



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

# Solicitation

NUMBER
PTR14022

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BETH COLLINS
304-558-2306

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

DIVISION OF PUBLIC TRANSIT

SHIP TO

BUILDING 5, ROOM 906  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0432      304-558-0428

DATE PRINTED
03/12/2014

BID OPENING DATE: 03/20/2014

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	HR		946-12		
				CONTRACT: FOR DEVELOPMENT OF COORDINATION PLANS		
				***** THIS IS THE END OF RFQ PTR14022 ***** 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: PTR14022**  
**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:**

To provide technical questions and answers regarding solicitation.

Bid opening date will stay as March 20, 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

1. Is the Vendor Registration Number the same as a Contractor's License Number?

**No the vendor registration number is the number used within the WV State Purchasing Division upon registration. The person for further information regarding is Jeanne Barnhart and may be reached at (304) 558 – 2311.**

2. On the pricing page, we assume that 4.2A includes all of the plan development, but what is the difference between 4.2E and 4.2F?

**The item on the pricing page identified as 4.2 E is meant to capture the cost of the producing the report, while the next line (the first task identified under 4.2 F) is meant to reflect copying costs for those reports.**

**Likewise, the second line item identified as 4.2 F (produce an executive summary) is meant to capture that cost, whereas the following line item (30 copies) is meant to reflect copying costs for the executive summary.**

3. How many copies of our bid should we provide?

**Two. WVDPT would like a courtesy copy in addition to the bid submission copy for Purchasing. Please direct both to Purchasing for bid submission, and clearly mark one as a courtesy copy, which WVDPT will collect after bid opening.**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: PTR14022**

**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