



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
GSD126456

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2012				

BID OPENING DATE: 04/17/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (GSD126456) AND		
				2.) PROVIDE A REVISED BID FORM		
				BID OPENING DATE REMAINS: 04/17/2012 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		540-81		
				VARIOUS COMMODITIES FOR RENOVATIONS TO BLDG. 6		

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).

REQUEST FOR QUOTATIONS #GSD126456
PURCHASE OF BUILDING RENOVATION COMMODITIES FOR BLDG#6, 8th
FLOOR RENOVATION PROJECT

Addendum #1

Technical Questions and Answers

Question#1: Line #18 list 200 ct of 5-piece cartons of Celetex BET-157 2'x2'. BET-157 2x2 tile come in 16 piece cartons. Do you need a total of 1000 pieces or 3200 pieces of ceiling tile.

Answer#1: See attached revised Bid Form. The corrected quantity is 63 cartons with 16-pieces each, totaling 1008 pieces of ceiling tile.

Question#2: Lines: 9,10,11, and 12. List door frames and door slabs. Does not include hinges, knobs, closures, or any other hardware. Is hardware need for the doors? If so do you have a hardware schedule for the doors? What brand of hardware and what pieces are needed?

Answer#2: No door hardware is needed for this bid.

Question#3: RE:QUOTE REQUEST THE LAST 2 ITEMS 19 AND 20
WE DO NOT HANDLE THAT PRODUCT,HOW SHOULD I HANDLE THIS IN MY
QUOTE

Answer#3: Please amend the General Conditions, Section D., of the RFQ to read: " The State may make multiple awards, based on lowest unit price per line item, under this contract to ensure that all required items are awarded and that the award(s) is made in the best interest of the State of West Virginia.

REQUEST FOR QUOTATION #GSD126456

ATTACHMENT A: BID FORM

Line Item #	Item Description	Quantity	UOP		Unit Price		Total for Line Item
1)	2" x 4" x 10' 20 gauge Metal Stud Track	100	ea	X	\$ _____	=	\$ _____
2)	2" x 4" x 12' 20 gauge Metal Wall Studs	280	ea	X	\$ _____	=	\$ _____
3)	2" x 4" x 10' 20 gauge Metal Wall Studs	280	ea	X	\$ _____	=	\$ _____
4)	10' Metal Corner Bead	280	ea	X	\$ _____	=	\$ _____
5)	10' Plastic Corner Bead	280	ea	X	\$ _____	=	\$ _____
6)	10' Zip Strip Bead	280	ea	X	\$ _____	=	\$ _____
7)	250' Rolls of 2-1/16" Paper Drywall Tape	100	rl	X	\$ _____	=	\$ _____
8)	4' x 10' x 5/8" Fire-rated X-Type Drywall	175	sh	X	\$ _____	=	\$ _____
9)	Metal Door Frames for 3-0 x 7-0 door: Knockdown type, Left Hand Swing with 5" throat; 90-minute fire rating	8	ea	X	\$ _____	=	\$ _____
10)	Metal Door Frames for 3-0 x 7-0 door: Knockdown type, Right Hand Swing with 5" throat; 90-minute fire rating	8	ea	X	\$ _____	=	\$ _____
11)	3-0 x 7-0 unfinished oak doors: Left Hand Swing with 90-minute Fire rating	8	ea	X	\$ _____	=	\$ _____
12)	3-0 x 7-0 unfinished oak doors: Right Hand Swing with 90-minute Fire rating	8	ea	X	\$ _____	=	\$ _____
13)	Chicago Metallic Item #21420-01: 12' White Wall Angle (see NOTE)	175	ea	X	\$ _____	=	\$ _____
14)	Chicago Metallic Item #250-01: 12' White Main Runners (fire-rated)(see NOTE)	300	ea	X	\$ _____	=	\$ _____
15)	Chicago Metallic Item #254-01: 4' White Tees (fire-rated)(see NOTE)	1650	ea	X	\$ _____	=	\$ _____
16)	Chicago Metallic Item #252-01: 2' White Tees (fire-rated)(see NOTE)	1650	ea	X	\$ _____	=	\$ _____
17)	12gauge Metal Hanger Wire, 12' Sections	420	ea	X	\$ _____	=	\$ _____
18)	16-Piece Cartons of Celotex BET-157 2' x 2' Ceiling Tile (see NOTE)	63	cn	X	\$ _____	=	\$ _____
19)	4' x 8' Formica, Color:White	25	sh	X	\$ _____	=	\$ _____
20)	Gallon Containers of Formica Glue	10	ea	X	\$ _____	=	\$ _____

TOTAL BID (for all items listed above) = \$ _____

NOTE: Certain items listed above require the bidding of a specific brand and model number to match existing stock which the Agency owns and intends to use to complete this project. NO SUBSTITUTIONS are acceptable unless they can be shown to exactly match the composition, color, texture, size, locking or connecting mechanics, and fire-rating of the listed product.