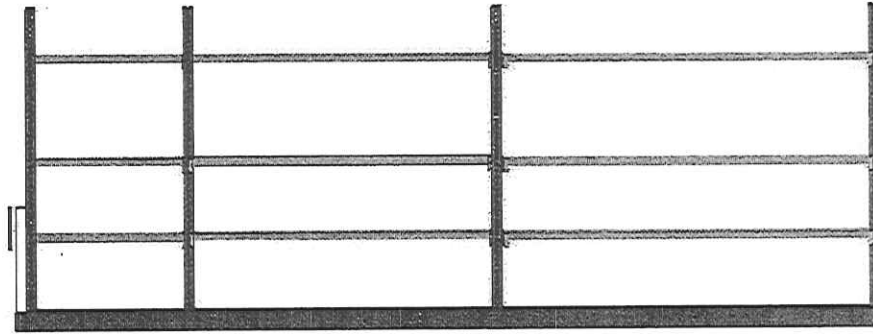
8. PROTECTION

- A. 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.

9. CLOSEOUT SUBMITTALS

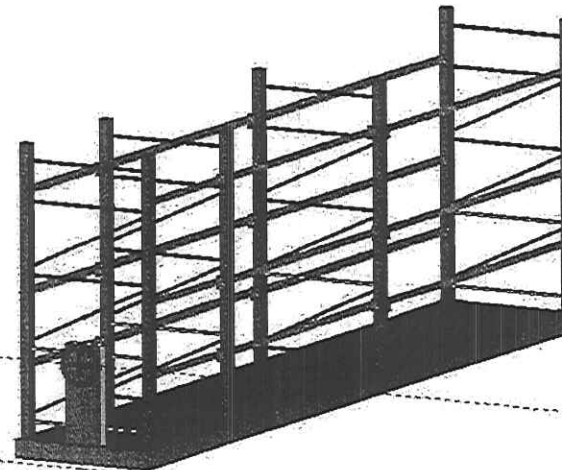
- A. Record Drawings: Maintain a set of Contract Drawings as Record Drawings. Mark to show installation that varies from the Work originally shown.
- B. Record Specifications: Maintain one copy of the Project Manual, including addenda, as Record Specifications. Mark to show variations in Work performed in comparison with the text of the Specifications and modifications.
- C. Operation and Maintenance Data: Organize data into three-ring binders, with pocket folders or folded sheet information. Mark identification on front and spine of each binder. Present 3 copies to owner. Include the following:
 - 1. Maintenance Manuals
 - 2. Emergency instructions
 - 3. Deliver spare parts, extra materials, and similar items.
 - 4. Complete testing of system and instruction of operation and maintenance personnel.
 - 5. Complete final cleanup.
 - 6. Complete 'punch list' items – touch-up, repair, restore marred, exposed finishes.
 - 7. Copies of warranties
 - 8. Shop Drawings and Product Data.

END OF SECTION



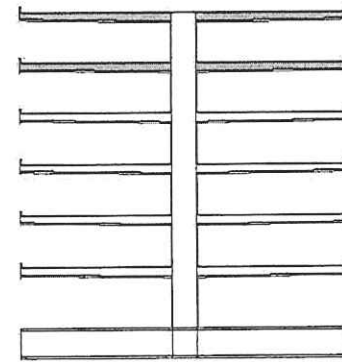
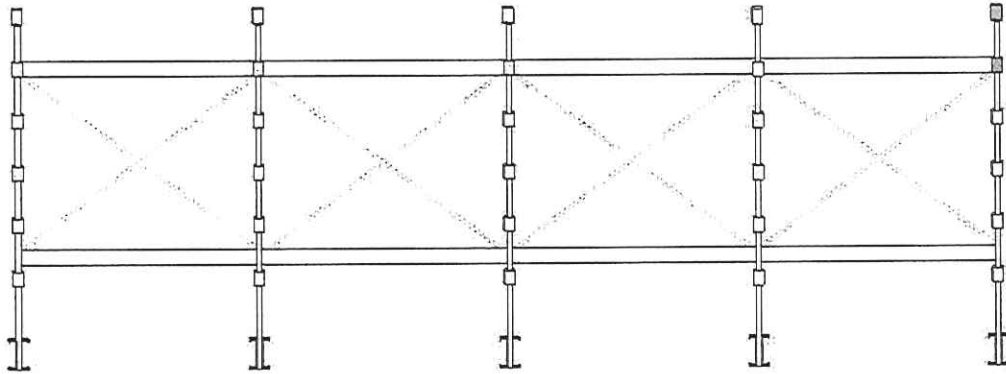
Wide span shelving
Row A

- 120" sections
- 96" sections
- 48" sections

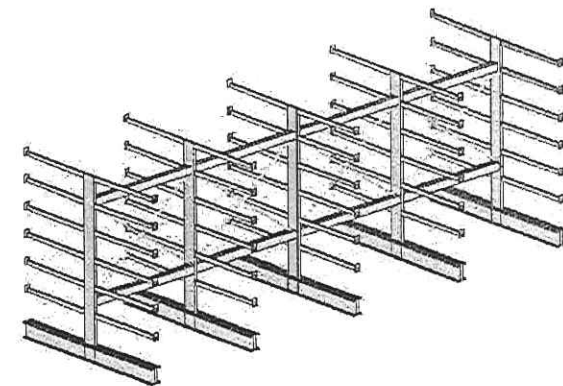


DIVISION 10 – WV MUSEUM COLLECTIONS STORAGE
RFQ# DCH12107

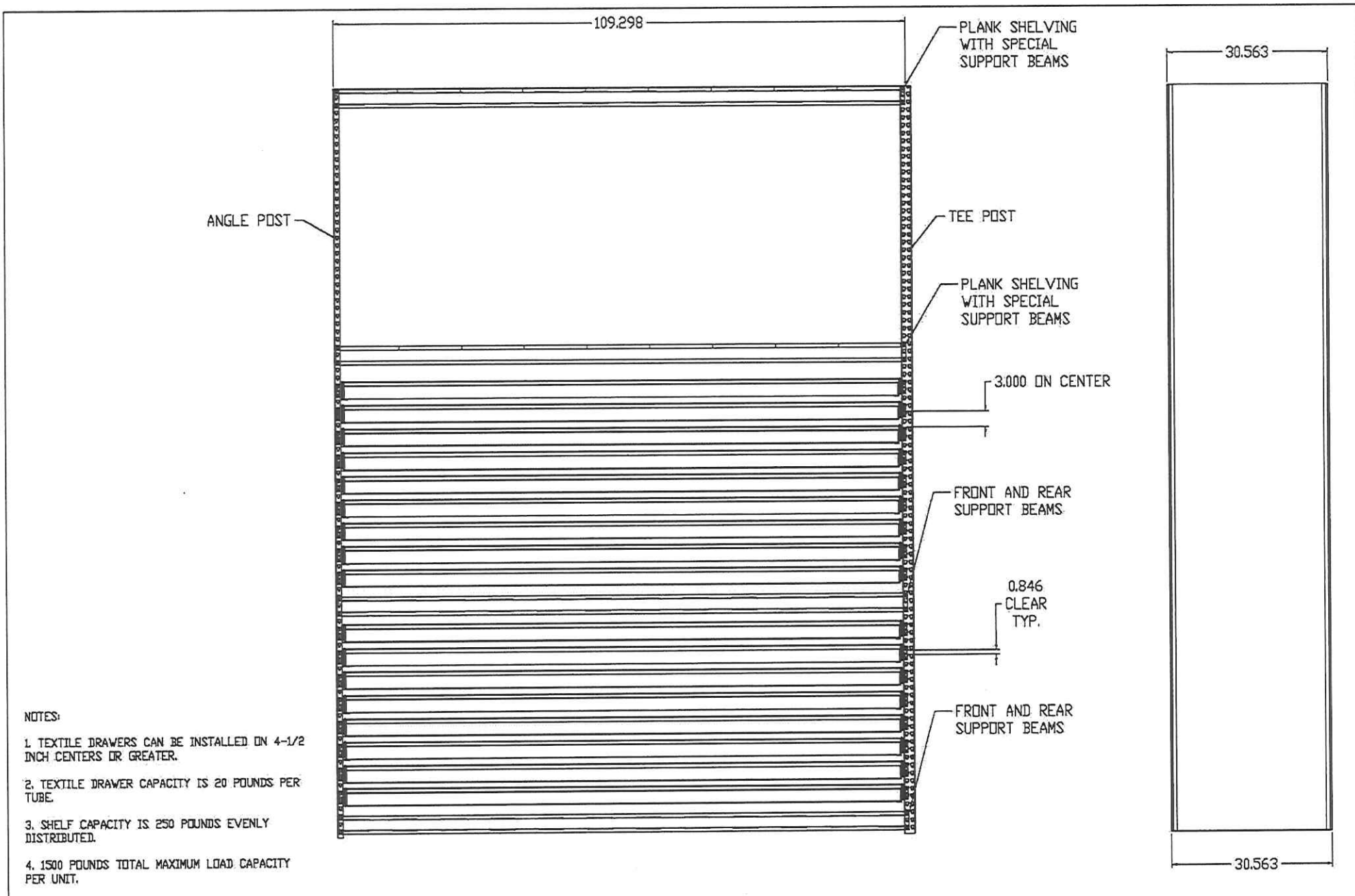




Cantilever Shelving
Row A
1 - single
1 - double



DIVISION 10 – WV MUSEUM COLLECTIONS STORAGE
RFQ# DCH12107



- NOTES:
1. TEXTILE DRAWERS CAN BE INSTALLED ON 4-1/2 INCH CENTERS OR GREATER.
 2. TEXTILE DRAWER CAPACITY IS 20 POUNDS PER TUBE.
 3. SHELF CAPACITY IS 250 POUNDS EVENLY DISTRIBUTED.
 4. 1500 POUNDS TOTAL MAXIMUM LOAD CAPACITY PER UNIT.

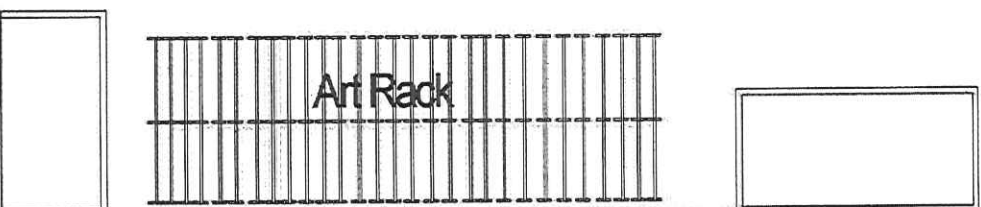
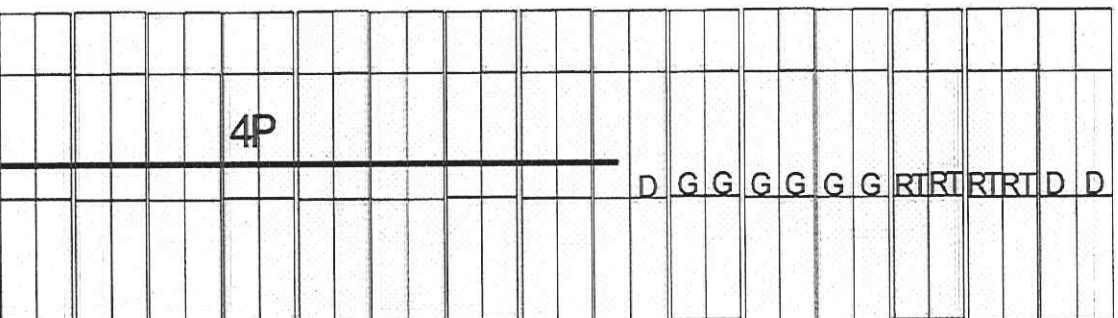
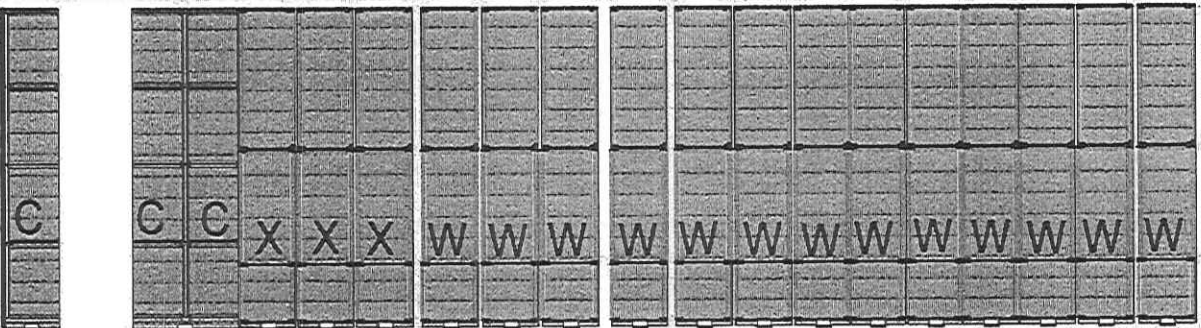
DIVISION 10 - WV MUSEUM COLLECTIONS STORAGE
RFQ# DCH12107

**Row B
Rolled Textile Unit - 109"**



C - Cantilever
 X - No shekving units
 W - Wide Span

4P - 4 Post Shekving Unit
 D - Drawer Unit
 G - Garment
 RT - Rolled Textile



DIVISION 10 - WV MUSEUM COLLECTIONS STORAGE

RFQ# DCH12107



LOWER LEVEL CR1

not drawn to scale

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)

(U)
Surety Corporate Seal

_____ (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.

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.**



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.

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 exceeds 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 _____