



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

**Solicitation**

NUMBER
BCF13138

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 PROVIDE ANSWER TO QUESTIONS REGARDING THE ORIGINAL SOLICITATION AND TO ADDRESS CHANGES MADE TO THE SPECIFICATIONS.		
				2. TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID MEETING SIGN-IN SHEET.		
				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

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



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

# Solicitation

NUMBER
BCF13138

PAGE
2

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

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
0001	2	EA		425-94		
SECTION 3.2.1 - PRIVATE OFFICES - RM 213 AND 210						
0002	2	EA		425-94		
24"X42" BRIDGE WITH 24"H MODESTY PANEL						
0003	2	EA		425-94		
24"X72" DESK SHELL W/FULL END PANELS & 24" MODESTY						
0004	2	EA		425-94		
54" TASK LIGHT						
0005	2	EA		425-94		
PENCIL DRAWER						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 804-558-0067

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
0006	2	EA		425-94		
HANGING PAPER MANAGEMENT TO INCLUDE: ONE - IN TRAY						
0007	2	EA		425-94		
HANGING PAPER MANAGEMENT TO INCLUDE: ONE - OUT TRAY						
0008	4	EA		425-94		
HANGING PAPER MANAGEMENT TO INCLUDE: TWO -8" STORAGE						
0009	4	EA		425-94		
GUEST CHAIRS - METAL FRAME W/ARMS, 4 LEGS WITHOUT						
0010	2	EA		425-94		
BOOKCASE W/3 ADJUSTABLE SHELVES 4 HIGH X 36"W.						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
4

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

SHIP TO

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
0011	2	EA		425-94 COMBINATION FILE 30"WX28"H CONTAINS 2 BOX DRAWERS,		
0012	2	EA		425-94 VERTICAL STORAGE (HUTCH) WITH STEEL DOORS TO SPAN		
0013	2	EA		425-94 LATERAL FILE 3 HIGH X 30" W.		
0014	1	EA		425-94 SECTION 3.2.2 - PRIVATE OFFICE RM. 155		
0015	1	EA		425-94 24"X42" BRIDGE WITH 24"H MODESTY PANEL		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
5

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
0016	1	EA	425-94	24"X72" DESK SHELL W/FULL END PANELS & 24" MODESTY		
0017	1	EA	425-94	54" TASK LIGHT		
0018	1	EA	425-94	PENCIL DRAWER		
0019	1	EA	425-94	HANGING PAPER MANAGEMENT TO INCLUDE: ONE IN TRAY		
0020	1	EA	425-94	HANGING PAPER MANAGEMENT TO INCLUDE: ONE OUT TRAY		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER B04-558-0067

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
0021	2	EA		425-94		
HANGING PAPER MANAGEMENT TO INCLUDE: TWO 8" STORAGE						
0022	1	EA		425-94		
GUEST CHAIRS - METAL FRAME, NO CASTERS, 4 LEGS WITH						
0023	1	EA		425-94		
COMBINATION FILE 30"WX28"H, CONTAINS 2 BOX DRAWERS						
0024	1	EA		425-94		
VERTICAL STORAGE (HUTCH) W/STEEL DOORS TO SPAN						
0025	3	EA		425-94		
LATERAL FILE 3 HIGH, 30" W						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
7

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

SHIP TO

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
0026	3	EA	425-94	SECTION 3.2.3 - PRIVATE OFFICES RMS. 203, 204 & 205		
0027	3	EA	425-94	24"X48" BRIDGE W/24" HIGH MODESTY PANEL.		
0028	3	EA	425-94	24"X72" DESK SHELL W/FULL END PANELS & 24" MODESTY		
0029	3	EA	425-94	54" TASK LIGHT		
0030	3	EA	425-94	PENCIL DRAWER		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

# Solicitation

NUMBER
BCF13138

PAGE
8

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

S  
H  
I  
P  
T  
O

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
0031	3	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: ONE - IN TRAY		
0032	3	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: ONE - OUT TRAY		
0033	6	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: TWO -8" STORAGE		
0034	6	EA		425-94		
				GUEST CHAIRS - METAL FRAME, NO CASTORS, 4 LEGS WITH		
0035	3	EA		425-94		
				BOOKCASE WITH 3 ADJUSTABLE SHELVES 4 HIGH X 36" W		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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





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

# Solicitation

NUMBER
BCF13138

PAGE
9

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
0036	3	EA		425-94 COMBINATION FILE 30"WX28"H, CONTAINS 2 BOX DRAWERS,		
0037	3	EA		425-94 VERTICAL STORAGE (HUTCH) W/STEEL DOORS TO SPAN		
0038	3	EA		425-94 LATERAL FILE 3 HIGH, 30" W		
0039	1	EA		425-94 SECTION 3.2.4 - PRIVATE OFFICE (ROOM 206)		
0040	1	EA		425-94 24"X48" SINGLE PEDESTAL DESK WITH F/F DRAWERS, MUST		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
10

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

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

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
0041	1	EA		425-94		
				24"X72" DESK SHELL W/FULL END PANELS &	24" MODESTY	
0042	1	EA		425-94		
				42" TASK LIGHT		
0043	1	EA		425-94		
				PENCIL DRAWER		
0044	1	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: ONE - IN TRAY		
0045	1	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: ONE - OUT TRAY		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
11

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
0046	2	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: TWO 8" STORAGE		
0047	2	EA		425-94		
				GUEST CHAIRS - METAL FRAME, NO CASTORS, 4 LEGS WITH		
0048	1	EA		425-94		
				BOOKCASE W/3 ADJUSTABLE SHELVES 4 HIGH X 36" W		
0049	1	EA		425-94		
				COMBINATION FILE 30"WX28"H, CONTAINS 2 BOX DRAWERS,		
0050	1	EA		425-94		
				VERTICAL STORAGE (HUTCH) W/STEEL DOORS TO SPAN THE		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
12

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
0051	1	EA		425-94 LATERAL FILE 3 HIGH, 30" W		
0052	2	EA		425-94 SECTION 3.2.5 - INTERVIEW ROOMS 211 AND 212		
0053	2	EA		425-94 24"X42" RETURN WITH NO PEDESTAL		
0054	4	EA		425-94 SIDE CHAIRS, MOLDED POLY SHELL, NO UPHOLSTERY, METAL		
0055	2	EA		425-94 LATERAL FILE 2 HIGH, 30" W		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
13

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 804-558-0067

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
0056	1	EA		425-94		
SECTION 3.2.6 - OBSERATION ROOM (ROOM 208)						
0057	1	EA		425-94		
BOOKCASE, 4 HIGH X 36"W W/3 ADJUSTABLE SHELVES IN						
0058	2	EA		425-94		
SECTION 3.2.7 - PRIVATE OFFICES (ROOMS 144 AND 145)						
0059	2	EA		425-94		
24"X42" RETURN WITH NO PEDESTAL						
0060	2	EA		425-94		
54" TASK LIGHT						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
14

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
0061	2	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDED:	ONE - IN TRAY	
0062	2	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE:	ONE - OUT TRAY	
0063	4	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE:	TWO 8" STORAGE	
0064	4	EA		425-94		
				GUEST CHAIRS METAL FRAME, NO CASTORS,	4 LEGS W/ARMS	
0065	2	EA		425-94		
				BOOKCASE W/3 ADJUSTABLE SHELVES 4 HIGH	X 36" W	

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
15

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

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

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
0066	2	EA		425-94		
				VERTICAL STORAGE (HUTCH) W/STEEL DOORS TO SPAN DESK		
0067	1	EA		425-94		
				SECTION 3.2.8 - PRIVATE OFFICE ROOM 202		
0068	1	EA		425-94		
				CURVED WRAP AROUND RIGHT EXTENDED TRANSITION CORNER		
0069	1	EA		425-94		
				24"X48" BRIDGE W/24"H MODESTY PANEL		
0070	1	EA		425-94		
				24"X42" RETURN W/NO PEDESTAL		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

# Solicitation

NUMBER
BCF13138

PAGE
16

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
0071	1	EA		425-94		
				24"X48" RETURN WITH B/B/F PEDESTAL FULL HEIGHT, FULL		
0072	2	EA		425-94		
				54" TASK LIGHTS		
0073	1	EA		425-94		
				PENCIL DRAWER		
0074	1	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: ONE - IN TRAY		
0075	1	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: ONE - OUT TRAY		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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





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

**Solicitation**

NUMBER
BCF13138

PAGE
17

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

SHIP TO

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
0076	2	EA		425-94		
				HANGING PAPER MANAGEMENT TO INCLUDE: TWO 8" STORAGE		
0077	1	EA		425-94		
				TACKBOARD 60"X33" TO BE WALL HUNG WITH WALL TRACK.		
0078	1	EA		425-94		
				WALL TRACK FOR ITEM #77		
0079	1	EA		425-94		
				COMBINATION FILE 30"WX28"H, CONTAINS 2 BOX DRAWERS,		
0080	1	EA		425-94		
				COMBINATION FILE 30"WX28"H, CONTAINS 2 BOX DRAWERS,		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
18

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
0081	2	EA		425-94 VERTICAL STORAGE (HUTCH) W/STEEL DOORS TO SPAN BACK		
0082	2	EA		425-94 LATERAL FILES, 4 HIGH, 30" W		
0083	1	EA		425-94 SECTON 3.2.9 - PRIVATE OFFICE ROOM 201		
0084	1	EA		425-94 EXTENDED LAMINATE CORNER "P" ISLAND W/WORK SURFACE		
0085	1	EA		425-94 BRIDGE 21"DX42"WX29"H, LAMINATE		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
19

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
0086	1	EA	425-94	CENTER DRAWER LAMINATE 18"D X 20"W X 3"H		
0087	1	EA	425-94	FREESTANDING PAPER TRAY TO INCLUDE: ONE HORIZONTAL		
0088	1	EA	425-94	FREESTANDING PAPER TRAY TO INCLUDE: ONE HORIZONTAL		
0089	1	EA	425-94	FREESTANDING PAPER TRAY TO INCLUDE: ONE DIVIDER TO		
0090	1	EA	425-94	FREESTANDING DIAGONAL TRAY TO CONSIST OF 3 SLOTS		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
20

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

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

S  
H  
I  
P  
T  
O

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
0091	1	EA		425-94		
				MULTI FILE UNIT CONTAINING 2 BOX DRAWERS ON RIGHT,		
0092	1	EA		425-94		
				72" HUTCH, W/DOORS, ONE FIXED SHELF AND ONE FIXED		
0093	1	EA		425-94		
				WARDROBE CABINET 72"H W/4 SHELVES W/DOORS RIGHT &		
0094	1	EA		425-94		
				CREDENZA FREESTANDING, ONE 2 DRAWER LATERAL & ONE		
0095	1	EA		425-94		
				FREESTANDING TABLE W/2 FULL END PANELS, NO CASTERS.		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

**Solicitation**

NUMBER
BCF13138

PAGE
21

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
0096	1	EA	425-94	MEETING TABLE SQUARE TOP W/4 LEGGED BASE, NO CASTERS		
0097	4	EA	425-94	GUEST CHAIRS, WOOD FRAME W/ARMS, UPHOLSTERED SEAT &		
0098	2	EA	425-94	SECTION 3.2.10 PRIVATE OFFICE ROOM 132		
0099	1	EA	425-94	SECTION 3.2.11 PRIVATE OFFICE ROOM 133		
***** THIS IS THE END OF RFQ BCF13138 ***** 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: BCF13138**  
**Addendum Number: 1**

---

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

**BCF13138 ADDENDUM #1**  
**Berkeley 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. RFQ 1.4 states:** This is a Secondary Bid, only products and Vendors that have been pre-approved by inclusion on the Statewide Contract SYSFURN10 can bid on this request.  
**Remove:** Section 1.4 completely
- C. RFQ 3.1.1 states:** Modular Furniture – SYSFURN10  
**Change to Read:** Modular Furniture
- D. Add to 3.1:** 3.1.1.1.1 All items bid must match the existing furniture in place.
- E. 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.
- F. RFQ 3.2 states:** **The workstation dimensions should be approximately 6" x 7'.**  
**Remove:** Remove this line from the paragraph.



## SIGN IN SHEET

Page 1 of 1

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

PLEASE PRINT

Date: 5/30/13

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Aarons Products Inc.</u>	<u>1041 Eighth Avenue</u>	PHONE <u>304.522.7022</u>
Rep: <u>Ryan Blatt</u>	<u>Huntington, WV 25701</u>	TOLL FREE <u>800.642.1930</u>
Email Address: <u>Ryan.Blatt@AaronsProducts.com</u>		FAX <u>304.525.3069</u>
Company: <u>DHHR OPERATIONS</u>		PHONE <u>552-8858</u>
Rep: <u>GINA BUCHANAN</u>		TOLL FREE
Email Address: <u>GINA.C.BUCHANAN@WV.GOV</u>		FAX
Company: <u>Capitol Business Interiors</u>	<u>711 Indiana Avenue</u>	PHONE <u>304-346-3342</u>
Rep: <u>Amber Lyst</u>	<u>Charleston, WV 25302</u>	TOLL FREE
Email Address: <u>amberjones@ntelos.net</u>		FAX <u>304-346-3350</u>
Company: <u>Capitol Business Int.</u>	<u>711 Indiana Ave.</u>	PHONE <u>304.346.3342</u>
Rep: <u>Kelli Bragg</u>	<u>Charleston, WV.</u>	TOLL FREE
Email Address: <u>kbragg@ntelos.net</u>		FAX <u>304.346.3350.</u>
Company: <u>TATHE</u>		PHONE <del>304.346.3342</del>
Rep: <u>Shelly Nicewarmer.</u>		TOLL FREE
Email Address: _____		FAX

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: BCF13138**

**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