



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Solicitation**

NUMBER
BCF13128

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	HEALTH AND HUMAN RESOURCES VARIOUS LOCATIONS AS INDICATED BELOW
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DATE PRINTED
03/28/2013

BID OPENING DATE: 04/11/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1.				ADDENDUM ISSUED TO PROVIDE ANSWERS TO QUESTIONS REGARDING THE ORIGINAL SOLICITATION. QUESTIONS AND ANSWERS ARE ATTACHED.		
2.				TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
***** END OF ADDENDUM NO. 1 *****						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

DATE PRINTED
03/28/2013

BID OPENING DATE: 04/11/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		425-68		
ONE COMPLETE LOCKABLE, KARDEX KOMPAKT OR EQUAL FILE						
***** THIS IS THE END OF RFQ BCF13128 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

SOLICITATION NUMBER: BCF13128

Addendum Number: 1

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To provide answer to questions regarding the original RFQ.
2. To provide Addendum Acknowledgement.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

## **BCF13128 ADDENDUM #1**

### **Ohio County Filing System**

#### **Questions & Answers**

1. **Question:** Page 16. "Preference for use of Domestic Steel Products". Will this project require all steel used on this project to be 100% USA steel?

**Answer:** Yes.

2. **Question:** Who is responsible for the floor covering (ie. VCT, Carpet)?

**Answer:** File System Vendor is responsible for the floor covering within the file system and it will be 26 oz. carpet with no pad to match what is in the file room.

3. **Question:** Shelving- Is it required for each section of shelving to have closed uprights? Or are open uprights acceptable?

- a. If closed uprights are required will the end user still require 3 file dividers per level?

**Answer:** Closed uprights are required, yes will still require the 3 file dividers.

4. **Question:** Can a PDF to AutoCAD file of the room be sent out or posted online. The copy received in our package is very difficult to read and see dimensions.

**Answer:** PDF attached.

5. **Question:** Is there the need to provide pricing to remove and/or relocate and existing shelving to another location or to scrap? If so, can you direct me to where information would be. In the few other locations we have looked at, this was not obvious but a part of the package.

**Answer:** No.

6. **Question:** Is there any consideration to reuse any existing shelving in the new layout/configuration? One of Spacesaver's advantages is we can make our carriages any size to handle any manufacturer's shelving. This could be an item that could reduce your expense.

**Answer:** No.

7. **Question:** Is there any requirement to remove and replace in proper order any existing files/charts from the current location(s) into the 'new' mobile system. If so, we would like to price that as well.

**Answer:** No.

8. **Question:** Is this mobile going on a main floor level?

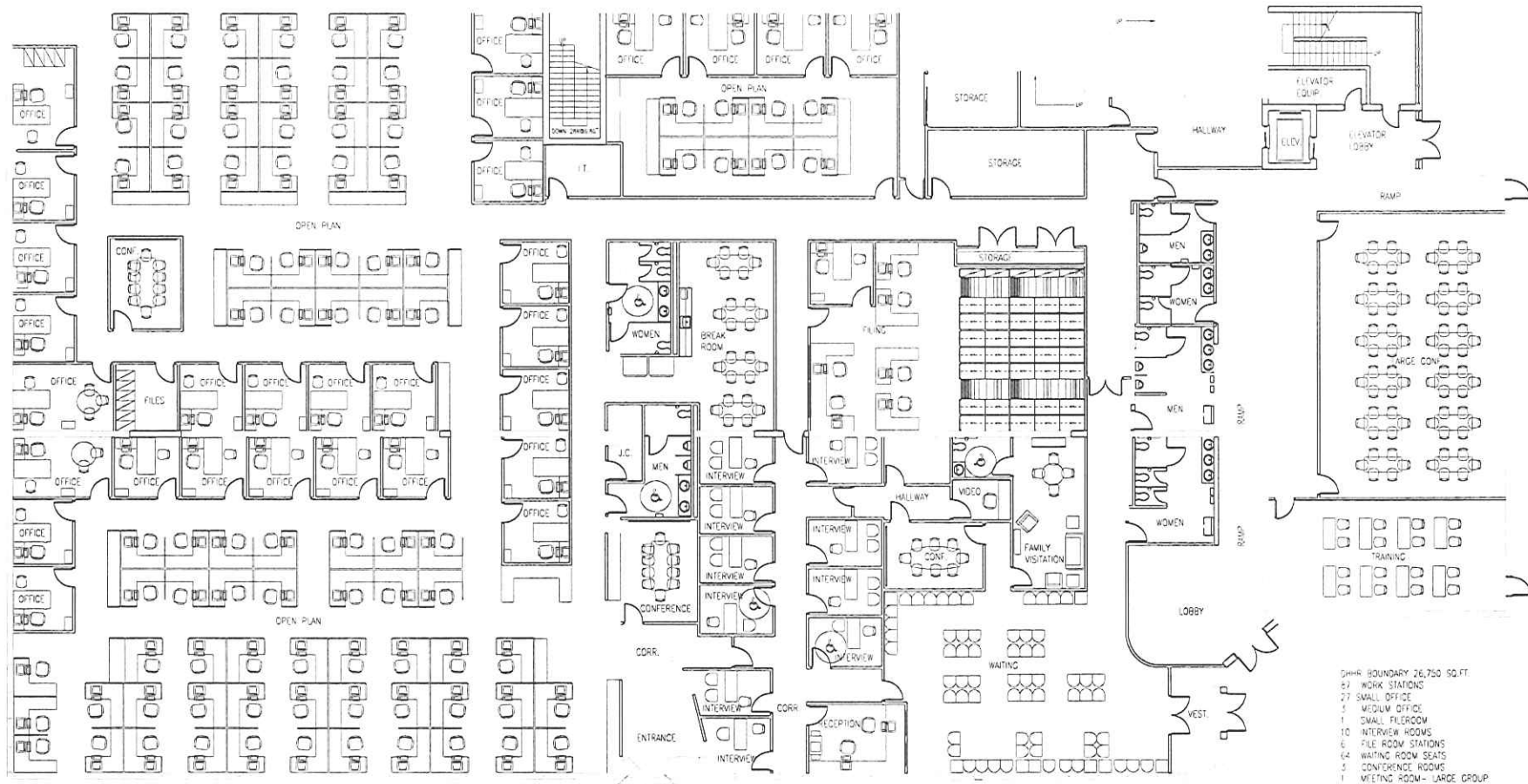
**Answer:** Yes.

9. **Question:** If Not does it have an elevator? and off loading dock?

**Answer:** See answer above # 8.

10. **Question:** Did someone do a weight evaluation distribution to make sure the floor can hold or handle the system?

**Answer:** 6-8" concrete slab on grade, it will be fine.



- 26,750 SQ. FT. DHR BOUNDARY
- 52 WORK STATIONS
- 27 SMALL OFFICE
- 5 MEDIUM OFFICE
- 1 SMALL FILE ROOM
- 10 INTERVIEW ROOMS
- 6 FILE ROOM STATIONS
- 14 WAITING ROOM SEATS
- 5 CONFERENCE ROOMS
- 1 MEETING ROOM - LARGE GROUP
- 1 TRAINING ROOM
- 1 IT ROOM
- 1 PUBLIC RESTROOMS
- 1 STAFF RESTROOMS
- 1 STAFF BREAK ROOM
- 1 CONFERENCE RESTROOMS
- 1 VESTIBULE
- 1 LOBBY
- 1 LARGE STORAGE
- 1 SMALL STORAGE
- 1 VIDEO
- 1 FAMILY VISITATION

DATE	BY
2-21-12	DM
2-21-12	DM
DATE	NAME
REVIEWED	NAME
SAT	NAME

**McKinley & Associates**  
 ARCHITECTS / ENGINEERS / INTERIOR DESIGN  
 69 OHR RENOVATION  
 69 16TH STREET  
 WHEELING, WV 26003

PROJECT TITLE: FURNITURE PLAN  
 PROJECT NO: 10174-001  
 SHEET NO: A7.01

69 OHR RENOVATION  
 69 16TH STREET  
 WHEELING, WV 26003  
 PHONE: (204) 831-1111  
 FAX: (204) 831-1112  
 WEBSITE: WWW.MCKINLEYANDASSOCIATES.COM

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** BCF13128

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
 Revised 6/8/2012