



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

Solicitation

NUMBER
BCF14069

PAGE
1

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
11/21/2013

BID OPENING DATE: 12/10/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM IS ISSUED:		
				1. TO PROVIDE A COPY OF THE PRE-BID MEETING SIGN-IN SHEET FOR THE ABOVE SOLICITATION.		
				2. TO CHANGE THE SPECS AND PRICING PAGES OF THE RFQ PER THE ATTACHED DOCUMENTATION.		
				3. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. 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: BCF14069**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 copy of the pre-bid meeting sign-in sheet.
2. To change the specs and pricing pages of the RFQ per the attached documentation.
3. To provide Addendum Acknowledgement form.

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. BCF14069

PLEASE PRINT

Date: 11-13-13

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>WVDHHR</u>	<u>ONE DAVIS SQ</u>	PHONE <u>304-552-8858</u>
Rep: <u>GINA BUCHANAN</u>		TOLL FREE
Email Address: <u>GINA.C.BUCHANAN.GOV</u>		FAX
Company: <u>WVDHHR</u>	<u>One Davis Square</u>	PHONE <u>304-957-0218</u>
Rep: <u>Robert Price</u>	<u>Charleston WV 25301</u>	TOLL FREE
Email Address: <u>Robert.L.Price@wv.gov</u>		FAX
Company: <u>Capital Business Interiors</u>	<u>711 Indiana Ave.</u>	PHONE <u>304.343.7551</u>
Rep: <u>Kelli Bragg</u>	<u>Charleston WV.</u>	TOLL FREE
Email Address: <u>kbragg@champion-industries.com</u>		FAX <u>304.346.3350</u>
Company: <u>Contemporary Galleries</u>	<u>1210 Smith Street</u>	PHONE <u>304 344 1231</u>
Rep: <u>Jennifer Kirkpatrick</u>	<u>Charleston, WV</u>	TOLL FREE
Email Address: <u>jkirkpatrick@cgwv.com</u>	<u>25301</u>	FAX <u>304 344 1262</u>
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX _____

BCF14069 ADDENDUM #1**Grant County Modular Furniture**

1. To change the bookcase specified in Sections 3.2.2, 3.2.6, 3.2.7, 3.2.8, 3.2.9, 3.2.14 and 3.2.15 of the RFQ

Change the description for the bookcases from

Bookcase: 12"D x 36"W x 48"H laminate with 3 adjustable shelves in 1" increments, must have finished back.

to:

Bookcase: 12"D x 36"W x 48"H, laminate with 1 stationary shelf and 2 adjustable shelves in 1" increments must have a finished back.

2. In Section 3.2.15 The Family Visitation Room (Room 111) please note that the Sofa and Lounge Chair **must** be upholstered in **vinyl** not fabric.

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Stacking side chairs: 4 legs, no arms and upholstered in fabric	6							\$ -
Side Chairs: metal frame with arms, 4 legs with casters, upholstered in fabric	22							\$ -
Subtotal								\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Visual board to consist of: white board, two side opening doors; cork board on the right and 50 sheet writing pad on the left. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.	2							\$ -
Storage Credenza, 72"w x 24"d, laminate with locking hinged storage doors	1							\$ -
Subtotal								\$ -

SectionTotal: \$ -

Section 3.2.12 - The Break Room

(Room 131)

Tables

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
60"w x 30"d laminate tops with two 29"h metal column with "T" legs	4							\$ -
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	16							\$ -
Subtotal								\$ -

Section Total: \$ -

GRAND TOTAL :

\$

-

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF14069

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.