### **REQUEST FOR BIDS** SALE OF OFFICE FURNISHINGS

The WV Higher Education Policy Commission is accepting bids for the sale of Office Furnishings Located at 1018 Kanawha Blvd E Charleston, WV. ALL ITEMS SOLD AS IS. BUYER RESPONSIBLE FOR DISASSEMBLY, PICKUP AND MOVING OF **PURCHASED ITEMS.** 

### **ITEM INFORMATION**

Full Item List/Bid Sheet and pictures are attached below (Exhibit B). Pictures are for reference for sale item only. Any other items in the picture are NOT included unless otherwise stated.

Items are located on various floors and rooms in the building (as indicated on Exhibit B) can be viewed in person BY APPOINTMENT ONLY until April 16, 2024 @ 300PM ESDT (call 304-558-4016 to schedule viewing).

Bids must be submitted on Item Listing and Bid Sheet (Exhibit B) including item quantity desired and bid amount.

Payment Due must be made by Cash or Check payable to West Virginia Higer Education Policy Commission and must be received on or before pickup.

### **GENERAL INFORMATION**

1.1 Schedule of Events:

Release of RFB: April 3, 2024

Deadline for in-person viewing: April 16, 2024, 230PM ESDT

Bid Due Date: April 19, 2024, by 400PM ESDT

Deadline to Pay and Pick up Items: May 3, 2024, by 300PM ESDT

- 1.2 Bidder's Point of Contact: Questions, clarification and inquiries concerning this Request should be sent to bid.receipt@wvhepc.edu:
- 1.3 Posting of Information: This RFB and any addenda, including answers to questions, will be posted https://www.wvhepc.edu/resources/purchasing-and-finance/.
- 1.4 Bid Submission: Bids may be emailed to: bid.receipt@wvhepc.edu OR mailed/delivered to the address below on or before the date required in Section 1.1.

Kelley Smith Director of Procurement WV Higher Education Policy Commission 1018 Kanawha Blvd., E, Suite 700 Charleston, WV 25301

ATTN: RFB 24273 OFFICE FURNISHINGS

For email submissions, please see Exhibit A for guidelines.

For mailed/delivered submissions, the outside of the envelope should be clearly marked with the RFB name, the bid opening date/time and the Director of Procurement's name.

# BIDS RECEIVED AFTER THE DUE DATE AND TIME WILL NOT BE CONSIDERED. IT IS THE BIDDER'S SOLE RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THE OFFER.

1.5 Award: Award of sale will be made to the highest bid that is most advantageous to the Commission. Successful bidder will be notified, and arrangements will be made for payment and transfer of all items.

Exhibit A

### **GUIDELINES FOR VENDORS FOR BID SUBMISSIONS VIA EMAIL**

**NOTE**: This document is specific to the competitive solicitation processes, where bid submissions must arrive at the closing location on time.

### 1. Purpose of These Guidelines

The Commission/Council may post opportunities that allow vendors to submit their bids / proposals / responses (known as submissions) electronically via email. This document is intended to assist vendors in understanding:

- the risks associated with submitting an emailed submission; and
- the pitfalls that should be avoided if emailing a submission.

**NOTE**: Vendors who deliver submissions via email do so at their own risk; the Commission/Council does not take any responsibility for any emailed submission that:

- does not arrive on time;
- is rejected; or
- contains corrupted electronic files.

### 2. Risks

Although emails are sent every day without incident, there are a number of risks that could occur and delay the receipt of an email. An email submission is deemed to have been received once it arrives in the Commission/Council's Electronic Mail System. Emailed submissions that arrive late will not be considered, regardless of the reason, and vendors will not have the option to resubmit after the closing date and time.

Following are some of the reasons that may delay an email, or cause an email to be rejected by the Commission/Council's email system:

- i. Delays can occur as an email moves from server to server between the sender and the recipient, meaning that the time when an email is received can be later and sometimes considerably later than the time when it was sent. The Commission/Council will consider the time that an email was received by the Commission/Council's email system as the official time for any emailed submission.
- ii. The Commission/Council's email system has technical and security limitations on the size and type of files that will be accepted. <u>Emails containing attachments that exceed 30 MB cannot be accepted</u>.
- iii. The Commission/Council's email system has protocols whereby an email may be investigated as potential spam or containing a virus / malware. Such protocols may result in an email being sent to the recipient's inbox late.
- iv. The Commission/Council's email system has protocols whereby an email may be

- investigated as having Personally Identifiable Information (PII). An email determined by the system to contain PII or data of a similar appearance of PII will not be delivered.
- v. The Commission/Council's email system is designed to reject any email that is considered spam or that contains a virus or malware. On occasion, an email may be falsely flagged and rejected. Copies of rejected emails are not kept in the email system, and therefore no possibility exists to retrieve an emailed submission that has been rejected.
- vi. In addition, it is possible that one or more attachments to an email to become corrupted and therefore inaccessible to the Commission/Council's email system.

  Vendor will not have the option to resubmit after closing if the attachments cannot be opened. Further, the Commission/Council cannot open any submission prior to closing to confirm whether or not the files have been corrupted.

### 3. Vendor Guidance for Emailed Submissions

- 1. Never assume that a solicitation allows for emailed submissions. Emails should only be used as a delivery mechanism when the opportunity expressly allows for it.
- 2. Never assume which email address is being used for submissions, when emailed submissions are permitted. Carefully read the instructions and ask questions well in advance of closing if the email address for submissions is not clear. Submissions that are emailed to any address other than the one expressly stated for the purpose may be rejected as missing a mandatory requirement of the solicitation.
- 3. Avoid using generic subject lines in the emailed submissions that do not clearly identify the solicitation name and / or number as well as the vendor organization name. The subject line of the email should be: BID FOR xxxxxxxxxx DUE WEDNESDAY xxxxxxxxx AT 3:00PM. A sample email subject line for an open bid might be: BID FOR 21001 DUE WEDNESDAY, APRIL 7, 2021 AT 3:00PM.
- 4. Avoid multiple emails from the same vendor for the same opportunity wherever possible. If multiple emails cannot be avoided (e.g., the collective size of the emails exceeds the maximum size allowed), identify how many emails constitute the full submission and provide clear instructions on how to assemble the submission. Multiple submissions from the same vendor for the same opportunity may result in rejection if these instructions are unclear.
- 5. Vendors may update, change, or withdraw their submission at any time prior to the closing date and time. If emailing updates or changes, do not submit only the changes that then require collation with the previous submission. Instead, a complete revised package with clear instructions that it replaces the earlier submission should be sent. This will help to avoid any confusion as to what constitutes the complete submission.

- 6. Avoid emailing submissions in the last 60 minutes that the solicitation is open. Sufficient time should be left prior to closing to ensure that the email was received, and to resubmit before closing if a problem occurs.
- 7. Do not assume that the email has been received. If a confirmation email is not received shortly after sending the email, contact the named Contact on the solicitation to confirm whether or not their submission was received. In addition, send the emailed submission with a delivery receipt request. If unsure how to send an email with a delivery receipt request, contact the vendor's own system support personnel or search online for instructions specific to the vendor's email system (e.g., Outlook, Gmail, etc.)
- 8. If the confirmation email is not received, do not resubmit without first contacting the named Contact. Resending a submission should only occur once confirmation is received that the original email was not received, and enough time is left for receipt of the submission prior to the closing date and time.
- Do not ignore any message from the Commission/Council regarding rejection of an emailed submission. If such a message is received prior to closing, contact the named Contact on the opportunity immediately.
- 10. If time permits prior to closing, possible remedies for a rejected or missing emailed submission include:
  - i. If the collective size of the emailed attachments exceeds 30 MB, resubmit it over multiple emails, clearly identify how many emails constitute the full submission and how to collate the files.
  - ii. If the emailed submission included zipped or executable files, unzip or remove the executable the files and resubmit over one or more emails (see previous bullet if the files collectively exceed 30 MB).
  - iii. Resend the submission from a different email account.
  - iv. If permitted in the opportunity, use an alternative method to deliver the submission (e.g., mailed or hand delivered).

Note: None of these remedies are applicable after the closing date and time.

SALE ITEM			QUANTITY					
NUMBER	Asset Description	CATEGORY	AVAIALBLE	Site	Location	QTY BID	BID PRICE	TOTAL BID
05-501-01	Buffet	CREDENZA	1	5th Floor	501			
05-501-02	Desk	DESK	1	5th Floor	501			
05-501-03	Desk	DESK	1	5th Floor	501			
05-501-04	Black Filing Cabinet	CABINET	1	5th Floor	501			
05-501-05	End Table	MISC TABLE	1	5th Floor	501			
05-502-01a	Metal Filing Cabinet	CABINET	1	5th Floor	502			
05-502-01b	Metal Filing Cabinet	CABINET	1	5th Floor	502			
05-502-01c	Metal Filing Cabinet	CABINET	1	5th Floor	502			
05-502-02a	wood chair	CHAIRS	1	5th Floor	502			
05-502-02b	wood chair	CHAIRS	1	5th Floor	502			
05-502-02c	wood chair	CHAIRS	1	5th Floor	502			
05-502-03	Bookcase	BOOKCASE	1	5th Floor	502			
05-502-04	Coat Rack	MISC ITEMS	1	5th Floor	502			
05-502-05	Round Table	CONF TABLE	1	5th Floor	502			
05-503-02	End Table	MISC TABLE	1	5th Floor	503			
05-505-01	12 conference chairs	CHAIRS	12	5th Floor	505			
05-505-02	Bookcase	BOOKCASE	1	5th Floor	505			
05-505-03	Conference Table	CONF TABLE	1	5th Floor	505			
05-506-01a	Leather Chairs	CHAIRS	1	5th Floor	506			
05-506-01b	Leather Chairs	CHAIRS	1	5th Floor	506			
05-506-02	End Table	MISC TABLE	1	5th Floor	506			
05-507-01	Couch	COUCH	1	5th Floor	507			
05-510-02	L-Shape Desk	DESK	1	5th Floor	510			
05-510-03	Filing Cabinet	CABINET	2	5th Floor	510			
05-511-01	Credenza/Filing Cabinet	CREDENZA	1	5th Floor	511			
05-511-04	Wood Bookshelf	BOOKCASE	1	5th floor	511			
05-512-01	Microwave Cart	CABINET	1	5th Floor	512			
05-513-01	L-Shape Desk	DESK	1	5th Floor	513			
05-513-03	Book Case	BOOKCASE	1	5th Floor	513			
05-513-06	Office Desk Chair	CHAIRS	1	5th Floor	513			
05-513-07	Wood File Cabinet	CABINET	1	5th Floor	513			
05-513-08	Wood Frame Chair, Black	CHAIRS	1	5th Floor	513			
05-514-01	Desk	DESK/CREDENZA	1	5th floor	514			
05-514-02	Wood Bookcase	BOOKCASE	1	5th Floor	514			
05-514-03	Large Hutch Desk	DESK	1	5th Floor	514			
05-516-02	Wood Frame Chairs: Black	CHAIRS	3	5th Floor	516			
05-518-05	Wooden Credenza	CREDENZA	1	5th Floor	518			
06-600-01	Wooden Desk (or Table)	DESK	1	6th floor	600			
06-607-01	Desk	DESK	1	6th floor	607			

### RFB 24273 ITEM LIST/BID SHEET

SALE ITEM			QUANTITY					
NUMBER	Asset Description	CATEGORY	AVAIALBLE	Site	Location	QTY BID	BID PRICE	TOTAL BID
06-607-01a	Credenza	CREDENZA	1	6th floor	607			
06-607-04	Filing Cabinet, Metal, 5-Drawer	CABINET	1	6th floor	607			
06-607-05	HP Laser Printer	MISC EQUIP	1	6th floor	607			
06-607-06	Office Chair	CHAIRS	1	6th floor	607			
06-607-07	Printer Stand	MISC TABLE	1	6th floor	607			
06-607-08A	Side Chairs	CHAIRS	1	6th floor	607			
06-607-08B	Side Chairs	CHAIRS	1	6th floor	607			
06-609-01	Wooden Plant Stand	MISC TABLE	1	6th floor	609			
06-610-01	Desk w/ return	DESK	1	6th floor	610			
06-610-02	Credenza with Hutch	CREDENZA	1	6th floor	610			
06-610-03	File Cabinet, Metal, Four-Drawer	CABINET	1	6th floor	610			
06-611-01	Desk w/ return and credenza	DESK/CREDENZA	1	6th floor	611			
06-612-01	Credenza	CREDENZA	1	6th floor	612			
06-612-02	Book Shelf	BOOKCASE	1	6th floor	612			
06-612-04	Kitchen Cabinet Unit with Countertop	CABINET	1	6th floor	612			
06-612-05	Printer Stand	MISC TABLE	1	6th floor	612			
06-612-06	Refrigerator, Kenmore, White - Full Size	REFRIGERATOR	1	6th floor	612			
06-614-01	U shaped desk	DESK	1	6th floor	614			
06-614-02	Credenza	CREDENZA	1	6th floor	614			
06-614-03	BookshelF	BOOKCASE	1	6th floor	614			
06-614-04	BookshelF	BOOKCASE	1	6th floor	614			
06-614-05	BookshelF	BOOKCASE	1	6th floor	614			
06-614-06	Coat Stand	COAT	1	6th floor	614			
06-614-07	Office Chair	CHAIRS	1	6th floor	614			
06-614-08	Side Chairs	CHAIRS	2	6th floor	614			
06-614-09	Side Chairs	CHAIRS	2	6th floor	614			
07-701-01	Conference Room Table	CONF TABLE	1	7th Floor	701			
07-701-02	Conference Room Chairs	CHAIRS	8	7th Floor	701			
07-701-03	Duramax Easel	MISC	1	7th Floor	701			
07-701-04	Side Chairs	CHAIRS	2	7th Floor	701			
07-701-05	Side Table	TABLE	1	7th Floor	701			
07-708-01	Desk w/Return	DESK	1	7th Floor	708			
07-709-01	U Shaped Desk	DESK	1	7th Floor	709			
07-709-02	Wood Shelving Unit	BOOKCASE	1	7th Floor	709			
07-711-01	Desk w return	DESK	1	7th Floor	711			
07-711-02	Wooden credenza	CREDENZA	1	7th Floor	711			
07-717-01	Brown wood credenza	CREDENZA	1	7th Floor	717			
07-717-02	Wooden end table	MISC TABLE	1	7th Floor	717			
07-717-03	Tall brown wood bookshelf	BOOKCASE	2	7th Floor	717			

SALE ITEM			QUANTITY					
NUMBER	Asset Description	CATEGORY	AVAIALBLE	Site	Location	QTY BID	BID PRICE	TOTAL BID
07-719-01	Wooden book shelf	BOOKCASE	1	7th Floor	719			
07-719-02	Tufted Desk Chair	CHAIRS	1	7th Floor	719			
07-719-03	2-drawer filing cabinet	CABINET	1	7th Floor	719			
07-720-01	Small round wooden table	MISC TABLE	1	7th Floor	720			
07-720-02	Reception Desk	DESK	1	7th Floor	720			
07-720-03	Small brown cabinet	CABINET	1	7th Floor	720			
07-720-04	Wood trim cloth chair	CHAIRS	7	7th Floor	720			
07-HS-01	Side Chairs	CHAIRS	6	7th Floor	HS			
07-HS-02	Side Chairs	CHAIRS	4	7th Floor	HS			
07-HS-03	Side Chairs	CHAIRS	1	7th Floor	HS			
07-HS-04	Round Tables	MISC TABLE	1	7th Floor	HS			
07-HS-05	Round Tables	MISC TABLE	1	7th Floor	HS			
07-HS-06	Desk Chairs	CHAIRS	1	7th Floor	HS			
07-HS-07	Desk Chairs	CHAIRS	1	7th Floor	HS			
07-HS-08	Desk Chairs	CHAIRS	1	7th Floor	HS			
07-HS-09	Oak Filing Cabinet	CABINET	1	7th Floor	HS			
07-HS-10	Metal Cabinet	CABINET	1	7th Floor	HS			
07-HS-11	Side Chairs	CHAIRS	2	7th Floor	HS			
08-804-02	Round Conf Table	TABLE/CHAIRS	1	8th Floor	804			
08-804-02A	Conf Chairs	TABLE/CHAIRS	4	8th Floor	804			
08-804-03	Cherry L-Shaped Desk with Glass Protective Cover	DESK	1	8th Floor	804			
08-804-04	Samsung 55" Smart 4K UHD TV	AV EQUIPMENT	1	8th Floor	804			
08-804-07	Wood Trim Side Chairs	CHAIRS	4	8th Floor	804			
08-804-08	Harman / Kardon Speakers	MISC EQUIP	1	8th Floor	804			
08-804-10	White Board 6x4	MISC EQUIP	1	8th Floor	804			
08-804-11	Wire Mesh Desk Organizer - Black	MISC EQUIP	1	8th Floor	804			
08-806-01	Upholstered Wingback Chair Conference Chair	CHAIRS	4	8th Floor	806			
08-806-05	Cherry L-Shaped Desk with Glass Protective Cover	DESK	1	8th Floor	806			
08-806-06	Brother Printer	MISC EQUIP	1	8th Floor	806			
	Credenza with Hutch (2 Doors; 2 File Drawers, 4 Pencil		1					
08-806-07	Drawers (no key)	CREDENZA	1	8th Floor	806			
08-806-08	Leather Office Chair – Black	CHAIRS	1	8th Floor	806			
08-806-09	White Board 6x4	MISC EQUIP	1	8th Floor	806			
08-808-01	Folding Table	TABLE	4	8th Floor	808			
08-808-02	Chair	CHAIRS	4	8th Floor	808			
08-808-03	Round Table	TABLE	1	8th Floor	808			
08-809-02	Cubicle Desk with hutch	DESK	3	8th Floor	809			
08-809-03	Stand-up / Riser Desk	DESK	1	8th Floor	809			
08-812-01	Conference chairs	CHAIRS	4	8th Floor	812			

BIDDER NAME:	
BIDDER EMAIL/PHONE	

### RFB 24273 ITEM LIST/BID SHEET

SALE ITEM			QUANTITY					
NUMBER	Asset Description	CATEGORY	AVAIALBLE	Site	Location	QTY BID	BID PRICE	TOTAL BID
08-812-02	Large Conference Table	CONF TABLE	1	8th Floor	812			
08-813-01	Wood Credenza with Hutch	CREDENZA	1	8th Floor	813			
10-1002-01	Standup Rising Desk	DESK	1	10th floor	1002			
10-1002-02	Chair	CHAIRS	1	10th floor	1002			
10-1002-03	Bookshelf	BOOKCASE	1	10th floor	1002			
10-1003-01	Side Chairs	CHAIRS	2	10th floor	1003			
10-1010-01	Filing Cabinet	CABINET	1	10th floor	1010			
10-1013-01	Coatrack	MISC	1	10th floor	1013			
10-1013-02	Small wood file credenza	CREDENZA	1	10th Floor	1013			
10-HALL-01	Bookshelf	BOOKCASE	1	10th floor	HALL			
10-HALL-02	Lateral Filing Cabinet	CABINET	1	10th floor	HALL			
10-HALL-03	Lateral Filing Cabinet	CABINET	1	10th floor	HALL			

# ITEM NO: 05-501-01 BUFFET





# ITEM NO: 05-501-03 - DESK AND RETURN ONLY



# ITEM NO: 05-501-03 - DESK AND RETURN ONLY



ITEM NO: 05-501-04



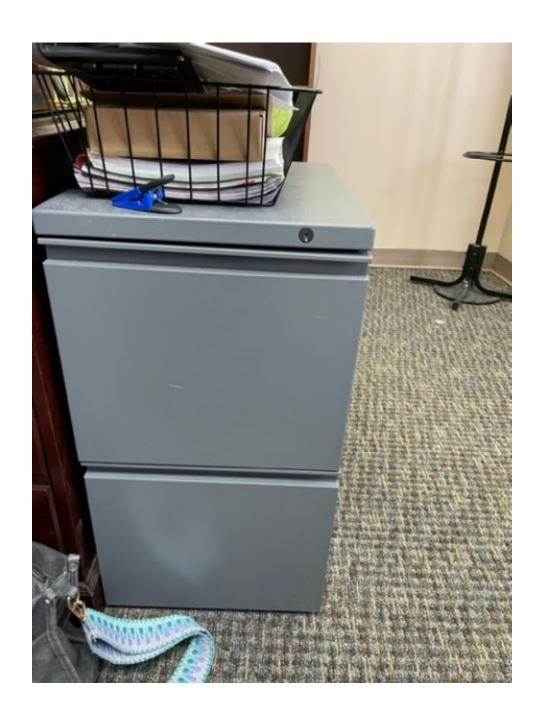




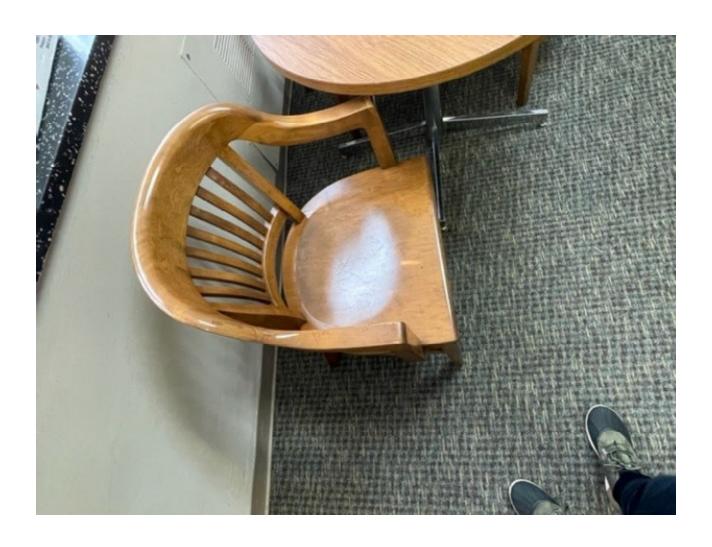
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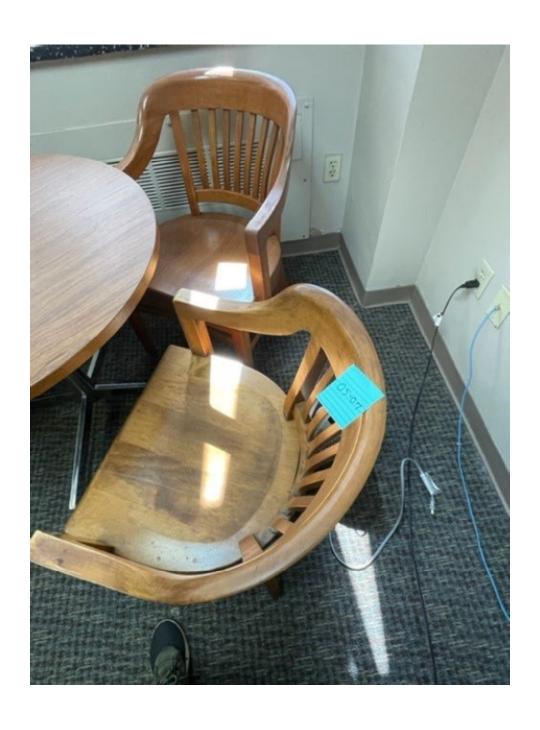
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# ITEM NO: 05-502-02a - WOOD CHAIR



# ITEM NO: 05-502-02b/c WOOD CHAIRS



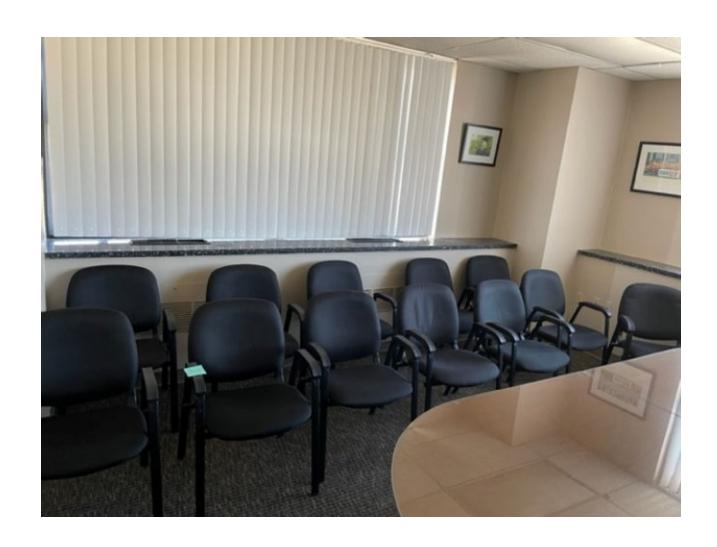


# ITEM 05-502-04 COAT RACK





# ITEM NO: 05-505-01 12 CONFERENCE CHAIRS



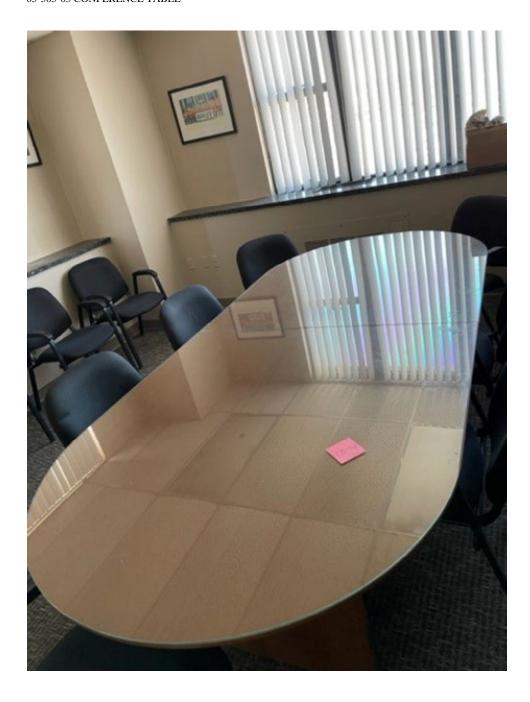
# ITEM NO: 05-505-01 CONFERENCE CHAIR UP CLOSE



# ITEM NO: 05-505-01 CONFERENCE CHAIR UP CLOSE







# ITEM NO: 05-505-03 CONFERENCE TABLE







# ITEM NO: 05-506-02 END TABLE



# ITEM NO: 05-507-01 COUCH



































































































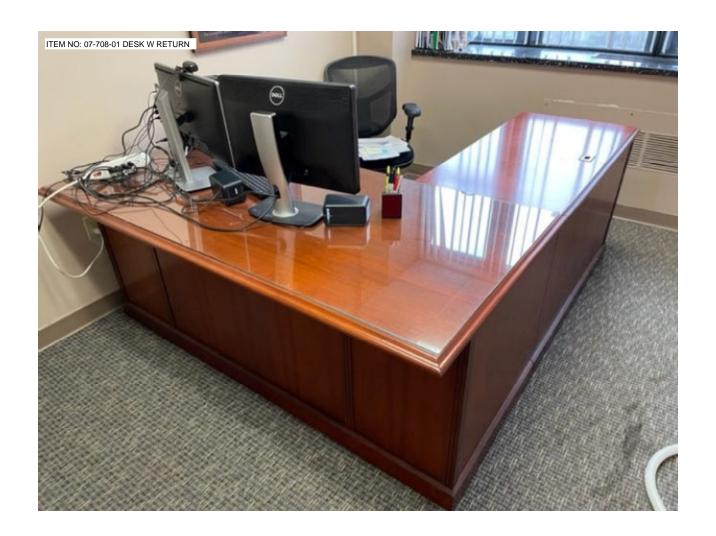






























































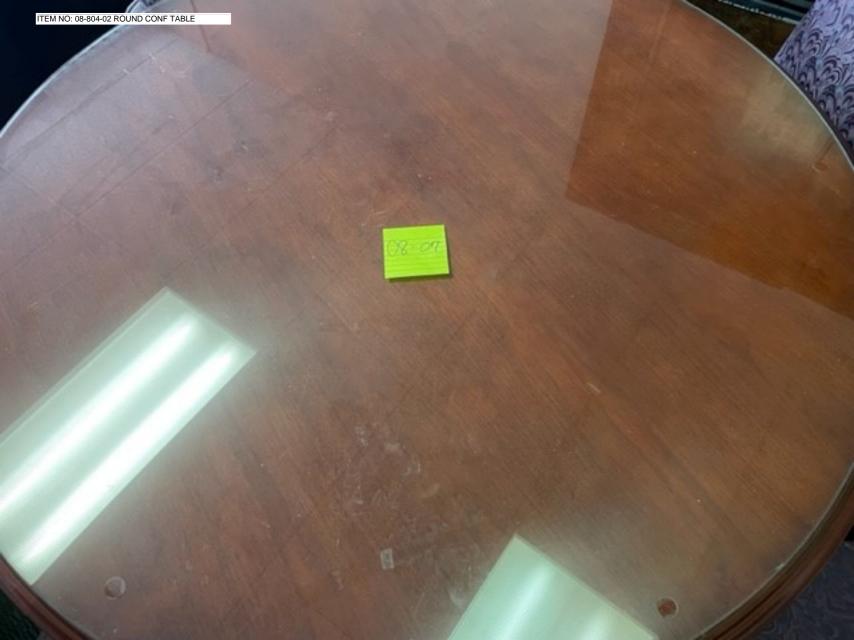












































































## 10-HALL-01





## 10-HALL-03

