



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

Solicitation

NUMBER
EHP14078

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
 BPH - TUBERCULOSIS CONTROL

 350 CAPITOL STREET, ROOM 125
 CHARLESTON, WV
 25301-3715 304-558-3669

DATE PRINTED
09/09/2013

BID OPENING DATE: 09/19/2013

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 THE QUESTIONS SUBMITTED REGARDING THE ABOVE SOLICITATION.		
				2. 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: EHP14078

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 responses to Vendors' questions.
2. 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

ADDENDUM #1**EHP14078****VENDOR QUESTION #1:**

Under Section 3 General Requirements 3.1.1.6 discussing courier pick-up. Will each Health Department need daily pick-up or on a will-call basis?

RESPONSE:

Each local health department will need courier pick-up on a "will call" basis.

VENDOR QUESTION #2:

Section 6 of the Instructions to Bidders states that "...the Vendor shall submit one original technical and one original cost proposal plus __ convenience copies of each..." How many convenience copies are required?

RESPONSE:

This pertains to a Request for Proposal (RFP) only. Since this is a Request for Quotations (RFQ) this does not apply.

VENDOR QUESTION #3:

Section 9 of the Instructions to Bidders indicates that bidders must "type or electronically" enter information on our bid to prevent errors in evaluation; please provide a copy of the solicitation in MS Word to allow us to do so. Please also provide the Pricing Pages in MS Excel.

RESPONSE:

The documentation is provided electronically and forwarded to the Department of Administration (DOA) Purchasing. It would be up to DOA Purchasing as to whether they will provide the documentation in the formats requested.

VENDOR QUESTION #4:

Section 1 of the General Terms and Conditions states "Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract". This seems to contradict Section 11 of the General Terms and Conditions, which states "Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid". Please clarify – do bidders have the opportunity to propose changes to the contract terms?

RESPONSE:

By signing the certification page, the vendor agrees to the terms and conditions along with the specifications. Vendors have the opportunity to state any exceptions, clarifications or other proposed modifications in their bid

VENDOR QUESTION #5:

Would it be possible to identify how often the courier would be needed at each specific County Health Department?

RESPONSE:

No, it would not be possible to identify how often the courier would be needed at each health department. This would be dependent on where the TB cases are (for contract investigations) and how often LHDs test people, etc.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EHP14078

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