



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

Solicitation

NUMBER
HHR14097

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BOB KILPATRICK
304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 OPERATIONS
 VARIOUS LOCALES AS INDICATED
 ON PURCHASE ORDER

DATE PRINTED
06/05/2014

BID OPENING DATE: 06/11/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM IS ISSUED:						
1. TO PROVIDE A COPY OF THE PRE-BID CONFERENCE SIGN-IN SHEET FOR THE ABOVE SOLICITATION.						
2. TO PROVIDE A COPY OF PRE-BID QUESTIONS AND ANSWERS. ADDENDUM QUESTIONS WITH ANSWERS SHEET IS ATTACHED.						
3. TO PROVIDE A REVISED PRICING PAGE.						
4. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. 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*****						
0001		LS		962-56		
	1					
PER THE ATTACHED SPECIFICATIONS						

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: HHR14097

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 a copy of the pre-bid conference sign-in sheet for the above solicitation. (Attachment A)
2. To provide a copy of pre-bid questions and answers. Addendum questions with answers sheet is attached.
3. To provide a revised pricing page. (Attachment A)
4. To provide addendum acknowledgment. This document should be signed and returned with your bid. Failure to sign and return may result in the disqualification of your bid.

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

Request for Proposal No. HHR14097

PLEASE PRINT

Date: 06/03/2014

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Central Van + Storage</u>	<u>P.O. Box 626</u>	PHONE <u>304-755-1898</u>
Rep: <u>Gene Pope</u>	<u>Pocahontas, WV 25159</u>	TOLL FREE <u>800-753-1898</u>
Email Address: <u>gpope@centralvan.com</u>		FAX <u>304-755-1910</u>
Company: <u>Evans Transfer & Movers, Inc.</u>	<u>PO Box 2324</u>	PHONE <u>304-592-2765</u>
Rep: <u>Robin Tipton</u>	<u>Clarksburg, WV 26302</u>	TOLL FREE <u>800-201-7808</u>
Email Address: <u>rhtiption@evanstrf.com</u>		FAX <u>304-592-1549</u>
Company: <u>LAMBERT TRANSFER COMPANY, INC.</u>	<u>PO Box 1179</u>	PHONE <u>304-755-9662</u>
Rep: <u>JEFF CHAFFIN</u>	<u>Pocahontas, WV 25159</u>	TOLL FREE <u>800-945-0355</u>
Email Address: <u>jchaffin@lamberttransfer.com</u>		FAX <u>304-755-9669</u>
Company: <u>DHHR</u>	<u>One Davis Square</u>	PHONE <u>304-558-2180</u>
Rep: <u>Anne Brack</u>	<u>Suite 100W</u>	TOLL FREE
Email Address: <u>Anne.m.brack@wv.gov</u>	<u>Charleston, WV 25301</u>	FAX <u>304-558-5706</u>
Company: <u>DHHR</u>	<u>One Davis Square</u>	PHONE <u>304-957-0218</u>
Rep: <u>Robert Price</u>	<u>Suite 100W</u>	TOLL FREE
Email Address: <u>Robert.L.Price@wv.gov</u>	<u>Charleston, WV 25301</u>	FAX <u>304-558-2892</u>



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Earl Ray Tomblin
Governor

Office of Property Management
One Davis Square
Suite 100, West
Telephone: (304) 558-2180 Fax: (304) 558-5706

Karen L. Bowling
Cabinet Secretary

June 5, 2014

Addendum Questions-HHR14097

1) What will be the acceptable method of mileage computation? PCMiller from city to city, Google Maps or MapQuest from address to address, or simply odometer mileage from the vehicle itself?

Google Maps is the preferred standard for mileage computation.

2) The estimated storage days for the Box Truck 20' to 30' - Spring Ride, Box Truck 20' to 30' - Air Ride & Automobile able to carry six individual seems to be an error. 2400 days of storage is 6.57 years. On the automobile I cannot even perceive why we would be storing people inside of it for days?

The 2400 days is an error, the amount should have been listed as 240 hours (10 days). The language used was meant to request equipment storage (not human storage) capabilities in all vehicles that may be used during transport.

3) Should the rates for the moving vehicles include a driver? Driver/Mover is broken out at 2880 hours on the hour labor rate section but certainly there would be considerable more hours for this if the moving vehicle rates should not include a driver with total estimated hours of 49720 for all moving vehicles combined.

Rates for the moving vehicles should always include a driver.

4) Item 29 on page 11. Since this is not a construction contract should this be removed?

The contract resulting from this solicitation will not be for the construction of a public improvement.

5) Item 51 on page 11. Can you provide a copy of Code 15-2D-3?

Contact the Protective Services Division at (304)558-9911 with questions regarding this general condition

RFQ: HHR14097 Moving Services, Revised Pricing Page

Moving Vehicles	Estimated Hours	Hourly Truck Rate	Estimated Total	Estimated Miles	Price Per Mile	Estimated Total	Estimated Storage Days	Temporary Storage Price Per Day	Estimated Total
Cargo Van 12' to 19'	40		\$ -	300		\$ -	3		\$ -
Box Truck 20' to 30' - Spring Ride	20,000		\$ -	1,440		\$ -	10		\$ -
Box Truck 20' to 30' - Air Ride	20,000		\$ -	1,400		\$ -	10		\$ -
Full Size Enclosed Tractor/Trailer - Air Ride	40		\$ -	300		\$ -	5		\$ -
Automobile able to carry six individuals	9,600		\$ -	1,000		\$ -	10		\$ -
Cargo Van 12' to 19' - Climate Controlled	20		\$ -	200		\$ -	5		\$ -
Box Truck 20' to 30' - Climate Controlled	10		\$ -	100		\$ -	5		\$ -
Full Size Enclosed Tractor/Trailer - Climate Controlled	10		\$ -	100		\$ -	5		\$ -
Estimated Sub Total	Hourly Truck Rates		\$ -	Prices per Mile		\$ -	Storage Prices Per Day		\$ -
Estimated Grand Total (A)	Add Three Sub-Totals together								\$ -
Hourly Labor Rate	Estimated Hours	Hourly Labor Rate for Normal Weekday Business Hours (6:00 AM to 6:00 PM)	Estimated Total	Estimated Hours	Hourly Labor Rate for Before/After Normal Weekday Business Hours	Estimated Total	Estimated Hours	Hourly Labor Rate for Weekends and Holidays	Estimated Total
Supervisor / Move Coordinator	700		\$ -	100		\$ -	1,400		\$ -
Driver / Mover	2,880		\$ -	1200		\$ -	5,120		\$ -
Mover	14,400		\$ -	1200		\$ -	10,240		\$ -
Estimated Sub Total	Normal Weekday Business Hourly Rates		\$ -	After Hours Weekday Hourly Rates		\$ -	Weekend/Holiday Hourly Rates		\$ -
Estimated Grand Total (B)	Add Three Sub-Totals Together								\$ -

Packing Materials	Estimated Usage	Unit Price	Estimated Total
Carton 1.5 cu ft. (16" x 12" x 12")	700		-
Carton 3.0 cu ft. (16" x 18" x 18")	200		-
Carton 4.5 cu ft. (24" x 18" x 18")	200		-
Carton 6.0 cu ft. (23" x 23" x 21")	50		-
Wardrobe Carton 18" Small with Bar	5		-
Mirror / Picture Carton	10		-
Glass / Dish Pack 5.2 cu ft. (29" x 18" x 18")	20		-
Microwave Box	5		-
Lamp Box	10		-
Crates - Price Per Cubic Ft.	40		-
Record Storage Tote (15" x 12" x 10")	5		-
Mattress Carton			
Crib	1		-
39 x 75 Single	5		-
54 x 75 Double	5		-
King or Queen	5		-
39 x 80 Long Twin	5		-
Padded Paper Sheets (60" x 72")	50		-
Bag of Packing Peanuts (15 cu ft.)	10		-
Computer Anti-Static Bubble wrap (for transporting computer equipment)	300		-
Roll of Carpet Shield (24" x 200')	3		-
Stretch Wrap (18" x 1600')	10		-
Zip Lock Bags (20" x 28")	500		-
Moving Labels (6 per sheet / 500 per pack - up to 8 colors)	16		-
Roll Tape (2" x 330")	5		-
Bubble Wrap (3/16" x 12" x 150')	10		-
Packing Paper (25 lb. Bundle)	3		-
Estimated Grand Total (C)			-
Packing Materials	Estimated Usage	Rental Fee Per Job	Estimated Total
Office Moving Tote 3.2 cu ft. (24" x 16" x 13")	10		-
Estimated Grand Total (D)			-
Estimated Contract Grand Total Cost (Estimated Grand Total A + B + C + D)			-

All quantities are estimated and are for bid evaluation purposes only. If there is no charge for an item or service, Vendor must enter 0.00 in the corresponding cell. Multiply Estimated Hours, Miles, Storage Days or Estimated Usages quantities by bid Unit Prices to calculate Estimated Totals

Contact Name: _____

Vendor Name: _____

Vendor Address: _____

Remit to Address: _____

Signature: _____

Date: _____

Phone: Office: _____ Cell: _____

E-mail: _____

Emergency Contact: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: HHR14097

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 acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012