



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 03-10-2023

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES, INVOICES,
AND SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CMA 0932 4861 DRS2300000002 1	Procurement Folder:	1175171
Document Name:	Various Adaptive Aids for the sight and hearing impaired.	Reason for Modification:	
Document Description:	Various Adaptive Aids for the sight and hearing impaired.		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-03-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VC0000000167 INDEPENDENT LIVING AIDS LLC 137 RANO ST BUFFALO NY 14207 US Vendor Contact Phone: 516-450-3824 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Tammy Murdock Requestor Phone: (304) 760-7180 Requestor Email: tammy.k.murdock@wv.gov 23 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN ROAD NITRO WV 25143 US	PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD NITRO WV 25143 US

3-13-23 Bax

Purchasing Division's File Copy

Total Order Amount:

Open End

ENTERED

TW 3/13/23

PURCHASING DIVISION AUTHORIZATION

DATE: *Murphy* - 3/13/2023
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John S. Granger*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Beverly Tolen* 3-14-2023
ELECTRONIC SIGNATURE ON FILE

3/14/2023

Extended Description:

Open-End Contract

Various Adaptive Aids

The vendor, Independent Living Aids LLC, of Buffalo, NY, agrees to enter into this open-end contract with the agency, The West Virginia Division of Rehabilitation Service, to provide various adaptive aids for the sight and hearing impaired. Per the bid requirements, specifications, terms and conditions, the information from vendor's submitted and accepted bid on 2/28/2023, per the attached documentation and price sheet. All incorporated herein by reference and made apart of hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	42210000			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ADAPTIVE AIDS**Extended Description:**

PER EXHIBIT A PRICING PAGE, AS ATTACHED

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78121603			OR	7.750000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Freight/ Shipping Charges**Extended Description:**

Shipping on Orders

\$0.00 - \$24.99

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	78121603			OR	9.450000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Freight/ Shipping Charges**Extended Description:**

Shipping on Orders

\$25.00 - \$49.99

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	78121603			OR	11.950000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Freight/ Shipping Charges**Extended Description:**

Shipping on Orders

\$50.00 - \$75.00

	Document Phase	Document Description	Page 3
DRS2300000002	Draft	Various Adaptive Aids for the sight and hearing impaired.	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Initial Contract Term: The Initial Contract Term will be for a period of One (1)
Year. The Initial Contract Term becomes effective on the effective start
date listed on the first page of this Contract, identified as the State of West Virginia contract
cover page containing the signatures of the Purchasing Division, Attorney General, and
Encumbrance clerk (or another page identified as _____),
and the Initial Contract Term ends on the effective end date also shown on the first page of this
Contract.

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐

☐

☐

☐

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. 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 competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and 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 Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division 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.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

Revised 11/1/2022

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. 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.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Karin Datta - Account Manager
(Address) 137 Reno Street, Buffalo, NY 14207
(Phone Number) / (Fax Number) 716-332-2972 / 631-414-7395
(Email address) Karin@independentliving.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

(Company) Independent Living Aids
(Signature of Authorized Representative) Karin Datta
(Printed Name and Title of Authorized Representative) (Date) Karin Datta - Account Manager 2-27-23
(Phone Number) (Fax Number) 716-332-2972 / 631-414-7395
(Email Address) Karin@independentliving.com

**REQUEST FOR QUOTATION
[VARIOUS ADAPTIVE AIDS FOR THE SIGHT AND HEARING IMPAIRED]**

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Rehabilitation Services to establish an open-end contract(s) for various adaptive aids.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. GENERAL REQUIREMENTS:

- 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 Large Print Address Books with the following requirements:

- 3.1.1.1 Must be spiral bound with laminated alphabet tabs;
- 3.1.1.2 Must have minimum ½” tall writing space lines and a minimum of 500 address listing spaces per address book.
- 3.1.1.3 Must have minimum of 2 address listings or maximum of 3 address listings per page.
- 3.1.1.4 Must include Papermate 20/20 Low Vision Pen, or equal.
 - 3.1.1.4.1 Must use black ink
 - 3.1.1.4.2 Must produce bold, black line
 - 3.1.1.4.3 Must include pocket clip

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3.1.1.4.4 Must be individually packaged

3.1.2 Talking Cube Alarm Clock with the following requirements:

3.1.2.1 Must provide hourly time announcement.

3.1.2.2 Must provide talking calendar.

3.1.2.3 Must provide talking countdown timer.

3.1.2.4 Must be 12/24 hour format.

3.1.2.5 Must be battery operated, but no batteries are required to be included with item.

3.1.3 Talking Pyramid Alarm Clock with the following requirements:

3.1.3.1 Must provide one push button to activate time announcement.

3.1.3.2 Must provide volume control.

3.1.3.3 Must provide sound selection for alarm.

3.1.3.4 Must be battery operated, but no batteries are required to be included with item

3.1.4 Blood Pressure Wrist Talking Monitor with the following requirements:

3.1.4.1 Must provide minimum 60 memory recall.

3.1.4.2 Must announce systolic and diastolic BP as well as mean arterial pressure and pulse rate.

3.1.4.3 Must provide volume control and mute settings.

3.1.4.4 Must be battery operated and must include necessary batteries for operation.

3.1.5 Blood Pressure Arm Talking Monitor with the following requirements:

3.1.5.1 Must provide minimum 120 memory recall for two users.

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3.1.5.2 Must provide one touch automatic inflation.

3.1.5.3 Must be bilingual.

3.1.5.4 Must include battery and a/c adapter.

3.1.5.5 Must provide a date and time stamp to track readings.

3.1.6 Small, Round, Clear Bump Dots with the following requirements:

3.1.6.1 Dots shall be maximum .31" Wide x .09" High.

3.1.6.2 Dots shall be minimum .3 Wide x .085 High.

3.1.6.3 Must be self-adhesive.

3.1.6.4 Must be soft vinyl.

3.1.6.5 Dots will be ordered per package. Price per dot is captured in Exhibit "A" Pricing sheet for evaluation purposes only.

3.1.7 Small, Round, Fluorescent Orange Bump Dots with the following requirements:

3.1.7.1 Dots shall be maximum .3" Wide x .085" High.

3.1.7.2 Dots shall be minimum .25" Wide x .075" High.

3.1.7.3 Must be smooth dot with raised tactile dots.

3.1.7.4 Must be self-adhesive.

3.1.7.5 Must be soft vinyl.

3.1.7.6 Dots will be ordered per package. Price per dot is captured in the Exhibit "A" Pricing Sheet for evaluation purposes only.

3.1.8 Big Print Check Register with the following requirements:

3.1.8.1 Must have a minimum 300 entry spaces.

3.1.8.2 Must be spiral bound notebook format.

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3.1.8.3 Must be a minimum 9" x 5".

3.1.8.4 Must have minimum ½" tall writing spaces.

3.1.8.5 Must have bold columns for ease of reading.

3.1.9 Cutting Board with the following requirements:

3.1.9.1 Must be minimum 14 ¼" x 9 ½" x ¼".

3.1.9.2 Must be black on one side and white on the other.

3.1.9.3 Must be constructed of lightweight, odorless, scratch resistant poly-board.

3.1.9.4 Must include finger grip.

3.1.10 Jumbo Print Calendars with the following requirements:

3.1.10.1 Must have bold, black ink on bright white paper.

3.1.10.2 Date Numbers must be a minimum 1" H Bold.

3.1.10.3 Must be minimum 11" x 17" folded and 22" x 17" open when displaying entire month.

3.1.10.4 Must have spiral binding.

3.1.10.5 Must supply appropriate year (current or following year at time of publication) as specified in order when filling order.

3.1.11 Desktop Talking Calculator with the following requirements:

3.1.11.1 Must have minimum 8 digit view.

3.1.11.2 Must perform standard math functions (non- scientific) at a minimum.

3.1.11.3 Must have raised tactile marking on 5 key.

3.1.11.4 Must have auto shut off.

3.1.11.5 Must have audio repeat key.

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3.1.11.6 Must be battery operated, but batteries are not required to be provided with item.

3.1.12 Check Writing Guide with the following requirements:

3.1.12.1 Must fit standard check size of 2 ¾" x 6".

3.1.12.2 Must be constructed of hard molded plastic

3.1.12.3 Must be black in color.

3.1.13 Letter Writing Guide with the following requirements:

3.1.13.1 Must have minimum 13 openings to fit standard line spacing;

3.1.13.2 Must be minimum 8 ½" x 11";

3.1.13.3 Must be constructed of soft, pliable plastic

3.1.14 Envelope Writing Guide with the following requirements:

3.1.14.1 Must fit standard envelope size of 4 ¼" x 7 ¾";

3.1.14.2 Must be constructed of soft, pliable plastic

3.1.15 Signature Writing Guide with the following requirements:

3.1.15.1 Must provide a minimum ½" tall opening for signature.

3.1.15.2 Must fit in standard 3.5" x 2" size wallet card slot

3.1.15.3 Must be constructed of soft, pliable plastic

3.1.15.4 Must be black in color.

3.1.16 Magnifying LED Desk Lamp, Reizen Magnifying Lamp, or Equal, with the following requirements:

3.1.16.1 Must be minimum 1.75 (3 diopter) with 4x (12 diopter) spot/inset lens.

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3.1.16.2 Must have minimum 3.5" diameter lens with 4x inset/bifocal lens.

3.1.16.3 Must provide bright illumination;

3.1.16.4 Must include an adjustable arm and head.

3.1.17 Cordless Touch Lamp with the following requirements:

3.1.17.1 Must be cordless and include necessary batteries.

3.1.17.2 Must include Krypton bulb with high lumen, concentrated beam of light.

3.1.17.3 Must have adjustable, automatic shut-off timer.

3.1.17.4 Must have hanger hole (for hanging in closets, not around neck).

3.1.17.5 Must have protective non-skid pads.

3.1.17.6 Must be minimum 5 ½" round light beam area.

3.1.18 Liquid Level Indicators with the following requirements:

3.1.18.1 Must say stop or provide a musical tone to avoid over filling containers.

3.1.18.2 Must include long lasting "N" batteries to keep indicator light in weight, so container does not tip over when using.

3.1.18.2.1 Rectangular prism in design.

3.1.18.2.2 Two liquid sensing transducer wires, vinyl wrapped, bend in the shape of a hook, exit the case on one end.

3.1.18.2.3 Maximum 1.56" x 1.25" x .875" in size.

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3.1.19 Low Vision Notebook with the following requirements:

- 3.1.19.1** Must have spiral binding.
- 3.1.19.2** Must have bold, black lines.
- 3.1.19.3** Line height must be minimum $\frac{3}{4}$ " high.
- 3.1.19.4** Lines must be printed on both sides of pages.
- 3.1.19.5** Pages must be minimum $8\frac{1}{2}$ " x 11".
- 3.1.19.6** Minimum 70 pages per notebook.

3.1.20 Large Print Measuring Cup Set with the following requirements:

- 3.1.20.1** Must include 1/8c, 1/4c, 1/3c, 1/2c and 1 cup, cup sizes.
- 3.1.20.2** Must be large white print on black or dark blue background to indicate sizes.
- 3.1.20.3** Must be dishwasher safe.

3.1.21 Large Print Measuring Spoon Set with the following requirements:

- 3.1.21.1** Must include 1/8t, 1/4t, 1/2t, 1t and 1T spoon sizes.
- 3.1.21.2** Must be large white print on black or dark blue background to indicate sizes.
- 3.1.21.3** Must be dishwasher safe.

3.1.22 Large Compartment 7 Day Pill Dispenser with the following requirements:

- 3.1.22.1** Must have minimum 28 compartments for 7 days of meds, 4 does per day.
- 3.1.22.2** Minimum 1"x1"x1" compartment size.
- 3.1.22.3** Must include braille letter markings.
- 3.1.22.4** Maximum dimensions $8\frac{1}{2}$ " x 6".

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3.1.23 7X Magnification Mirror for grooming purposes with the following requirements:

- 3.1.23.1** Must have minimum 7X magnification.
- 3.1.23.2** Must include suction cups and hanging hook.
- 3.1.23.3** Minimum mirror diameter 5.5 inches wide

3.1.24 Oven Mitts (Single, not Pair) with the following requirements:

- 3.1.24.1** Must be flame retardant.
- 3.1.24.2** Must be minimum 17" long, elbow length.

3.1.25 White with Black Lines Bold Lined Paper with the following requirements:

- 3.1.25.1** Must be 100 sheet gum pads.
- 3.1.25.2** Must be white with bold black lines.
- 3.1.25.3** Lines must be minimum ½" tall.
- 3.1.25.4** Pads will be ordered by case.
- 3.1.25.5** Pads will be ordered per case. Price per pad is captured in the Exhibit "A" Pricing Sheet for evaluation purposes.

3.1.26 Yellow with Black Lines Bold Lined Paper with the following requirements:

- 3.1.26.1** Must be 100 sheet gum pads.
- 3.1.26.2** Must be yellow with bold black lines.
- 3.1.26.3** Lines must be minimum ½" tall.
- 3.1.26.4** Pads will be ordered by case.
- 3.1.26.5** Pads will be ordered per case. Price per pad is captured in the Exhibit "A" Pricing Sheet for evaluation purposes.

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3.1.27 Reizen Big Button Phone, or equal, with the following requirements:

- 3.1.27.1** Must produce red LED flashes for incoming calls.
- 3.1.27.2** Must include speakerphone with volume control.
- 3.1.27.3** Must include receiver volume control.
- 3.1.27.4** Must include 10 number memory storage with one-touch memory retrieval.
- 3.1.27.5** Must be white with black letters and minimum ¼" tall numbers.

3.1.28 Wide Platform Talking Scales with the following requirements:

- 3.1.28.1** Must announce weight.
- 3.1.28.2** Maximum 440 pound weight measure.
- 3.1.28.3** Wide platform must be minimum 12.2" wide.
- 3.1.28.4** Must include necessary batteries.

3.1.29 Shopping List Paper with the following requirements:

- 3.1.29.1** Must be 100 sheet gummed pads.
- 3.1.29.2** Must be minimum 4 1/2" x 11".
- 3.1.29.3** Lines must be minimum ½" tall.
- 3.1.29.4** Pads will be ordered per case. Price per pad is captured in the Exhibit "A" Pricing Sheet for evaluation purposes only.

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3.1.30 Double Spatula Tongs, LS&S Item #421087, or equal, with the following requirements:

- 3.1.30.1** Must be constructed with a locking device to change tongs into flat spatula.
- 3.1.30.2** Must be open slotted nylon construction.
- 3.1.30.3** Must be minimum 3" wide at widest point.
- 3.1.30.4** Must be dishwasher safe.

3.1.31 Syringe Magnifier with the following requirements:

- 3.1.31.1** Must have minimum 2X magnification.
- 3.1.31.2** Must fit 1cc and ½ cc insulin syringes.
- 3.1.31.3** Must clip to syringe barrel.

3.1.32 Talking Medical Thermometer with the following requirements:

- 3.1.32.1** Must include voice announcement of last measured temperature as well as current measured temperature.
- 3.1.32.2** Must have LCD display of temperature.
- 3.1.32.3** For oral use

3.1.33 White with Black Numbers Timer, Reizen Big and Bold Easy to See, or equal, with the following requirements:

- 3.1.33.1** Black numbers must be bold and a minimum 1" tall.
- 3.1.33.2** Mechanically operated timer shall be for 60 minutes.
- 3.1.33.3** Minimum 8"diameter face x 2" deep.
- 3.1.33.4** Must be white body with black numbers.

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3.1.34 Black with White Numbers Timer, Reizen Big and Bold Easy to See, or equal, with the following requirements:

3.1.34.1 White numbers must be bright white and a minimum 1" tall.

3.1.34.2 Mechanically operated timer shall be for 60 minutes.

3.1.34.3 Minimum 8"diameter face x 2" deep.

3.1.34.4 Must be black body with white numbers.

3.1.35 Turbo Ear Sound Amplifier, LS&S Item #HI-L-LHS-90, or equal, with the following requirements:

3.1.35.1 Must include High/Low Settings with adjustable volume control.

3.1.35.2 Must include belt clip.

3.1.35.3 Must include double earbuds.

3.1.35.4 Must be maximum 2 3/4" x 1 3/4".

3.1.35.5 Must be neck-loop compatible.

3.1.36 Men's Folding Money Organizer Wallet with the following requirements:

3.1.36.1 Must include minimum 5 pockets for paper money organization.

3.1.36.2 Must be zippered.

3.1.36.3 Must include full-length change pouch.

3.1.36.4 Must include minimum 4 credit card slots and 2 clear window ID/photo holders.

3.1.36.5 Must be constructed of black leather.

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3.1.37 Women's Money Organizer Wallet Red with the following requirements:

- 3.1.37.1** Must include minimum 5 pockets for paper money organization.
- 3.1.37.2** Must be minimum 8" long x 4" wide.
- 3.1.37.3** Must include minimum three change pouches.
- 3.1.37.4** Must include minimum 9 credit card slots and 1 clear ID slot.
- 3.1.37.5** Must be red in color.
- 3.1.37.6** Must be constructed of leather.

3.1.38 Women's Money Organizer Wallet Black with the following requirements:

- 3.1.38.1** Must include minimum 5 pockets for paper money organization.
- 3.1.38.2** Must be minimum 8" long x 4" wide.
- 3.1.38.3** Must include minimum three change pouches.
- 3.1.38.4** Must include minimum 9 credit card slots and 1 clear ID slot.
- 3.1.38.5** Must be black in color.
- 3.1.38.6** Must be constructed of leather.

3.1.39 Unisex Talking Watch, Leather Band, with the following requirements:

- 3.1.39.1** Must announce time and announce time during setting.
- 3.1.39.2** Must have minimum 1/4" high LCD display.
- 3.1.39.3** Must include lithium battery.

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3.1.39.4 Watch case must be metal chrome.

3.1.39.5 Must have one button time announcement.

3.1.39.6 Must include leather band brown or black in color

3.1.40 Unisex Talking Watch, Metal Expansion Band, with the following requirements:

3.1.40.1 Must announce time and announce time during setting.

3.1.40.2 Must have minimum ¼" high LCD display.

3.1.40.3 Must include lithium battery.

3.1.40.4 Watch case-housing must be metal chrome.

3.1.40.5 Must have one button time announcement.

3.1.40.6 Must include metal expansion band.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest cost for each item as shown on the Pricing Pages.

Evaluation will be based on the total bid for each item, as shown in the pricing pages. These totals are based on unit price and are for evaluation only.

4.2 Pricing Pages: Vendor should complete the Pricing Pages, Exhibit "A", by inserting the Unit Price and multiplying by Estimated Quantities to find Extended Price for each item. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages, Exhibit "A", contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied. Items listed are estimates only and will be used for bid evaluation purposes only. Actual quantities may be more or less.

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Vendors should provide Manufacturer Name and Manufacturer Part Number included in their bid. No items other than those bid by the Vendor shall be sold under this Contract

Vendor should type or electronically enter the information into Exhibit "A", the Pricing Pages to prevent errors in the evaluation. Spreadsheet will auto calculate totals. Vendors submitting bids online through wvOASIS should enter the total bid amount from the Exhibit A Pricing Page into the commodity line of wvOASIS and attached (or upload) a copy with their bid submittal.

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within ten (10) working days after orders are received. Vendor shall deliver emergency orders within two (2) working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

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6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

7.1.2 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.3 Failure to comply with other specifications and requirements contained herein.

7.1.4 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.5 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

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7.2.3 Any other remedies available in law or equity.

8 MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Exhibit "A"
Pricing Page

ADAPTIVE AIDS REQUEST FOR QUOTE

Item	Description of Item	or Equal Brand being Submitted	Or Equal Part Number	Unit of Measure	Unit Price
3.1.1	Large Print Address Books	no bid		each	0.00
3.1.2	Talking Cube Alarm Clock	756007		each	39.96
3.1.3	Talking Pyramid Alarm Clock	756242		each	12.80
3.1.4	Blood Pressure Wrist Talking Monitor	MED114		each	58.61
3.1.5	Blood Pressure Arm Talking Monitor	MED 119		each	75.21
3.1.6	Small Round, Clear Bump Dots	730100		per dot	.130
3.1.7	Fluorescent Orange, Small, Round Bump Dots	730106		per dot	.100
3.1.8	Big Print Check Register	430960		each	5.56
3.1.9	Cutting Board	356748		each	9.07
3.1.10	Jumbo Print Calendars (Applicable Year At Time of Order)	no bid		each	0.00
3.1.11	Desktop Talking Calculator	276967		each	10.46

ADAPTIVE AIDS REQUEST FOR QUOTE

Item	Description of Item	or Equal Brand being Submitted	Or Equal Part Number	Unit of Measure	Unit Price
3.1.12	Check Writing Guide	715357		each	4.58
3.1.13	Letter Writing Guide	435288		each	3.12
3.1.14	Envelope Writing Guide	291355		each	1.37
3.1.15	Signature Writing Guide	692222		each	.55
3.1.16	Magnifying LED Desk Lamp	401126		each	24.76
3.1.17	Cordless Touch Lamp	369205		each	33.96
3.1.18	Liquid Level Indicator	756017		each	9.00
3.1.19	Low Vision Notebook	421154		each	6.74
3.1.20	Large Print Measuring Cup Set	185566		each	3.47
3.1.21	Large Print Measuring Spoon Set	185567		each	1.72
3.1.22	Large Compartment 7 Day Pill Dispenser	401188		each	5.96

Exhibit "A"
Pricing Page

ADAPTIVE AIDS REQUEST FOR QUOTE

Item	Description of Item	or Equal Brand being Submitted	Or Equal Part Number	Unit of Measure	Unit Price
3.1.23	7X Magnification Mirror	Z 6617		each	22.71
3.1.24	Oven Mitts (Single, Not Pair)	3183 11		each	5.06
3.1.25	White with Black Lines Bold Lined Paper (100 page pad)	671999		Per 100 page pad	4.21
3.1.26	Yellow with Black Lines Bold Lined Paper (100 page pad)	671777		Per 100 page pad	9.31
3.1.27	Big Button Phone, Reizen, Or Equal	186254		each	14.00
3.1.28	Wide Platform Talking Scales	481063		each	39.17
3.1.29	Shopping List Paper (100 page pad)	671556		Per 100 page pad	3.14
3.1.30	Double Spatula Tongs	267844		each	8.64
3.1.31	Syringe Magnifier	454507		each	5.48
3.1.32	Talking Medical Thermometer	481123		each	14.36
3.1.33	White with Black Numbers Timer	798792		each	11.87

Exhibit "A"
Pricing Page

ADAPTIVE AIDS REQUEST FOR QUOTE

Item	Description of Item	or Equal Brand being Submitted	Or Equal Part Number	Unit of Measure	Unit Price
3.1.34	Black with White Numbers Timer	790793		each	11.87
3.1.35	Turbo Ear, Or Equal	no bid		each	0.60
3.1.36	Men's Folding Money Organizer Wallet	432476		each	15.00
3.1.37	Women's Money Organizer Wallet, Red	432443		each	18.71
3.1.38	Women's Money Organizer Wallet, Black	60290		each	18.71
3.1.39	Unisex Talking Watch, Leather Band	314200N L&A		each	32.00
3.1.40	Unisex Talking Watch, Metal Extension Band	314200N EXA		each	32.00