



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

**Solicitation**

NUMBER
83140060

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
CRYSTAL RINK 304-558-2402

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF HIGHWAYS  
 HUMAN RESOURCES DIVISION  
 BUILDING 5, ROOM 949  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305

DATE PRINTED
04/30/2014

BID OPENING DATE: 05/14/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
THIS ADDENDUM HAS BEEN ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	EA		425-94		
				OFFICE/MODULAR FURNITURE		
***** THIS IS THE END OF RFQ 83140060 ***** 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: 83140060

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:**

To provide the pre-bid meeting sign-in sheet  
Modify the bid opening date to May 14, 2014 at 1:30 PM EST  
To provide the answers to the vendor questions

**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

**ADDENDUM NO. 1**

## Office/Modular Furniture

## Questions from Vendor

1. **Question:** Section 3.1.1 Hinged door overhead cabinets are requested. Our manufacturer does not provide this option. Can an overhead with a flip up door be used?  
**Answer:** Section 3.1.1 Where hinged door is stated it can be replaced with Hinged, sliding, and/or flip-up door overhead cabinets.
2. **Question:** Section 3.1.1.2 What is meant by this statement? Office/modular furniture must be compatible with current office/modular furniture.  
**Answer:** Section 3.1.1.2 This statement pertains to the color of current furniture that we are not replacing.
3. **Question:** Section 3.1.2 All stacks are 16" high. Our manufacturer does not have this height. Can we provide 14" high? Will this work?  
**Answer:** Section 3.1.2 Where 16" high stack is stated it can be replaced with 14" or 16" high.
4. **Question:** Section 3.1.2 Hinged door overhead cabinets are requested. Our manufacturer does not provide this option. Can an overhead with a flip up door be used?  
**Answer:** Section 3.1.2 Where hinged door is stated it can be replaced with Hinged, sliding, and/or flip-up door overhead cabinets.
5. **Question:** Section 3.1.2 Glazed Door. Can this be replaced with a glass side light? A glass door is not a standard with our manufacturer.  
**Answer:** Section 3.1.2 Where Glazed door is stated it can be replaced with Glazed door and/or solid door with glass side light.
6. **Question:** Reception Section B: Hinged wood door overhead cabinets are requested. Our manufacturer does not provide this option. Can an overhead with a flip-up door be used?  
**Answer:** Section 3.1.2 Reception Section B Where stated Hinged wooden door overhead cabinets can be replaced with Hinged, sliding, and/or flip-up wooden door overhead cabinets are requested.
7. **Question:** Section 3.1.2.2 What is meant by this statement? Office/modular furniture must be compatible with current office/modular furniture.  
**Answer:** Section 3.1.2.2 This statement pertains to the color of current furniture that we are not replacing.
8. **Question:** How is the power coming into the stations? Where are the locations?  
**Answer:** Section 3.1.2.2 The power to the stations is located in the floor.
9. **Question:** 3.1.2.2 Tack board placement is not noted on the drawings. Can this be provided?  
**Answer:** Section 3.1.2.2 Where there is a request for tack board it can be deleted.

**SIGN IN SHEET**

**Request for Proposal No. 83140060**

PLEASE PRINT

Date: 4-15-14

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Capitol Business Interiors.</u> Rep: <u>Kelli Bragg</u> Email Address: <u>Kbragg@Champion-industries.com</u>	<u>711 Indiana Ave.</u> <u>Charleston, WV. 25302</u>	PHONE <u>304.343.2551</u> TOLL FREE FAX <u>304.346.3350</u>
Company: <u>CONTEMPORARY GALLERIES</u> Rep: <u>PAUL SANTER</u> Email Address: <u>paulcontgal@aol.com</u>	<u>1210 SMITH ST.</u> <u>CHARLESTON, WV</u> <u>25301</u>	PHONE <u>304-344-1231</u> TOLL FREE FAX <u>304-344-1262</u>
Company: <u>DOT</u> Rep: <u>Janet Willis</u> Email Address: _____	_____ _____ _____	PHONE TOLL FREE <u>04/15/14 02:57:30PM</u> West Virginia Purchasing Division FAX
Company: <u>DOT</u> Rep: <u>John C. Higgins</u> Email Address: _____	_____ _____ _____	PHONE TOLL FREE FAX
Company: <u>DOT</u> Rep: <u>Drema Smith</u> Email Address: _____	_____ _____ _____	PHONE TOLL FREE FAX

Angie Moorman

**SIGN IN SHEET**

Page \_\_\_\_ of \_\_\_\_

**Request for Proposal No. 83140060**

PLEASE PRINT

Date: \_\_\_\_\_

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

FIRM, & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Kandy Mc Kinney</u>		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
Company: <u>DOH</u>		PHONE 04/15/14 02:57:36PM
Rep: <u>Dusty Smith</u>		TOLL West Virginia Purchasing Division
Email Address: _____		FREE
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: 83140060**

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