



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

**Solicitation**

NUMBER
GSD146413

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BOB KILPATRICK 304-558-8802

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

VARIOUS AGENCY LOCATIONS AS  
 INDICATED BELOW

S  
H  
I  
P  
T  
O

DATE PRINTED
12/05/2013

BID OPENING DATE: 12/18/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1  ADDENDUM IS ISSUED:  1. TO CHANGE THE BID OPENING DATE TO 12/18/2013  2. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.  3. 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: GSD146413****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 change the bid opening date to 12/18/2013.
2. To provide copy of vendor questions and answers.
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

## Questions to GSD146413

1. How did State Purchasing arrive at the \$350,000 average advanced guaranteed payment amount?
  - i. WVARF has a current monthly billing amount of \$900,000 – \$1,000,000 for guaranteed payments.
  - ii. This current year WVARF tapped into the line of credit for an additional \$450,000.00 due to slow payment.
- A1. \$350,000 is based on projected future usage of the contract.
2. State Purchasing indicates that bidders are not required to accept the WV Purchasing Card.
  - i. State Purchasing has indicated to WVARF that all state agencies will be moving to full utilization of the P-Card.
  - ii. The average cost to WVARF is currently 2.75 – 3.00% to administer the P-Card. WVARF has utilized a 3% cost as a handling fee (cost of doing business) in the contract development. Will this practice continue to be acceptable or should we include it in the overall cost in the proposal.
- A2. (i.) At this time, accepting the P-Card as payment is an option for State Agencies, not mandatory. (ii.) Costs to be included in the proposals will be determined by each individual vendor.
3. The prior RFQ was DRS080451 and the newest released RFP is GSD146413.
  - i. Has the selection process changed since the original RFQ in 2007
- A3. The selection process is as stated in Section Six of the RFP: Evaluation and Award.
4. Why was it decided to not conduct a Pre-Bidders Conference?
- A4. For this solicitation, there is nothing to inspect or view. Any additional information can be gained through the technical questions and answers process.
5. Why was there such a short timeline on submittal of the RFQ?
  - i. The issue date appears to be 11-13-13. WVARF did not receive a copy until 11-26-13 by mail.
  - ii. We solicited Purchasing on 11-22-13 and asked why we had not received a copy and was told that we were to call 304- 558-4785 and speak to the Bid Request Line. We were informed that WVARF was not on the vendor list.
  - iii. Guy Nisbet faxed us a copy on 11-22-13.

- iv. In addition we went on the State Purchasing web site and the RFQ was not available until 11-22-13. This gives us a disadvantage in submitting a proposal in only 19 days.

A5. The information became available via the Purchasing Bulletin to every vendor registered with the Purchasing Division as well as to any vendor requesting a copy via the bid request line on 11/15/2013.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: GSD146413**

**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.