



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

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

DATE PRINTED
06/09/2014

BID OPENING DATE: 06/11/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
ADDENDUM IS ISSUED:						
1. TO PROVIDE A REVISED ANSWER TO QUESTION#3 FROM ADDENDUM #1 (SEE ATTACHED).						
2. 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. 2*****						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	<b>ADDRESS CHANGES TO BE NOTED ABOVE</b>	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: HHR14097

Addendum Number: 2

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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:**

Addendum #2 issued to revise answer to Technical Question #3 from Addendum #1

See attached clarification and change of answer.

Revised Pricing Page issued as part of Addendum #1 should continue to be used to complete bid.

NO OTHER CHANGES

**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

To change the answer to Question No. 3 Addendum No. 1 from:

Q. 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.

A. Rates for the moving vehicles should always include a driver.

to:

Q. 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.

A. Rates for the moving vehicles are **NOT** to include a driver. The Driver/Mover category in the Hourly Labor Rate section of the Pricing Page is to be bid as composite rate for the driver of any vehicle listed in the Moving Vehicles Section. The incongruity in the total hours estimated for Driver/Mover (ie, across the three types of hours which are to be bid) and the total hours being bid for the Moving Vehicles is irrelevant, given that all quantities listed are estimates only. Hours bid for Driver/Mover are divided between Normal Weekday (6:00am to 6:00pm), After/Before Hours Weekday (anything on a Monday through Friday non-holiday with is outside of 6:00am to 6:00pm), and Weekend Holiday (any hour worked on a Saturday, Sunday, or recognized holiday). It is understood that drivers for the different vehicles may cost the vendors differently; the expectation is that bidders are allowed to bid each vehicle differently and to bid a composite rate for the Driver/Mover category to accommodate this difference. The Revised Pricing Page issued with Addendum #1 remains the appropriate pricing page to use.

**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 acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012