

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF TOURISM - WEST VIRGINIA INDEPENDENCE HALL ELEVATOR
MAINTENANCE AND REPAIRS CONTRACT
ARFQ TOR2600000010

Addendum One - Agency Response to Questions

This Addendum is issued to clarify and supplement the original Request for Quotations (RFQ). The questions below were submitted in writing by prospective proposers, and the responses are provided to ensure consistent interpretation of the solicitation.

Responses to written questions shall become part of the RFQ and be binding upon proposers. All proposers are responsible for reviewing this Addendum and incorporating the clarifications herein into their proposals.

Except as expressly modified by this Addendum, all terms, conditions, and requirements of the RFQ remain unchanged and in full force and effect.

Question 1

Are any other documents other than the price sheet required for this bid?

Agency Answer:

The bid submission requires the following:

- A completed and signed pricing page (mandatory).
- Vendor information, including the contact manager.
- A Bid Bond, which is required at five percent (5%) of the total bid amount. This bond must be included with the bid submission to be considered effective.

Question 2

Just got the information to bid on the above project and I wanted to ask if there was a mandatory pre-bid visit or site visit required.

Agency Answer:

There is not a mandatory pre-bid or site visit requirement for this solicitation.



Question 3

I'm working on a bid bond for you, but wanted to know the percentage needed for the bid bond itself.

Agency Answer:

This bond is required for five percent (5%) of the total bid amount and must be provided with the bid to be considered.

Question 4

We are interested in the opportunity and would appreciate any additional information you may be able to provide regarding the scope of work, scheduled walkthroughs, and any specific requirements or expectations for the contract.

Agency Answer

Please see [Elevator Maintenance and Repairs Contract](#) for all information pertaining to this solicitation.





1900 Kanawha Blvd. East | Building 3 | Suite 100
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form.

Failure to acknowledge addenda may result in bid disqualification.

Addendum 1 - **Modify specifications of product or service being sought**

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

