

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF TOURISM - ARCHIVES
MICROFILM PROCESSING AND DUPLICATION
ARFQ TOR2600000014

Addendum Two - 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

I am writing to inquire about the Pre bid meeting and site verification, Is there any mandatory pre bid meeting if yes then what is the schedule and venue for the meeting?

Agency Answer:

A pre-bid meeting was not conducted.

Question 2

Project Schedule and Completion Timeline

Given the solicitation close date of May 5, 2026, and the stated project completion deadline of May 18, 2026, please confirm whether any extension to the project completion timeline will be considered to allow for material procurement, scheduling, and proper installation in accordance with manufacturer standards.

Agency Answer:

The project completion deadline is being extended to allow adequate time for material procurement, scheduling, and installation in accordance with manufacturer standards. An updated



project timeline will be issued via addendum. Vendors shall base their proposals on the revised schedule. Vendor will have thirty (30) days from Notice to Proceed (NTP) or until June 18, 2026, to complete the project. Schedule will be coordinated through the project administrator to determine the best available time window to minimize disruption to scheduled Culture Center events.

Question 3

Attachment System Requirements

Industry-standard manufacturer guidelines for safety/security film installations typically recommend the use of a structural attachment system (e.g., Dow 995 or equivalent) to ensure proper performance, particularly for large glazing applications. As this requirement is not explicitly specified in the solicitation documents, please clarify whether the inclusion of a wet-glaze or mechanical attachment system is expected as part of the scope of work.

Agency Answer:

To ensure the safety/security film system performs correctly, installation must adhere to manufacturer recommendations and industry standards including attachment guidelines. Vendors have the option to propose various attachment methods, such as wet-glaze or mechanical systems, provided these methods satisfy all specified performance criteria. It is mandatory for vendors to clearly detail any proposed system within their submission. Acceptable sealants include DOW 995 Silicone Structural Sealant or 3M products (or equivalent) or an equivalent product.

Question 4

Film Width Limitations and Seaming

Standard safety/security window film is manufactured in maximum widths of approximately 72 inches. Based on the panel dimensions provided (including panels up to 8' x 21'), installation would require seaming of the film. Please confirm that seamed installations will be considered acceptable, provided they meet all performance and aesthetic requirements outlined in the specifications.

Agency Answer:

Seamed installations will be considered acceptable where necessary due to material limitations, provided that all performance and aesthetic requirements outlined in the specifications are met. Vendors should clearly describe their approach to seaming and how it will maintain the integrity and appearance of the installation.



Question 5

There doesn't appear to be any impact protection adhesive listed on this RFP. can you please confirm if this is correct.

Agency Answer:

Acceptable sealants include DOW 995 Silicone Structural Sealant or 3M products (or equivalent) or an equivalent product.





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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 2 - **Agency Answers to Vendor Questions**

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

