



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

Solicitation

NUMBER
BCF14070

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

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HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED
10/04/2013

BID OPENING DATE: 10/17/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM IS ISSUED:		
				1. TO PROVIDE RESPONSES TO VENDORS QUESTIONS REGARDING THE ABOVE SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.		
				2. TO REVISE THE SPECIFICATIONS ACCORDINGLY PER THE ATTACHED DOCUMENTATION. REVISED SPECIFICATIONS ARE ATTACHED.		
				3. TO PROVIDE A SIGN IN SHEET FROM THE MANDATORY PRE BID MEETING.		
				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: BCF14070

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 vendors questions and answers.
2. To modify specifications per the attached documentation.
3. To provide 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.

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ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF14070

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. 2

<input type="checkbox"/> Addendum No. 3

<input type="checkbox"/> Addendum No. 4

<input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 6

<input type="checkbox"/> Addendum No. 7

<input type="checkbox"/> Addendum No. 8

<input type="checkbox"/> Addendum No. 9

<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

SIGN IN SHEET

Page 1 of 1

Request for Proposal No. BOF14070

PLEASE PRINT

Date Sept 26, 2013

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>WV DHR OPERATIONS</u>	<u>ONE DAVIS St</u>	PHONE <u>304-562-8858</u>
Rep: <u>GINA BUCHANAN</u>		TOLL FREE
Email Address: <u>GINA.C.BUCHANAN@WV.GOV</u>		FAX
Company: <u>Capitol Business Interiors</u>		PHONE
Rep: <u>Kella Bragg</u>		TOLL FREE
Email Address: _____ <u>Kbragg@champion-industries.com</u>		FAX
Company: <u>Contemporary Galleries</u>	<u>1210 Smith Street</u>	PHONE <u>304-344-1231</u>
Rep: <u>Jennifer Kirkpatrick</u>	<u>Charleston, WV 25304</u>	TOLL FREE
Email Address: <u>jkirkpatrick@cguni.com</u>		FAX <u>304-344-1262</u>
Company: <u>Paula Taylor - Called in</u>		PHONE <u>304-308-4420</u>
Rep: <u>WV DHR Herringdale CSM</u>		TOLL FREE
Email Address: _____		FAX <u>304-308-4191</u>
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX

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BCF14070 ADDENDUM #1**Monongalia County Modular Furniture****Questions & Answers**

- 1. Question:** It states on pg. 20 that you are requiring a bid bond, performance bond and a labor and material bond; is this required??

Answer: No, these are being removed.

- 2. Question:** Are page numbers and catalogs needed to be put on the request. Since there is not a contract there are no copies of price books on file anywhere? This is a very time consuming process, due to the fact the pricing has to be re-entered in a different fashion onto another spreadsheet.

Answer: Yes, Even if its non-contract, we still need to know the vendor has met or exceeded the requirements as specified.

- 3. Question:** Page 49 Section G about the task chairs, the description here contradicts the requests in the main bid. What is to be used?

Currently Reads: G. TASK CHAIRS

All task chairs must have the following adjustable features:

1. Seat pan height
2. Back depth/seat depth -either through a seat slider or back depth adjuster or equivalent
3. Back or lumbar support height adjustment
4. Arm height

All task chairs that are sold as "ergonomic" chairs **MUST** have the following adjustable features:

1. Seat pan height
2. Sean pan angle
3. Back Depth/seat depth -either through a seat slider or back depth adjuster or equivalent
4. Back or lumbar support height adjustment
5. Back angle
6. Arm height
7. Arm width -both inward and outward from center line of the arm.

NOTE: Items 6 and 7 on the ergonomic chairs may be waived **IF** the purchaser does not wish to have arms on the chair being purchased.

Change to read: G. TASK CHAIRS

All task chairs must have the following adjustable features:

1. Seat pan height
2. Back depth/seat depth -either through a seat slider or back depth adjuster or equivalent
3. Back or lumbar support height adjustment

4. Arm height

- 4. Question:** Page 20 is a BID BOND, PERFORMANCE BOND, and LABOR/MATERIAL PAYMENT BOND needed?

Answer: Please see the answer to number 1.

- 5. Question:** The excel bid forms that we are to fill out on the back of the bid documents, are these still necessary now that there is not a statewide contract?? There are not any price lists in the auditor's office or in purchasing that are applicable to the prices now to be able to check anything. There are new price lists that have come out since SYSFURN10 was cancelled. We would still list all the products and how many we needed but we have our own format to do that and we wouldn't have to "reinvent the wheel". Thanks for your consideration on this point.

Answer: Please see the answer to number 2.

- 6. Question:** There are 3 different specifications for the chairs in the bid. There are specifications on pg. 36 under task chair, and throughout the bid document where chairs are requested. Then on the 2nd set of specs starting on the bottom of page 39 there are 2 different specs for the chairs on page 49, which specifications are correct??

Answer: Please see the answer to number 3.

Make the following changes to the specifications:

- A. RFQ 3.2.2 states:** 4 Enclosed Private Offices (Rooms 101, 102, 103 and 104)
Change to Read: 3 Enclosed Private Offices (Rooms 101, 102 and 103)
- B. RFQ 3.2.3 states:** Guest Chair (qty. 2): metal frame with arms, 4 legs no casters, upholstered in fabric
Change to Read: Guest Chair (qty. 1): metal frame with arms, 4 legs no casters, upholstered in fabric
- C. Change 3.2.4 on the RFQ to read: 3.2.4 1 Enclosed Office (Room 104)**
- Free standing design: Desk, General Specifications – Outside and surface panels are made from minimum 1" thick minimum 45 lb. 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 minimum ¾ 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 opened with side pulls. Full end panels with modesty panel.
 - 2 ea. 30"d x 72"w double pedestal desk
 - 2 ea. Keyboard tray, fully adjustable, with mouse pad that can be moved to either left or right side of the 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
 - 2 ea. freestanding paper tray to include one horizontal in/out with one divider to allow for 2 levels of storage
 - 2 ea. freestanding diagonal tray to consist of 3 slots.
 - 2 ea. Task Chair: standard pneumatic height, swivel and tilt features, metal frame with height, adjustable arms, 5 star base with casters, adjustable lumbar, mid back design upholstered in fabric
 - Bookcase 12"d x 36"w x 48"h 4 high laminate with 3 adjustable shelves in 1" increments, must have finished back

D. RFQ 3.2.4 states: The break room design options are as follows;

- 1 table: 36" x 36" laminate top with 29"h, metal column with "X" cross legs
- 4 chairs: molded poly shell, no upholstery metal frame without arms, 4 legs, stationary

Change to read: 3.2.5 The Break Room design options are as follows:

- 2 table: 36" x 36" laminate top with 29"h, metal column with "X" cross legs
- 8 chairs: molded poly shell, no upholstery metal frame without arms, 4 legs, stationary

E. RFQ 3.2.5 states: Storage Room to contain:

- 2 ea. – 6 high 36" wide x 12" deep open style shelving heavy duty, 20 gauge steel, 1000 lb. max load per shelf.

Remove all information for the Storage Room.

Enclosed is a new pricing page reflecting all of the changes.

PRICING SHEET

Release No.: BCF14070
 Project: DHHR, Bureau for Children and Families, Monongalia 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 (24)
 Workstations 6' x 6'6"**

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
62" h (+/-5")								\$ -
All panels are acoustical, monolithic								\$ -
minimum 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
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -

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									\$ -
									\$ -
								Subtotal	\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price	
Coat hooks	24							\$ -	
								\$ -	
								\$ -	
								\$ -	
								Subtotal	\$ -

Section Total: \$ -

Section 3.2.1A - Workstations 6' x 6'6" (2) units

**THESE 2 WORK STATIONS WILL EACH NEED (2) 36"W X 30"H PANELS IN FRONT OF THE WINDOWS.

Workstation Area

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price	
24"d x 36"w laminate work surfaces	2							\$ -	
24"d x 36"w laminate corner work surfaces	2							\$ -	
24"d x 42"w laminate work surfaces	2							\$ -	
24" d f/f pedestals must be full height to attach to work surface with lock.	2							\$ -	
24"d b/b/f pedestal must be full height to attach to work surface with lock	2							\$ -	
36"w steel flipper door unit w/lock	2							\$ -	
42"w steel flipper door unit w/lock	2							\$ -	
11"h x 36"w Tack Board	2							\$ -	
30"w Task Light-must be within 6" of the width of cabinet	2							\$ -	
36"w Task Light-must be within 6" of the width of cabinet	2							\$ -	
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.	2							\$ -	
42" w toolbar to include: one horizontal in/out basket with one divider to allow for 2 levels of storage vertical to consist of 3 slots These are to be located on the 42" wide panel.	2							\$ -	
								Subtotal	\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Task chairs - standard pneumatic height, tilt,	2							\$ -

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to protect clothing and the floor covering.								\$	-	
locks are standard. Drawers are open with side pulls. Full leg end panels and modesty panel.								\$	-	
30"d x 72"w Double Pedestal Desk	2							\$	-	
24" full height, laminate b/b/f/ pedestal mobile - w/casters	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 positive tilt with 360 degree swivel.	2							\$	-	
Freestanding paper tray to include: Horizontal In/Out Basket with one divider to allow for 2 levels of storage	2							\$	-	
Freestanding diagonal tray to consist of 3 slots	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.	2							\$ -	
Guest chairs - metal frame w/arms, 4 legs without casters upholstered in fabric	1							\$ -	
								Subtotal	\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price	
Bookcase 4 high laminate with 3 adjustable shelves in 1" increments must have finished backs. 12"d x 36"w x 48"h	1							\$ -	
36"w x 4 high laminate lateral file w/lock	1							\$ -	
								Subtotal	\$ -

Section Total: \$ -

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shelves in 1" increments must have finished									\$	-	
backs. 12"d x 36"w x 48"h									\$	-	
									Subtotal	\$	-

Section Total: \$ -

Section 3.2.5 - The break room with the following design options

Tables

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price			
36"d x 36"w laminate tops with two 29"h metal column	2							\$ -			
with "X" legs								\$ -			
								\$ -			
								\$ -			
								\$ -			
									Subtotal	\$	-

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price			
Chairs: molded poly shell no upholstery metal frame	8							\$ -			
without arms, 4 legs, stationary								\$ -			
									Subtotal	\$	-

Section Total: \$ -

Overall Total Cost: \$ -