



**State of West Virginia
Agency Request for Quote**

Proc Folder: 1441116			Reason for Modification: To Attach Addendum No. 01
Doc Description: ADDENDUM-1:WVSU-CARPET TILE & COVE BASE INSTALLATION PROJECT			
Proc Type: Agency Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-06-27	2024-07-19 14:30	ARFQ 0490 WSC2400000004	2

BID RECEIVING LOCATION
WEST VIRGINIA STATE UNIVERSITY 5000 FAIRLAWN AVENUE FERRELL HALL RM 301 INSTITUTE WV 25112

VENDOR		
Vendor Customer Code:		
Vendor Name :		
Address :		
Street :		
City :		
State :	Country :	Zip :
Principal Contact :		
Vendor Contact Phone:	Extension:	

FOR INFORMATION CONTACT THE BUYER Jerry D Rush 304-558-3397 jerry.rush@wvstateu.edu

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 1 is issued for the following reasons:

1. Modify bid opening date to 07/19/2024 at 2:30 P.M.
2. To Attach Subcontractor List Submission
3. To attach Revised Exhibit B

No other changes

INVOICE TO	SHIP TO
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WEST VIRGINIA STATE
UNIVERSITY
PO BOX 368

WEST VIRGINIA STATE
UNIVERSITY
INVENTORY CONTROL
PHYSICAL FACILITIES
BUILDING

110 COLE COMPLEX
INSTITUTE WV
US

INSTITUTE WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Carpet & Cove Base Molding Installation-Cole Complex				

Comm Code	Manufacturer	Specification	Model #
72152503			

Extended Description:
Carpet & Cove Base Molding Installation-Cole Complex

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US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Carpet & Cove Base Molding Installation-Wallace Hall				

Comm Code	Manufacturer	Specification	Model #
72152503			

Extended Description:
Carpet & Cove Base Molding Installation-Wallace Hall

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US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Carpet Installation-Ferrell Hall				

Comm Code	Manufacturer	Specification	Model #
72152503			

Extended Description:
Carpet Installation-Ferrell Hall

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US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Moving Services	1.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
76122405			

Extended Description:
Furniture Moving Services for Carpet Installation.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	MANDATORY PRE-BID MEETING 10: A.M.	2024-07-08
2	TECHNICAL QUESTION DEADLINE 10:00A.M.	2024-07-10

**SOLICITATION NAME: WVSU-CARPET TILE AND COVE BASE
INSTALLATION PROJECT**

SOLICITATION No: ARFQ WSC2400000004

ADDENDUM No: No. 01

The purpose of this addendum is to modify the solicitation identified above 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 issued to publish and distribute the attached documentation to the Vendor community.

- 1. Extend Bid Closing Date to 07/19/2024**
- 2. To Attach Subcontractor List Submission**
- 3. To attach Revised Exhibit B**

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

INSTRUCTIONS TO BIDDERS

- 1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids for window replacement for the Wilson Student Union at West Virginia State University. Please read these instructions and all documents attached in their entirety. All bids must be submitted in accordance with the provisions contained in these instructions and the solicitation. Failure to do so may result in disqualification of vendor's bid.
- 2. MANDATORY TERMS:** The solicitation contains mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the solicitation will result in bid disqualification.
- 3. PREBID MEETING:** The item identified below shall apply to this solicitation

[] A pre-bid meeting will not be held prior to bid opening

[X] A MANDATORY PRE-BID meeting will be held at the following place and time:

LOCATION: West Virginia State University-Wilson Student Union
Room-134

ADDRESS: 301 Washington Ave
Dunbar, WV 25064

DATE AND TIME: July 8, 2024 at 10:00 A.M.

All vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a vendor must list on the attendance sheet his or her name and the name of the vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the vendor's e-mail address, phone number, and fax number on the attendance sheet. It is the vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of vendor's bid.

All vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the solicitation prior to bid opening.

- 4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this solicitation. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the e-mail address listed below to be considered. Submitted e-mails should have OASIS solicitation number in the subject line.

A written response will be published in an addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this solicitation are preliminary in nature and are nonbinding.

Submit Questions to: Jerry Rush, Director of Purchasing
jerry.rush@wvstateu.edu Question Submission Deadline July 10, 2024 at 10:00 A.M.

- 5. VERBAL COMMUNICATION:** Any verbal communication between the vendor and any Institution personnel is not binding, including verbal communication at the mandatory pre- bid conference. Only information issued in writing and added to the solicitation by an official written addendum is binding.
- 6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or mailed/hand delivered to the address below: Bids must be signed and delivered by the Vendor to the Institution on or before the date and time of the bid opening. Any bid received by the Institution staff is considered to be in the possession of the Institution and will not be returned for any reason.

Bid Delivery Address:
West Virginia State University
5000 Fairlawn Avenue
Ferrell Hall Room 302
Institute, WV 25112
Attention: Jerry Rush, Director of Purchasing

Hand delivered or mailed bids should clearly identify with the OASIS solicitation number on the envelope.

- 7. BID OPENING:** Bids submitted in response to this solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid, whether by e- mail or delivery, after the bid opening date and time will result in bid disqualification.

Bid Opening Date and Time: July 19, 2024 at 2:30 PM

Bid Opening Location: West Virginia State University, Ferrell Hall RM: 301

- 8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this solicitation will be made by an official written addendum. Vendor should acknowledge receipt of all addenda issued with this solicitation by completing an Addendum Acknowledgment Form, 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.
- 9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in

bid disqualification.

- 10. ALTERNATE MODEL OR BRAND:** Any model, brand, or specification listed in this solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the Institution's sole discretion. Any vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the solicitation may result in bid disqualification.
- 12. COMMUNICATION LIMITATIONS:** Communication with the Institution or any of its employees regarding this solicitation during the solicitation, bid, evaluation, or award periods, except through the Director of Procurement, is strictly prohibited without prior approval.
- 13. REGISTRATION:** Prior to award of any contract award in the amount of \$25,000 or greater, the apparent successful vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
- 14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the vendor's bid.
- 15. WAIVER OF MINOR IRREGULARITIES:** The Institution reserves the right to waive minor irregularities in bids or specifications.
- 16. NON-RESPONSIBLE:** The Institution reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1- 5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance."
- 17. ACCEPTANCE/REJECTION:** The Institution may accept or reject any bid in whole, or in part if it is found to be in the best interest of the Institution.
- 18. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Institution constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Institution will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

19. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award.

A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

20. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Institution reserves the right to request those items after bid opening and prior to contract award

21. EMAIL NOTIFICATION OF AWARD: The Institution will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Institution with a valid email address in the bid response. Bidders may also monitor Institution's websites to determine when a contract has been awarded.

PROJECT MANUAL
WEST VIRGINIA STATE UNIVERSITY
CARPET TILE AND COVE BASE INSTALLATION PROJECT

1.1 PROJECT

- A. Project Name: WVSU Carpet and Cove Base Installation Project
- B. Project Site and pre-bid location:
- West Virginia State University-Wilson Student Union**
301 Washington Ave
Dunbar, WV 25064
July 8, 2024 at 10:00 AM
- C. Owner's Name: West Virginia State University
- D. The project generally consists of the replacement of carpet tiles and cove base molding in various instructional classrooms located at West Virginia State University.

1.2 SCOPE OF WORK

- A. The contractor shall be responsible for all labor costs associated with the removal of furniture from the work area and the subsequent return of the furniture to its original placement in the classroom.
- B. Carpet must be installed in compliance with manufacturer's written installation recommendations. Installation shall be in full compliance with all federal, state and local regulations and ordinances. Installation shall be completed in accordance with the CRI-104, "Standard for installation of Commercial Textile Floorcovering Materials", for all aspects not covered in the manufacturer's written installation recommendations.

CARPET TILES MUST MEET FOLLOWING REQUIREMENT TO ENSURE STANDARDIZATION THROUGHOUT CAMPUS:

- Manufacturer: Mohawk
 - Description: GT419 Side Stripe SQ
 - Color: Color 961 Eastside
- C. Carpet shall be free of debris, spots, etc. vacuum and ready for use after installation. The vendor shall be responsible for leaving the installation area clean and ready to use.
- D. Carpet installation must comply with all applicable flammability regulations. Compliance with Flooring Radiant Panel Test (ASTME-648) Class 1 is required.
- E. Carpet Installation must take place during non-classroom days/hours.
- F. Vendor is responsible for the removal and disposal of carpet according to details listed in Attachment A.
- G. Vendor must develop an installation schedule according to the guidance of the University Project Manager.

**PROJECT MANUAL
WEST VIRGINIA STATE UNIVERSITY
CARPET TILE AND COVE BASE INSTALLATION PROJECT**

- H.** Vendor must install new roll coil type cove base. It must toeless and rubber in construction: adhesive will be applied with continuous 3'' bead line application method.

COVE BASE MOLDING MUST MEET FOLLOWING REQUIREMENTS TO ENSURE STANDARDIZATION THROUGHOUT CAMPUS:

- Manufacturer: Roppe 700 Series, or equal
- Dimensions: 6"X1/8" thick
- Color: 193 Black Brown

- I.** Cove base molding must be installed in all rooms as required by ATTACHMENT A.

- J.** Vendors should be prepared to take field measurement for installation of carpet including cove molding at the pre-bid meeting to verify square footage.

1.3 INSTALLATION

- A. The contractor shall furnish all labor, equipment, personnel, and materials to perform the work.
- B. All work shall be in accordance with all Federal, State, and Municipal laws, codes, regulations, and ordinances that are pursuant to the work.

1.4 QUALITY ASSURANCE

- A. The Contractor shall use adequate numbers of skilled employees who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work.
- B. The Contractor shall provide any or all certifications, licenses, and labor necessary to assure obtaining the warranty.
- C. The Contractor has the responsibility to protect the Owner's property and the property of others from damage due to weather or construction activities.

PROJECT MANUAL
WEST VIRGINIA STATE UNIVERSITY
CARPET TILE AND COVE BASE INSTALLATION PROJECT

1.5 INSPECTIONS

- A. The authorized representatives and agents of West Virginia State University shall be permitted to inspect all work, materials, payroll records of personnel, invoices of materials, and other relevant data and records.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Delivery of materials to the job site should be stored, in a safe area, out of the way of traffic, and shored up off the ground surface.
- B. Contractor should use extreme care in off-loading of materials to prevent damage of materials and surrounding property.

1.7 SITE CONDITIONS

- A. Site safety must be inspected and approved by WVSU Facilities before project begins.
- B. All changes in the area of approved construction site must be approved by facilities in advance.
- C. Primary Contractor is responsible for daily site safety Inspection.
- D. WVSU Facilities has complete oversight for construction safety in all activities.
- E. WVSU can require the vendor to change site setup at the discretion of the project manager.
- F. The contractor is required to keep the premises in a neat, safe, and orderly condition at all times. Remove debris and clean all work areas at end of each work day.
- G. The contractor is required to provide barriers, fencing, signs, and any other protection necessary to ensure the safety of all residents, visitors, staff, and contractors.
- H. The contractor is to work with WVSU project manager to ensure efficient completion of the project.
- I. Professionalism and courteousness around faculty, staff and student shall be maintained at all times.
- J. Access by emergency vehicles shall not be compromised.
- K. The contractor is responsible to protect the lawns, plant materials, sidewalks, signs, and existing structures from any damage. The contractor is responsible for repairing or replacing any items that are damaged due to construction activities.

Subcontractor List Submission (Construction Contracts Only)

Bidder's Name: _____

Check this box if no subcontractors will perform more than \$25,000.00 of work to complete the project.

Subcontractor Name	License Number if Required by W. Va. Code § 21-11-1 et. seq.

Attach additional pages if necessary

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFQ WSC2400000004

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 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.