



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

Solicitation

NUMBER
 EDD381461

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 CONNIE OSWALD
 304-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
 09/27/2012

BID OPENING DATE: 10/04/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED FOR THIS SOLICITATION. 2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 01						

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: EDD381461

Addendum Number: 01

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. Answers to questions received.
2. Addendum acknowledgment.

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

EDD381461

Questions and Responses

1Q.	The RFQ states, "Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency." Is this asking for a list of the inventory purchased by the Vendor for the Agency, or is it asking for a listing of what was rented to the Agency?
1R.	Neither. We require the vendor to maintain financial records pertaining to the contract for five (5) years following the end of the of state fiscal year during which the contract is terminated or State and /or Federal Audits of the contract have been completed, whichever is later.
2Q.	The RFQ states, "All Linens/Laundries must be delivered in covered carts and folded and sorted and wrapped in PVC wrap in bundles." For clarification, does this mean that every item – including terry, need to be bundled and individually wrapped in PVC? Can the sheets be wrapped in craft paper instead of PVC? Does the terry have to be individually bundled and wrapped in PVC, or can the terry be bundled inside a linen bag, placed in a can and the can covered in plastic?
2R.	Yes, every item must be bundled and wrapped in PVC wrap in bundles. Sheets can be wrapped in craft paper, but it must have PVC over the craft paper. Terry needs to be individually bundled and not placed in a linen bag.
3Q.	The RFQ state, "Vendor shall deliver standard orders (including pickup and delivery) every Tuesday between the hours of 9:00 a.m. and 11:00a.m. (this includes holidays)." If there are employees available and arrangements made ahead of time, can the delivery be made earlier than 9:00 a.m.?
3R.	Yes, if prior arrangements have been made.
4Q.	The RFQ states, "If the Agency deems the Desired Items to be unacceptable, the Desired Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall make arrangements for the return within 24 hours of being notified that items are unacceptable." Does this mean that contact is to be made with the Agency and arrangements for the exchange of the unacceptable items need to be completed within 24 hours, or does this mean that the actual merchandise needs to be replaced within 24 hours?
4R.	Actual merchandise must be replaced within 24 hours.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD381461

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 acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012