



**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	STO1800000004	3	Final

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

**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

<b>STO180000004</b>	<b>Document Phase</b> Final	<b>Document Description</b> Outdoor Signage for 70th Street Offices	<b>Page 4</b> <b>of 4</b>
---------------------	--------------------------------	--	------------------------------

**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 (70<sup>th</sup> 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.