



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

**Solicitation**

NUMBER
GOE012014

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETH COLLINS 304-558-2157

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

GOVERNORS OFFICE OF ECONOMIC OPPORTUNITY  
 950 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV 25301 304-558-8860

DATE PRINTED
05/15/2014

BID OPENING DATE: 05/27/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.01						
THIS ADDENDUM IS ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		924-35		
IN-SERVICE TRAINING						
***** THIS IS THE END OF RFQ GOE012014 ***** TOTAL:						

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: GOE012014**  
**Addendum Number: 01**

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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:**

This addendum is issued to provide answers to vendor submitted questions as well as clarifications.

The bid opening date will change to May 27, 2014 at 1:30 PM, EST.

**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

Technical Questions and Clarifications for GOE012014

3.1.1.4 – Reads as “Vendor must purchase and provide to OEO, hard copy certificates for each participant who earned one, within 30 calendar days after the completion of each training.”

- **Should be deleted because Building Performance Institute administers the certificates after tests are sent in for grading, etc.**

3.1.1.6 – Reads as “Training will be begin in the afternoon of day one and both field and written testing will occur in the afternoon of day three, allowing for students to travel to the training site during the morning of day one and receive 2 days of instruction.”

- **Should be deleted**

3.1.1.7 – Reads as “Each Training must be 14 hours of instructional time.”

- **Should be deleted**

3.1.1.2 – Reads as “Vendor must provide a class for a maximum of 11 students.”

- **Should read as “Vendor must provide a class for a maximum of 11 students. Vendor must provide the written examination for 8 students and the field examination for 3 students. Training must include at least 21 hours of instructional time. Training will preferably be provided on Monday, Tuesday, and Wednesday and testing will preferably occur on Thursday and Friday of the same week.”**

3.1.3.2 Reads as “Vendor must provide a class for a maximum of 10 students.”

- **Should read as “Vendor must provide a class for a maximum of 10 students. Vendor must provide the written examination for 6 students and the field examination for 5 students. Training must include at least 21 hours of instructional time. Training will preferably be provided on Monday, Tuesday, and Wednesday and testing will preferably occur on Thursday and Friday of the same week.”**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: GOE012014**

**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