



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

**Solicitation**

NUMBER
BCF13129

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

DATE PRINTED
06/04/2013

BID OPENING DATE: 06/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM ISSUED:						
1. TO ADDRESS CHANGES MADE TO THE SPECIFICATIONS.						
2. TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID MEETING SIGN-IN SHEET. SPECIFICATION CHANGES AND PRE-BID SIGN-IN SHEETS ARE ATTACHED.						
3. 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	

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	9	EA		425-94		
				SECTION 3.2.1 - WORKSTATIONS (9)		
0002	9	EA		425-94		
				24"D X 36"W LAMINATE WORK SURFACE		
0003	9	EA		425-94		
				24"D X 36"W LAMINATE CORNER WORK SURFACE		
0004	9	EA		425-94		
				24"D X 48"W LAMINATE WORK SURFACE		
0005	9	EA		425-94		
				36" W STEEL FLIPPER DOOR UNIT W/LOCK		

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0006	9	EA		425-94 48" W STEEL FLIPPER DOOR UNIT W/LOCK		
0007	9	EA		425-94 24"D F/F PEDESTAL MUST BE FULL HEIGHT TO ATTACH		
0008	9	EA		425-94 24"D B/B/F PEDESTAL MUST BE FULL HEIGHT TO ATTACH		
0009	9	EA		425-94 11"H X 36"W TACK BOARD		
0010	9	EA		425-94 30"W TASK LIGHT - MUST BE WITHIN 6" OF THE WIDTH		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0011	9	EA		425-94		
				42"W TASK LIGHT - MUST BE WITHIN 6" OF THE WIDTH		
0012	9	EA		425-94		
				KEYBOARD TRAY FULL ADJUSTABLE WITH MOUSE PAD THAT		
0013	9	EA		425-94		
				48"W TOOLBAR TO INCLUDE: HORIZONTAL IN TRAY		
0014	9	EA		425-94		
				SAME TOOLBAR IN ITEM 13 WITH HORIZONTAL OUT TRAY		
0015	9	EA		425-94		
				SAME TOOLBAR IN ITEM 13 WITH VERTICAL TO CONSIST OF		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0016	9	EA		425-94		
				TASK CHAIRS - STANDARD PNEUMATIC HEIGHT, TILT,		
0017	9	EA		425-94		
				COAT HOOKS		
0018	1	EA		425-94		
				SECTION 3.2.2 - PRINTER STATION WITHIN WORKSTATION		
0019	2	EA		425-94		
				24"D F/F PEDESTALS MUST BE FULL HEIGHT TO ATTACH		
0020	2	EA		425-94		
				OPEN SHELVES TO MATCH PANEL WIDTHS		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0021	2	EA		425-94 24"W X 62"H WORKSTATION PANELS FOR END PANELS		
0022	2	EA		425-94 DUPLEX OUTLETS		
0023	1	EA		425-94 SECTION 3.2.3 - COPY/MAIL AREA (ROOM 12)		
0024	1	EA		425-94 STOOL WITH FOOT RING: STANDARD PNEUMATIC HEIGHT,		
0025	1	EA		425-94 SECTION 3.2.4 - RECEPTIONISTS (ROOM 11)		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0026	1	EA		425-94 24"D X 24"W LAMINATE WORK SURFACE		
0027	1	EA		425-94 24"D X 36"W LAMINATE CORNER WORK SURFACE		
0028	1	EA		425-94 24"D X 60"W LAMINATE WORK SURFACE		
0029	1	EA		425-94 36"W STEEL FLIPPER DOOR UNIT W/LOCK		
0030	1	EA		425-94 24"D F/F PEDESTAL MUST BE FULL HEIGHT TO ATTACH TO		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0031	1	EA		425-94		
24"D B/B/F PEDESTAL MUST BE FULL HEIGHT TO ATTACH						
0032	1	EA		425-94		
11"H X 36"W TACK BOARD						
0033	1	EA		425-94		
30"W TASK LIGHT - MUST BE WITHIN 6" OF THE WIDTH OF						
0034	1	EA		425-94		
KEYBOARD TRAY FULLY ADJUSTABLE, WITH MOUSE PAD THAT						
0035	2	EA		425-94		
24"W TOOLBAR TO INCLUDE: HORIZONTAL IN TRAY						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0036	2	EA		425-94		
				SAME TOOLBAR IN 35 TO INCLUDE: HORIZONTAL OUT TRAY,		
0037	1	EA		425-94		
				TASK CHAIRS - STANDARD PNEUMATIC HEIGHT, TILT,		
0038	4	EA		425-94		
				SECTION 3.2.5 - 4 INTERVIEW RMS AND DESIGN OPTIONS		
0039	4	EA		425-94		
				KEYBOARD TRAY FULLY ADJUSTABLE, WITH MOUSE PAD THAT		
0040	4	EA		425-94		
				TACK BOARD - 36"W X 11"H ATTACHED TO WALL		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0041	4	EA		425-94		
				TASK CHAIRS: STANDARD PNEUMATIC HEIGHT, TILT		
0042	8	EA		425-94		
				GUEST CHAIRS - METAL FRAME NO ARMS, 4 LEGS		
0043	1	EA		425-94		
				18"D X 48"W X 30"H TABLE, LAMINATE TOP WITH STEEL		
0044	2	EA		425-94		
				SECTION 3.2.6 - 2 ENCLOSED OFFICES - ROOMS 21 & 22		
0045	2	EA		425-94		
				48"W RETURN WITH F/F FULL HEIGHT PEDESTAL		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0046	2	EA		425-94		
				48"W OVER THE DESK W/TACK BOARD		
0047	2	EA		425-94		
				36"W TASK LIGHT		
0048	2	EA		425-94		
				24" FULL HEIGHT, LAMINATE B/B/F PEDESTAL MOBILE		
0049	2	EA		425-94		
				KEYBOARD TRAY FULL ADJUSTABLE, WITH MOUSE PAD THAT		
0050	1	EA		425-94		
				FREESTANDING PAPER TRAY TO INCLUDE:		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0051	1	EA		425-94		
FREESTANDING PAPER TRAY INCLUDES: HORIZONTAL OUT						
0052	2	EA		425-94		
FREESTANDING DIAGONAL TRAY TO CONSIST OF 3 SLOTS.						
0053	2	EA		425-94		
TASK CHAIRS: STANDARD PNEUMATIC HEIGHT, TILT						
0054	4	EA		425-94		
GUEST CHAIRS - METAL FRAME W/ARMS, 4 LEGS WITHOUT						
0055	2	EA		425-94		
36"W X 4 HIGH LAMINATE LATERAL FILE W/LOCK.						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0056	2	EA		425-94		
				BOOKCASE 4 HIGH LAMINATE WITH 3 ADJUSTABLE SHELVES		
0057	2	EA		425-94		
				SECTION 3.2.7 - 1 ENCLOSED OFFICE & DESIGN - ROOM 2		
0058	2	EA		425-94		
				48"W RETURN WITH F/F FULL HEIGHT PEDESTAL.		
0059	2	EA		425-94		
				48"W OVER THE DESK W/TACK BOARD.		
0060	2	EA		425-94		
				36"W TASK LIGHT.		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0061	2	EA		425-94		
				24" FULL HEIGHT, LAMINATE B/B/F, PEDESTAL MOBILE		
0062	2	EA		425-94		
				KEYBOARD TRAY FULLY ADJUSTABLE, WITH MOUSE PAD THAT		
0063	1	EA		425-94		
				FREESTANDING PAPER TRAY TO INCLUDE: HORIZONTAL		
0064	1	EA		425-94		
				FREESTANDING PAPER TRAY TO INCLUDE: HORIZONTAL		
0065	2	EA		425-94		
				FREESTANDING DIAGONAL TRAY TO CONSIST OF 3 SLOTS		

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0066	2	EA		425-94		
				TASK CHAIRS: STANDARD PNEUMATIC HEIGHT, TILT,		
0067	2	EA		425-94		
				GUEST CHAIRS - METAL FRAME W/ARMS, 4 LEGS WITHOUT		
0068	2	EA		425-94		
				36"W X 4 HIGH LAMINATE LATERAL FILE WITH LOCK.		
0069	6	EA		425-94		
				SECTION 3.2.8 - ONE CONFERENCE ROOM & DESIGN OPTIONS		
0070	24	EA		425-94		
				STACKING SIDE CHAIRS, 4 LEGS, WITHOUT ARMS		

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0071	1	EA		425-94		
				MARKER BOARD TO CONSIST OF WHITE BOARD, TWO SIDE		
0072	2	EA		425-94		
				SECTION 3.2.9 - BREAK ROOM DESIGN OPTIONS - ROOM 23		
0073	8	EA		425-94		
				CHAIRS, MOLDED POLY SHELL, NO UPHOLSTERY, METAL		
0074	22	EA		425-94		
				SECTION 3.2.10 - LOBBY AREA		
0075	2	EA		425-94		
				SECTION 3.2.11 - VIDEO ROOM WILL CONTAIN THE		

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0076	1	EA		425-94		
				TASK CHAIR: STANDARD PNEUMATIC HEIGHT, TILT, SWIVEL		
0077	1	EA		425-94		
				BOOKCASE - 4 HIGH LAMINATE WITH 3 ADJUSTABLE SHELVES		
0078	1	EA		425-94		
				SECTION 3.2.12 FAMILY VISITATION ROOM TO CONTAIN THE		
0079	1	EA		425-94		
				END TABLE 24" X 24" LAMINATE WITH 4 LEGS.		
0080	1	EA		425-94		
				3 SEAT SOFA WITH MINIMUM OF 4 LEGS, STATIONARY		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0081	1	EA	425-94	LOUNGE CHAIRS, NO MORE THAN 32"W, WITH ARMS		
0082	2	EA	425-94	CHAIRS; MOLDED POLY SHELL, NO UPHOLSTERY METAL		
0083	4	EA	425-94	SECTION 3.2.13 STORAGE ROOM TO CONTAIN - ROOM 5		
***** THIS IS THE END OF RFQ BCF13129 ***** TOTAL:						

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SOLICITATION NUMBER: BCF13129

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 address changes made to the specifications.
2. To provide Vendors a copy of the mandatory pre-bid sign-in sheets.
3. 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

**BCF13129 ADDENDUM #1****Doddridge County Modular Furniture****Make the following changes to the specifications:**

- A. RFQ 1.1 states: It is acceptable to offer your product's closest match (5% variation on each dimension) if your product does not conform to the exact dimensions of the products listed.  
Change to Read: (+/- 5" variation on each dimension)
- B. Add to 1.3: Specification and product literature should be included with the bid.
- C. Add to 3.2: Case goods: The tops shall be 1 3/16" thick made from a wood composite core containing recycled content. Full and half end support panels shall be constructed of 1 1/2" thick wood composite core with high pressure laminate surfaces. End panels shall have leveling glides that provide 1 1/2" of adjustable range. All case goods shall be constructed of a 22 gauge steel case. All modesty panels shall be constructed of 22 gauge steel. All modesty panels shall be set a 1 1/2" below work surface to allow for cord and wire access from the case goods top. Corner and curved wrap around units shall feature a corner support constructed of 18 gauge steel.
- D. Add to 3.2: 3.2.1 A Work Station panels along back wall with windows need to be removed from the bid.
- E. RFQ 3.2.7 states: task chair:  
Change to Read: 2 task chairs:

# SIGN IN SHEET

Request for Proposal No. \_\_\_\_\_

PLEASE PRINT

Date: 5/30/2013

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>DHHR OPERATIONS</u>	_____	PHONE _____
Rep: <u>GINA BULLHEANAN</u>	_____	TOLL _____
Email Address: <u>GINA.C.BULLHEANAN@NY.GOV</u>	_____	FREE _____
Company: _____	_____	FAX _____
Rep: _____	_____	PHONE _____
Email Address: _____	_____	TOLL _____
Company: _____	_____	FREE _____
Rep: _____	_____	FAX _____
Email Address: _____	_____	PHONE _____
Company: _____	_____	TOLL _____
Rep: _____	_____	FREE _____
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL _____
Email Address: _____	_____	FREE _____
Company: _____	_____	FAX _____

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: BCF13129**

**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.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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