



**State of West Virginia
Request For Quotation
Service - Misc**

Procurement Folder : 387608

Document Description : Outdoor Signage for 70th Street Offices

Procurement Type : Agency Purchase Order

| Date Issued | Solicitation Closes | Solicitation No | | | Version | Phase |
|-------------|------------------------|-----------------|------|--------------|---------|-------|
| 2017-11-07 | 2017-11-16 14:30:00 | ARFQ | 1300 | STO180000004 | 3 | Final |

| SUBMIT RESPONSES TO: | VENDOR |
|--|---|
| WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US | Vendor Name, Address and Telephone |

FOR INFORMATION CONTACT THE
 Alberta Kincaid
 (304) 341-0723
 alberta.kincaid@wvsto.com

Signature X **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum #2 -- Respond to Vendor Questions

The WV State Treasurer's Office is soliciting bids for the one-time purchase and installation of Outdoor Signage as per the attached specifications, terms and conditions for its 70th Street Offices

| INVOICE TO | | SHIP TO | |
|---|---------|---|----------|
| WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | | WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | |
| CHARLESTON | WV25304 | CHARLESTON | WV 25304 |
| US | | US | |

| Line | Commodity Line Description | Qty | Unit Issue | Unit Price | Total Price |
|------|----------------------------|---------|------------|------------|-------------|
| 1 | Signage | 2.00000 | EA | | |

| Commodity Code | Manufacturer | Model # | Specification |
|----------------|--------------|---------|---------------|
| 55121700 | | | |

Extended Description

Custom outdoor signs for BUILDING 1 location (315 70th Street) - as per specifications

| INVOICE TO | | SHIP TO | |
|---|---------|---|----------|
| WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | | WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | |
| CHARLESTON | WV25304 | CHARLESTON | WV 25304 |
| US | | US | |

| Line | Commodity Line Description | Qty | Unit Issue | Unit Price | Total Price |
|------|----------------------------|---------|------------|------------|-------------|
| 2 | Signage | 2.00000 | EA | | |

| Commodity Code | Manufacturer | Model # | Specification |
|----------------|--------------|---------|---------------|
| 55121700 | | | |

Extended Description

Custom outdoor signs for BUILDING 12location (322 70th Street) - as per specifications

| INVOICE TO | | SHIP TO | |
|---|---------|---|----------|
| WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | | WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | |
| CHARLESTON | WV25304 | CHARLESTON | WV 25304 |
| US | | US | |

| Line | Commodity Line Description | Qty | Unit Issue | Unit Price | Total Price |
|------|----------------------------|---------|------------|------------|-------------|
| 3 | Signage | 1.00000 | EA | | |

| Commodity Code | Manufacturer | Model # | Specification |
|----------------|--------------|---------|---------------|
| 55121700 | | | |

Extended Description

Labor for Sign Installation for Building 1 location

| INVOICE TO | | SHIP TO | |
|---|---------|---|----------|
| WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | | WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE | |
| CHARLESTON | WV25304 | CHARLESTON | WV 25304 |
| US | | US | |

| Line | Commodity Line Description | Qty | Unit Issue | Unit Price | Total Price |
|------|----------------------------|---------|------------|------------|-------------|
| 4 | Signage | 1.00000 | EA | | |

| Commodity Code | Manufacturer | Model # | Specification |
|----------------|--------------|---------|---------------|
| 55121700 | | | |

Extended Description

Labor for Sign Installation for Building 2 location

SCHEDULE OF EVENTS

| Line | Event | Event Date |
|------|------------------------------|------------|
| 1 | Vendor Ques Due by 5:00pm | 2017-11-03 |
| 2 | Pre-bid/Site Visit at 1:00pm | 2017-11-02 |

| | | | |
|---------------------|--------------------------------|--|------------------------------|
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFQ# STO1800000004

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ARFQ STO1800000004 (“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 (Attach Purchasing Affidavit)

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFQ STO180000004

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 checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" 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 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.

ADDENDUM #2

Solicitation# ARFQ STO180000004
Outdoor Signage (70th Street Offices)

Response to Vendor Questions

Question 1:

The 10-day delivery date will be difficult to meet for most; will you please consider a 30-day timeframe for delivery and installation from time of order placement?

Answer: The agency will grant a 30-day delivery timeframe from date of order placement

Question 2:

There are two different styles of sign holder/monuments; one with more smooth/standard brick (building 1), the other with rough style brick (building 2). The .040 aluminum size material seems to be extremely lightweight and will require fasteners through the face or exterior clips. I would recommend/suggest that .125 aluminum size material be used for optimal results, otherwise a minimum .090 aluminum size material should be considered. Please advise.

Answer: The .040 material is the minimum acceptable material. Vendor, upon site inspection, should propose a product based on their recommendation that is of quality material/durability, and which will meet or exceed the minimum requirements for the sign(s). Any vendor proposing something less than the minimum requirements will be disqualified.

Question 3:

The sign to be attached to the rough style monument (building 2 designation) may need the use of a bracket to hold the sign to reduce dimpling of the material if the size stays at .040 material. Will the use of a bracket on the back of the sign for the building 2 sign be acceptable?

Answer: See response to Question 2. Final product and its placement on each sign holder will be subject to approval by the STO.

Question 4:

Will you consider a painted finish for the background rather than a brushed finish?

Answer: No; the agency prefers a brushed aluminum finish

Question 5:

Please confirm that this project does not require bonding.

Answer: The project does not require bonding, however, the vendor will need to provide proof of liability insurance and contractor's license, if applicable, upon notice of intent to award.