



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

<b>Proc Folder:</b> 892303			<b>Reason for Modification:</b>
<b>Doc Description:</b> Table Throws for 8' Table			
<b>Proc Type:</b> Agency Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-06-04	2021-06-18 10:30	ARFQ 0402 EDD2100000060	1

**BID RECEIVING LOCATION**

PROCUREMENT OFFICER  
DEPARTMENT OF EDUCATION  
BLDG 6, RM 330  
1900 KANAWHA BLVD E  
CHARLESTON WV 25305  
US

**VENDOR**

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

**FOR INFORMATION CONTACT THE BUYER**

Michelle L Childers  
(304) 558-2686  
michelle.childers@k12.wv.us

**Vendor Signature X** **FEIN#** **DATE**

**All offers subject to all terms and conditions contained in this solicitation**

**ADDITIONAL INFORMATION**

The West Virginia Department of Education, Office of Communication is soliciting bids for the one-time purchase of (5) Embroidered OR Applique 8' Closed Back Table Throws, per the attached bid requirements, terms and conditions and specifications.

NOTE: Shipping, delivery and handling fees must be inclusive and must be incorporated in the item's price. Shipping, delivery and handling fees charged separately shall be the responsibility of the vendor and will not be paid by the Agency.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 330  1900 KANAWHA BLVD E  CHARLESTON WV US		DEPARTMENT OF EDUCATION OFFICE OF INTERNAL OPERATIONS 1900 KANAWHA BLVD E, BLDG 6 RM 330 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Applique 8' Closed Back Table Throw	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
52121604			

**Extended Description:**

Applique 8' Closed Back Table Throw

Must be Pantone 647 :Blueberry" in color.

Throw size must be 88" x 154" fitting a standard 8 foot table.

Applique must be full-color and centered on front side of table throw.

Closed Back Table Throw must be four-sided with draping corners.

Must be made from Signature Plus Table Linen, 6.4oz per square yard, 100% polyester material Soil Release fabric.

Material must be flame retardant, easy-to-clean and wrinkle-resistant.

Digital artwork will be provided after issue of Purchase Order. Sample artwork on Attachment A.

Must include set-up charge.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 330  1900 KANAWHA BLVD E		DEPARTMENT OF EDUCATION OFFICE OF INTERNAL OPERATIONS 1900 KANAWHA BLVD E, BLDG 6 RM 330	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Embroidered 8' Closed Back Table Throw	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
52121604			

**Extended Description:**

Embroidered 8" Closed Back Table Throw

Must be Pantone 647 :Blueberry" in color.

Throw size must be 88" x 154" fitting a standard 8 foot table.

Embroidery must be full-color and centered on front side of table throw.

Closed Back Table Throw must be four-sided with draping corners.

Must be made from Signature Plus Table Linen, 6.4oz per square yard, 100% polyester material Soil Release fabric.

Material must be flame retardant, easy-to-clean and wrinkle-resistant.

Digital artwork will be provided after issue of Purchase Order. Sample artwork on Attachment A.

Must include set-up charge.

INVOICE TO	SHIP TO
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DEPARTMENT OF  
EDUCATION  
BLDG 6, RM 330  
  
1900 KANAWHA BLVD E  
  
CHARLESTON WV  
US

DEPARTMENT OF  
EDUCATION  
OFFICE OF INTERNAL  
OPERATIONS  
1900 KANAWHA BLVD E,  
BLDG 6 RM 330  
CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Carrying Case for Embroidered 8' Closed Back Table Thro	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
41103031			

**Extended Description:**  
Carrying Case for Embroidered 8' Closed Back Table Throw  
  
Carrying Case must be square with a zippered closure.  
  
Must have adjustable shoulder straps.

SCHEDULE OF EVENTS
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question Deadline 4:00PM	2021-06-11

	Document Phase	Document Description	Page
EDD210000060	Final	Table Throws for 8' Table	5

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions