



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

**Solicitation**

NUMBER
BCF14088

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

DATE PRINTED
10/31/2013

BID OPENING DATE: 11/12/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO PROVIDE:		
				1) THE ATTACHED MANDATORY PRE-BID SIGN IN SHEET.		
				2) THE ATTACHED TECHNICAL QUESTIONS AND ANSWERS.		
				3) THE ATTACHED ADDENDUM ACKNOWLEDGEMENT FORM.		
				END 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: BCF14088

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:**

1. To provide a copy of the pre-bid meeting sign in sheet.
2. To provide copy of vendor questions and responses.
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

Page 1 of 1

Request for Proposal No. BCF14088

PLEASE PRINT

Date: Oct 21, 2013

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>ARON'S Business Solutions</u> (ARON'S Products, Inc.)	<u>1041 STRAWE Hwy W 25701</u>	PHONE <u>304-522-7022</u>
Rep: <u>MARK SALMONS</u>	<u>MARK.SALMONS@gmail.com</u>	TOLL FREE <u>800-642-1930</u>
Email Address: <u>mark.salmons@gmail.com</u>	<u>1041 STRAWE Hwy 25701</u>	FAX <u>304-525-3069</u>
Company: <u>Nicholas DHR</u>	<u>1073 Arbuckle Rd.</u>	PHONE <u>(304) 572-0503</u>
Rep: <u>Patty J. Martin</u>	<u>Summersville, WV 26051</u>	TOLL FREE
Email Address: <u>Patty.J.Martin@WV.GOV</u>		FAX
Company: <u>DHR OPERATIONS</u>		PHONE <u>304-552-8858</u>
Rep: <u>GINA C BUCHANAN</u>		TOLL FREE
Email Address: <u>GINA.C.BUCHANAN@WV.GOV</u>		FAX
Company: <u>Capitol Business Interiors</u>	<u>711 Indiana Ave.</u>	PHONE <u>304.343.7551</u>
Rep: <u>Kelli Braag</u>	<u>Charleston, WV. 25302.</u>	TOLL FREE
Email Address: <u>Kbraag@champion-industries.com</u>		FAX <u>304.346.3350</u>
Company: <u>Contemporary Galleries</u>	<u>1210 Smith Street</u>	PHONE <u>304. <del>342.1231</del></u>
Rep: <u>Jennifer Kirkpatrick</u>	<u>Charleston, WV 25301</u>	TOLL FREE <u>342.1231</u>
Email Address: <u>jkirkpatrick@cguw.com</u>		FAX <u>304.342.1262</u>

**BCF14088 ADDENDUM #1**

**Nicholas County Modular Furniture**

**Questions & Answers**

- 1. Question:** Union or Non-union labor required?

**Answer:** See page 10 of the Terms and Conditions (#29 below) which talks about Prevailing Wage that must be paid regardless of union or non-union labor.

**#29 PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx> . Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 2. Question:** Panel power: Where are we pulling the power from? columns (not shown on drawing) or Power poles?

**Answer:** See Section 3.2 of the RFQ which states: Electric/voice/data will be supplied from power poles as necessary to operate the particular group of workstations.

- 3. Question:** Tack-boards: Tack-boards are specified in the workstations, the panels are tackable, not sure why TB's are required/requested.

**Answer:** Most panels are tackable. Tacking into panels decrease absorption of sound.

- 4. Question:** "File Track": There are no spec's for the "High Density" files, is that something that will be specified at a later date?

**Answer:** Yes.

- 5. Question:** Model #'s: I noticed that there are model #'s noted on the workstations (drawing provided), is there a specific vendor you are looking at?

**Answer:** No.

- 6. Question:** For your response to my questions, do I need to look on line for your response (addendum)?

**Answer:** Responses will be sent directly to each vendor attending the pre-bid.

- 7. Question:** Can we deliver direct to site from factory (workstations, private offices and seating)?

**Answer:** Yes.

- 8. Question:** Are we delivering in phases?

**Answer:** No.

- 9. Question:** "OT delivery and ST install" OR "ST delivery and ST install" required?

**Answer:** We are unsure of your abbreviation but have the following interpretation "This will be standard delivery and standard installation"

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: BCF14088**

**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