



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

Solicitation

NUMBER
BCF14041

PAGE
1

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

RFQ COPY

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HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

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DATE PRINTED
08/06/2013

BID OPENING DATE: 08/22/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED:		
				1. TO ADDRESS THE CHANGES MADE TO THE TERMS AND CONDITIONS OF THE ABOVE SOLICITATION.		
				2. TO PROVIDE A COPY OF THE REVISED PRICING PAGE.		
				3. TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID SIGN-IN SHEETS.		
				4. 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'

SOLICITATION NUMBER: BCF14041**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 address changes made to the Terms and Conditions.
2. To provide a copy of the revised pricing page.
3. To provide vendors a copy of the mandatory pre-bid sign-in sheet.
4. 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

SIGN IN SHEET

Request for Proposal No.

PLEASE PRINT

Date July 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> Rep: <u>GINA BUCHANAN</u> Email Address: <u>GINA.C.BUCHANAN@WV.GOV</u>	<u>DAVIS SQUARE</u> 	PHONE <u>304-552-8858</u> TOLL FREE FAX
Company: <u>CBI</u> Rep: <u>Kelli Bragg</u> Email Address: <u>Kbragg@ntelos.net</u>	 	PHONE <u>304-343-7551</u> TOLL FREE FAX <u>304.</u>
Company: <u>CG</u> Rep: <u>Jennifer Kirkpatrick</u> Email Address: <u>jkirkpatrick@cgwn.com</u>	<u>1210 Smith Street</u> <u>Charleston WV 25301</u>	PHONE <u>304 344-1231</u> TOLL FREE <u>800 292 6984</u> FAX <u>304 344 1262</u>
Company: <u>Staples Advantage</u> Rep: <u>Kevin Weiss</u> Email Address: <u>Kevin.Weiss@staples.com</u>	<u>2006 Preston St.</u> <u>Charleston WV 25302</u>	PHONE <u>304-941-3450</u> TOLL FREE FAX
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL _____ FREE _____ FAX _____

BCF14041

ADDENDUM #1

Calhoun County Modular Furniture

Make the following changes to the TCP:

- A. On the Fixed Period Contract - Change from 30 working days to 60 calendar days

All evaluation and pricing pages must be filled out completely and accompany the bids.

PRICING SHEET

Release No.:

BCF14041

Project:

DHHR, Bureau for Children and Families, Calhoun County Office

Section:

Please complete the below pricing sheet to include with your bid. Vendors should complete a separate Bid Sheet for each Section defined in the Bid Request package. Vendors may add additional lines in each section as needed.

Please provide an electronic copy with your bid on a CD. You may contact
Roberta.A.Wagner@wv.gov

Section 3.2.1 - Workstations (34)(Area 140 - 14 Units)(Area 120- 20 units)

Workstations 6' x 7'

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
62" h (+/-5")								\$ -
All panels are acoustical, monolithic								\$ -
2" thickness and solid core,								\$ -
no frame or tile panels will be								\$ -
accepted. All panels shall be powered								\$ -
so that each workstation has 3 duplex outlets								\$ -
per station, no power strips will be accepted.								\$ -
All work stations should have wing panels.								\$ -
See the drawing for sizes.								\$ -
								\$ -
								\$ -
Subtotal								\$ -

I Installation/Electrical Hardware/Misc for Panels

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								Subtotal	\$ -

Work Surfaces

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price	
24" d x 36"w laminate work surface	1							\$ -	
24" d x 36"w laminate corner work surface	3							\$ -	
24" d x 54"w laminate work surface	1							\$ -	
24"d x 84"w laminate work surface	1							\$ -	
30" w steel flipper door unit w/lock	2							\$ -	
36" w steel flipper door unit w/lock	1							\$ -	
24" d b/b/f pedestal must be full height to attach to work surface w/lock.	3							\$ -	
11" h x 36" w tack board	1							\$ -	
24" w task light - must be within 6" of the width of the cabinet	2							\$ -	
30"w task light - must be within 6" of the width of the cabinet	1							\$ -	
Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and postive tilt with 360 degree swivel.	2							\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								Subtotal	\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price	
Task chairs - standard pneumatic height, tilt, swivel, features metal frame with height adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric.	3							\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								Subtotal	\$ -

Section Total: \$ -

3.2.5A Printer Table (Between Interview Rooms 101A and 101F)

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
30" d x 60" w table, laminate top with steel	1							\$ -
base and 4 legs on casters								\$ -
								\$ -
								\$ -
Subtotal								\$ -
Section Total:								\$ -

Section 3.2.6 - 7 Enclosed Private Office (Room 106, 124, 125, 141, 142, 143, and 144)

Private Offices

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Desk - General Specifications:								\$ -
Outside and surface panels are made from 1" thick 45 lbs. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use 3/4 extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. locks are standard. Drawers are open with side pulls. Full leg end panels and modesty panel.								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
36" x 72" d peninsula desk	7							\$ -
48" w return with f/f full height pedestal	7							\$ -
48" w over the desk w/tack board	7							\$ -
36" w task light	7							\$ -
24" full height, laminate b/b/f pedestal mobile with casters.	7							\$ -
								\$ -
								\$ -
								\$ -
Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel.	7							\$ -
								\$ -
								\$ -
Freestanding paper tray to include 1 horizontal in/out baskets with one divider to allow for 2 level storage.	14							\$ -
								\$ -
								\$ -
								\$ -
Freestanding diagonal tray to consist of 3 slots	7							\$ -
Subtotal								\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Task chairs: standard pneumatic height, tilt, swivel features metal frame with height adjustable arms, 5 star base casters, mid back design, adjustable lumbar, upholstered in fabric	7							\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Guest chairs - metal frame w/arms, 4 legs without casters upholstered in fabric	14							\$ -
								\$ -
								\$ -
								\$ -
Subtotal								\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
36" w x 4 high laminate lateral file w/lock	7							\$ -
								\$ -
Bookcase 4 high laminate with 3 adjustable shelves in 1" increments must have finished backs.	7							\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Subtotal								\$ -

Section Total: \$ -

Section 3.2.7 - There are 2 Enclosed Office and the design options are as follows: (Rm. 121 and 122)

Private Offices

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Free standing design:								\$ -
Desk - General Specifications:								\$ -
Outside and surface panels are made from 1" thick 45 lbs. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use 3/4 extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. locks are standard. Drawers are open with side pulls. Full leg end panels and modesty panel.								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
36" x 72" d peninsula desk	2							\$ -
48" w return with f/f full height pedestal	2							\$ -
48" w over the desk w/tack board	2							\$ -

Section 3.2.8 - There is 1 enclosed office and the design options are as follows (Room123)

Private Offices

Description	QTY	MNFR	Part No.	Catalog#	Page Location/Rooms	Unit Price	EXT. Price
Free standing design:							\$ -
Desk - General Specifications:							\$ -
Outside and surface panels are made from 1"							\$ -
thick 45 lbs. density particle board and covered							\$ -
on both sides with high performance thermally							\$ -
fused laminate. File drawers have full extension							\$ -
steel ball bearing slides, box drawers use 3/4							\$ -
extension steel ball bearing slides. Drawers and							\$ -
end panels are edge banded on all four sides							\$ -
to protect clothing and the floor covering.							\$ -
locks are standard. Drawers are open with side							\$ -
pulls. Full leg end panels and modesty panel.							\$ -
							\$ -
36" x 72" d peninsula desk	1						\$ -
48" w return with f/f full height pedestal	1						\$ -
48" w over the desk w/tack board	1						\$ -
36" w task light	1						\$ -
24" full height, laminate b/b/f pedestal mobile	1						\$ -
with casters.							\$ -
36"w x 4 high lateral file laminate w/lock	1						\$ -
4 high bookcase 36"w x 4 high laminate frame, 3	1						\$ -
adjustable shelves in 1" increments with finished back							\$ -
							\$ -
Keyboard tray fully adjustable, with mouse pad	1						\$ -
that can be moved to either left or right side of							\$ -
keyboard tray, includes palm support, no knob							\$ -
or lever needed for height adjustment, 6" of							\$ -
height adjustment, negative and postive tilt with							\$ -
360 degree swivel.							\$ -
							\$ -
Freestanding paper tray to include 1 horizonal	2						\$ -
in/out baskets with one divider to allow							\$ -
for 2 level storage.							\$ -
							\$ -
Freestanding diagonal tray to consist of 3 slots	1						\$ -
							\$ -
42" round laminate table with one 29"h laminate	1						\$ -
cross base							\$ -
							\$ -
						Subtotal	\$ -

Section 3.2.10 - There is one large conference room with the following design options: (Room 126)

Tables

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
30"d x 60"w laminate tops with steel base and 4 legs on casters	8							\$ -
								\$ -
								\$ -
							Subtotal	\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Chairs metal frame, 4 legs, stacking, upholstered w/arms	32							\$ -
								\$ -
							Subtotal	\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Credenza:	1							\$ -
24"d x 72"w with double storage full to the floor, locking hinged doors, laminate								\$ -
								\$ -
Presentation board:	1							\$ -
white board, two side opening doors, cork board on right door and 50 sheet writing pad on the left door.								\$ -
Marker board can also be used for projection.								\$ -
Set of 4 dry markers and eraser included with board.								\$ -
							Subtotal	\$ -

SectionTotal: \$ -

Section 3.2.11 - The break room with the following design options: (Room 131)

Tables

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
30"d x 60"w laminate tops with two 29"h metal column with "T" legs	3							\$ -
								\$ -
								\$ -
							Subtotal	\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Chairs: molded poly shell no upholstery metal frame without arms, 4 legs, stationary	18							\$ -
								\$ -
							Subtotal	\$ -

Section Total: \$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Task chair: standard pneumatic height,	1							\$ -
tilt, swivel features metal frame with height								\$ -
adjustable arms, 5 star base casters, mid back								\$ -
design, adjustable lumbar, upholstered in fabric								\$ -
								\$ -
Subtotal								\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Bookcase:								\$ -
36"w 4 high laminate with 3 adjustable shelves in 1"	1							\$ -
increments, must have finished back								\$ -
								\$ -
Subtotal								\$ -

Section Total: \$ -**Section 3.2.14 - The family visitation room will contain the following design options: (Rm. 113)****Tables**

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
36" round laminate table 29"h metal column	1							\$ -
with cross base.								\$ -
								\$ -
End table 24" x 24" laminate with 4 legs	1							\$ -
Coffee table 42" x 20" laminate with 4 legs	1							\$ -
								\$ -
Subtotal								\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
3 seat sofa with minimum of 4 legs, stationary	1							\$ -
without casters, upholstered in vinyl.								\$ -
								\$ -
Lounge chair, no more than 32" w, with arms	1							\$ -
upholstered in vinyl, minimum of 4 legs.								\$ -
								\$ -
Chairs: molded poly shell, no upholstery	3							\$ -
metal frame without arms, 4 legs, stationary								\$ -
								\$ -
Subtotal								\$ -

Section 3.2.18 - Storage Room to contain: (Room 133)

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Shelves								\$ -
6 high 48" w x 18" deep open style shelving heavy duty, 20 gauge steel, 1000 lb. max load per shelf	2							\$ -
								\$ -
6 high 36" w x 18" d open style shelving heavy duty, 20 gauge steel, 1000 lb. max load per shelf.	1							\$ -
								\$ -
Subtotal								\$ -

Section Total: \$ -

Section 3.2.19 - Storage Room to contain: (Room 103B)

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Shelves								\$ -
6 high 48" w x 12" d open style shelving heavy duty, 20 gauge steel, 1000 lb. max load per shelf	1							\$ -
								\$ -
6 high 36" w x 12" d open style shelving heavy duty, 20 gauge steel, 1000 lb. max load per shelf	2							\$ -
								\$ -
Subtotal								\$ -

Section Total: \$ -

LOWEST OVERALL TOTAL: \$ -

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF14041

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