



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

Request for Quotation

RFQ NUMBER
ISCJ0067

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

DEPARTMENT OF ADMINISTRATION
 JOBSITE
 SEE SPECIFICATIONS



Mr. Larry Cox
 Lee Hartman & Sons
 300 Roxalana Business Park, Suite 2
 Dunbar, WV 25064

S H I P T O

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/15/2008	Net 30	Our Truck	Dest	FFO

BID OPENING DATE: 12/18/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS AND						
2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST.						
BID OPENING DATE REMAINS: 12/18/08						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
001	1	LS		725-55-01-001		
TELEPHONE OR VIDEO CONFERENCE EQUIPMENT						
***** THIS IS THE END OF RFQ ISCJ0067 ***** TOTAL:						<u>\$112,192.00</u>

RECEIVED
 08 DEC 18 PM 12:03
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Larry T. Cox</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FEIN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

ISCJ0067 Vendor Questions Responses

1.) I have a question on Equipment requirements. In the Regents Room, you have a quantity of (5) Crestron QM-RX. By looking at the equipment for this room, it looks like only (1) of these units will be needed in this room. I will need to know if you in fact want (5) of these units.

Your answer to this question is needed to determine the final bid price as well as the cost for bonding.

Answer: The quantity should be (1) one.

2.) Does this section apply to this project? If so, would need to know from whom to request the drawings

Answer: The agency has used another agency's internal engineering staff. Exhibit 9 is standard language for all construction projects bid by the state over \$25K. As stated in the pre-bid meeting this is a specification only project. No official A/E drawings were developed and distributed. A generalized, not to scale drawing, will be included with the addendum.

3.) The Regents room Conference Room B indicates a qty of 5 Crestron QM-RX QM receivers. There is only 1 display indicated on the RFQ, are there other destinations that need to be addressed or is the qty incorrect?

Answer: The quantity should be (1) one.

4.) The Heritage Room Conference Room D, the short throw projectors have to be on the same wall as the display surface. What mounting method is to be used? You do not indicate any mounts. Do you want table top, shelf, or ceiling mounts?

Answer: The mounting method will be ceiling mount.

5.) What manner of cable management is to be used to get the cables from the lecterns to the walls in each room? The lecterns house all of the electronics and will be away from the walls and since you are not providing floor pockets this needs to be addressed to prevent a trip hazard.

Answer: Lecterns are to be positioned against the wall (see diagram).

6.) Will the lecterns need to be disconnected for other functions in the rooms?

Answer: No.

7.) The EVID4.2 model speakers are surface mount and not ceiling mount as indicated in the RFQ. Is this correct?

Answer: The speakers are surface mount.

8.) Is the state running wire mold to all of the equipment locations?

Answer: Yes.

9.) If so, what size wire mold is being used?

Answer: Wire mold 5400 around the base of most of the rooms; the 5400 has two channels one for electric and one for Data.

10.) Will we need to provide jack plates for the signals at each location or simply bring the cables out of the wire mold to the equipment?

Answer: No.

11.) Will the state be running the cabling to locations if it is inside of the wall or above the ceiling areas?

Answer: Yes.

12.) Is the state providing dedicated PCs for the lecterns or will there need to be laptop interfaces?

Answer: Lecterns need to have laptop interfaces.

13.) You will be providing some sort of drawing (scale not necessary) to indicate preferred locations for equipment installation.

Answer: Diagram provided.

14.) According to paragraph 8 under the general requirements "The General Services Division will be responsible . . . for providing the necessary electrical and cable connections." Does this mean that GSD will be pulling the cable provided by the vendor or simply providing the raceways?

Answer: General Services Division will install all of the electrical cabling & connections and the West Virginia Office of Technology will install all the data cabling & connections.

15.) What sort of wire management will be required for the lecterns and who will provide it?

Answer: General Services Division will provide wire management for power & the West Virginia Office of Technology will provide data cabling to the lecterns. Any special cables other than cat 5E, Cat 6 and or electrical wire is to be furnished by the Vendor.

16.) In each conference room -- will the Touch Panel reside on the lectern or elsewhere?

Answer: The Touch Panel will reside on the lectern.

Additional Clarifications to the Specifications:

Page 3: Add to Workers' Compensation Section: "Worker' Compensation Certificate will be required of the vendor for the life of the contract."

Page 11: Add to top of page: "It is strongly preferred that vendors complete the provided pricing pages in lieu of submitting alternate quote forms".

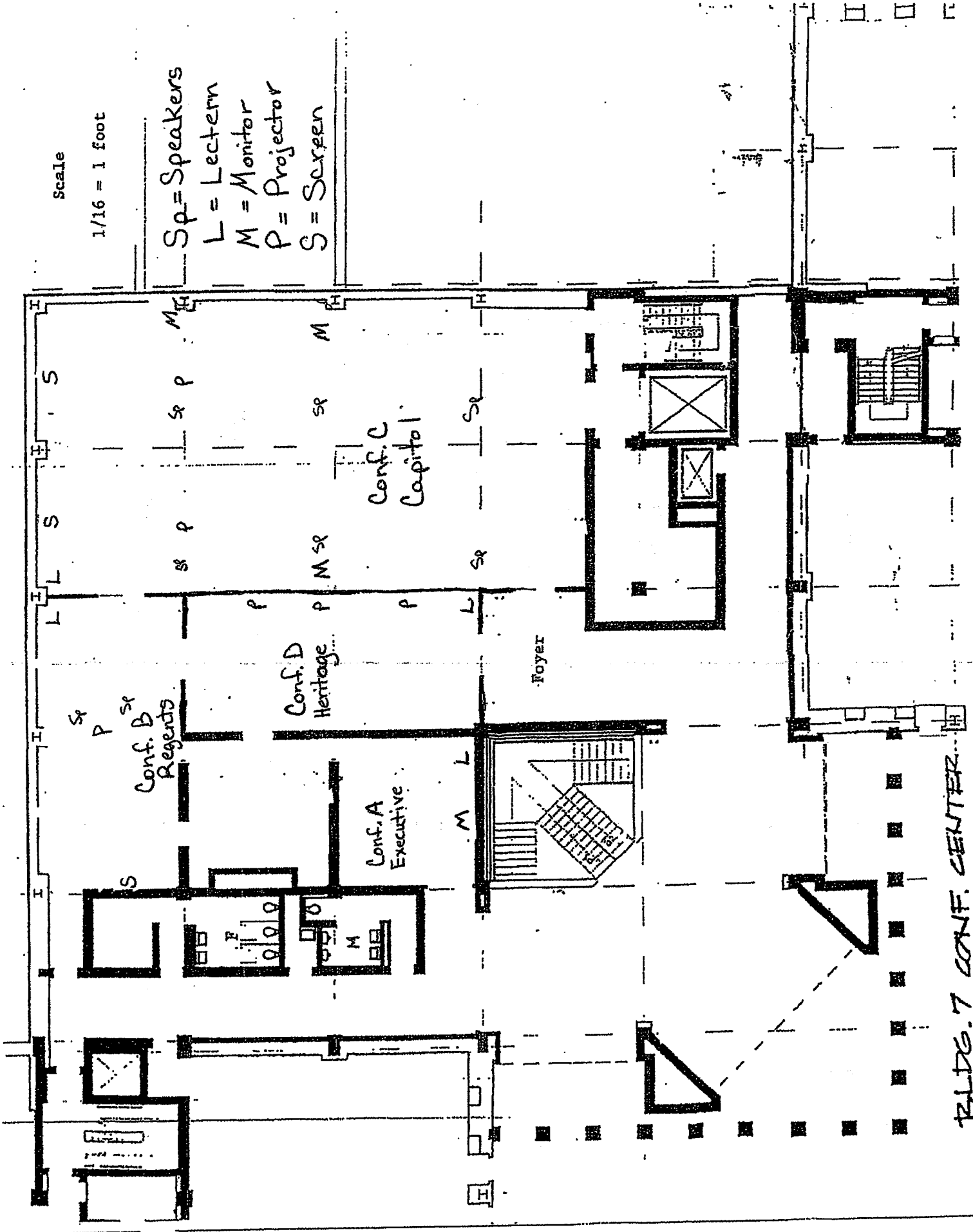
Page 12: Please delete the following language: "All equipment must be warranted for a minimum of one (1) year. Response time shall be within 24 hours of contact by the customer, and may include onsite visits as necessary to repair/replace warranted equipment."

Please replace with the following: "All equipment must be warranted for a minimum of one (1) year. Any warranty repair and/or replacement must be covered by the vendor. Vendors shall respond onsite and carry out the warranty replacement/repair to all warranty repair/replacement calls by the customer within 24 hours of the initial call by the customer. Any exceptions to this must be pre-approved by the customer."

Scale

1/16 = 1 foot

Sp = Speakers
L = Lectern
M = Monitor
P = Projector
S = Screen



BLDG. 7 CONF. CENTER

SIGN IN SHEET

Request for Quotation Number: ISCJ0067

Date: 12/08/2008

1:30 PM

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Example:

Firm Name:	WV Purchasing Division
Firm Address:	2019 Washington St. E. Charleston, WV 25304
Representative Attending:	Krista Ferrell, Senior Buyer
Phone Number:	304-558-2596
Fax Number:	304-558-4115
Email Address:	krista.s.ferrelle@wv.gov

Firm Name:	Greenview Systems, Inc.
Firm Address:	9200 3rd Ave. Suite 114 Martinsburg, WV 25714
Representative Attending:	Tom Sizemore
Phone Number:	304-204-1392
Fax Number:	304-204-1394
Email Address:	tsizemore@gsivw.com

Firm Name:	Simplex Grinnell
Firm Address:	2800 7th Ave Suite 102 Chas. WV 25312
Representative Attending:	JEFF WEST
Phone Number:	(304) 550-7865 C (304) 206-0012
Fax Number:	(304) 746-4089
Email Address:	jwest@simplexgrinnell.com

Firm Name:	Rusty Risher Verizon
Firm Address:	500 Technology Dr So Charleston, WV 25309
Representative Attending:	Verizon Rusty Risher
Phone Number:	304-746-1020
Fax Number:	304-746-1010
Email Address:	rjfisher@verizonbusiness.com

Firm Name:	New Tech Systems, Inc.
Firm Address:	420 16th Street Dunbar, WV 25064
Representative Attending:	Andrew Ramsey
Phone Number:	304-766-0000
Fax Number:	304-766-0003
Email Address:	aramsey@newtechwv.com

Firm Name:	Lee Hartman & Sons
Firm Address:	300 Roxulana Business Park Suite 2 Dunbar, WV 25064
Representative Attending:	Larry Cox
Phone Number:	304-720-2031
Fax Number:	304-766-7441
Email Address:	L.Cox@LeeHartman.com

SIGN IN SHEET

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12/08/2008

1:30 PM

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Firm Name:	ELECTRONIC SPECIALTY
Firm Address:	1325 DUNBAR AVE DUNBAR WV 25064
Representative Attending:	MARK WOOT
Phone Number:	304-766-6277
Fax Number:	304-766-6270
Email Address:	MARK@ELECTRONIC SPECIALTY.COM

Firm Name:	ELECTRONIC SPECIALTY CO
Firm Address:	1325 Dunbar Ave Dunbar WV 25064
Representative Attending:	Tom Fitzwater
Phone Number:	304-766-6277
Fax Number:	304-766-6270
Email Address:	Tom-Fitzwater@Electronicspecialty.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
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Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

Lee Hartman & Sons, Inc
 300 Roxalawa Business Park
 Suite 2
 Dunbar, WV 25064

DEPARTMENT OF ADMINISTRATION
 JOBSITE
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/26/2008	Net 30	Our Truck	Dest	FFO

BID OPENING DATE: 12/18/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		725-55-01-001		\$112,192 ⁰⁰
<p>TELEPHONE OR VIDEO CONFERENCE EQUIPMENT</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH NUMEROUS AUDIO, VIDEO, VIDEO CONFERENCING, DATA PROJECTION, AND COMMUNICATIONS EQUIPMENT TO BE INSTALLED IN BUILDING 7 LOCATED ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON MONDAY, DECEMBER 8, 2008 AT 1:30 PM IN BUILDING 7. ALL PRIME/GENERAL CONTRACTORS ARE REQUIRED TO ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOME TO ATTEND; HOWEVER, ATTENDANCE IS NOT MANDATORY. ANY PRIME/GENERAL CONTRACTOR FAILING TO ATTEND THIS MEETING WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. ONLY THOSE TECHNICAL QUESTIONS RECEIVED IN WRITING WILL BE ADDRESSED. DEADLINE FOR ALL TECHNICAL QUESTIONS IS WEDNESDAY, DECEMBER 10, 2008 AT THE CLOSE OF BUSINESS. ALL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Darryl T. Cook</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FEIN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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 KRISTA FERRELL
 304-558-2596

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 Lee Hartman + Sons, Inc
 300 Roxalane Business Park
 Suite 2
 Dunbar, WV 25064

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DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/26/2008	Net 30	Over Truck	Dest	PPD

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING DATE AND IN ANY FORMAT.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED PURCHASING AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED PURCHASING AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 60 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Darryl T. Erb</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FEIN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

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3

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY
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*Lee Hartman & Sons, Inc
 300 Roxalawn Business Park
 Suite 2
 Dunbar, WV 25064*

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<p>THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>() BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED</p>						

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SIGNATURE <i>Darryl Lewis</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FEIN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>() MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BON COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINU GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Rarry T Enl</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FEIN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: 12/18/2008		BID OPENING TIME 01:30PM		

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<p>PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Darryl J. ...</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FEIN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
 ISCJ0067

PAGE
 6

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 804-558-2596

PROPOSE

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Lee Hartman & Sons, Inc
 300 Roxalawa Business Park
 Suite 2
 Dunbar, WV 25064

SHIP TO

DEPARTMENT OF ADMINISTRATION
 JOBSITE
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/26/2008	Net 30	our Truck	Dest	PP0

BID OPENING DATE: 12/18/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS. :</p> <p>NO. 1 Larry T. Cox ✓</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Larry T. Cox</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FERN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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Request for Quotation

RFQ NUMBER:
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PAGE:
 7

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Lee Hartman & Sons, Inc
 300 Roxalawa Business Park
 Suite 2
 Dunbar, WV 25064

DEPARTMENT OF ADMINISTRATION
 JOBSITE
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/26/2008	Net 30	Over Truck	Dest	PPD
BID OPENING DATE: 12/18/2008		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 5						
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p>.....<i>Darryl Cox</i>..... SIGNATURE Lee Hartman & Sons, Inc. COMPANY 12-16-2008 DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Darryl Cox* TELEPHONE: 304-720-2031 DATE: 12-16-2008

TITLE: Area Sales Manager FEIN: 54-0716361 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
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 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 ISCJ0067

PAGE
 8

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

Lee Hartman & Sons, Inc
 300 Rogalana Business Park
 Suite 2
 Durban, WV 25064

DEPARTMENT OF ADMINISTRATION
 JOBSITE
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/26/2008	Net 30	Over Truck	Dest	PRD

BID OPENING DATE: 12/18/2008 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: ... Lee Hartman & Sons, Inc ...</p> <p>CONTRACTORS LICENSE NO.: WV 037465</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Larry T. Cox</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FAX 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
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 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 ISCJ0067

PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Lee Hartman & Sons, Inc
 300 Roxalawa Business Park
 suite 2
 Dunbar, WV 25064

BUYER

DEPARTMENT OF ADMINISTRATION
 JOBSITE
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/26/2008	Net 30	our Truck	Dest	PLD

BID OPENING DATE: 12/18/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER:		KRISTA FERRELL-FILE 21				
REQ. NO.:		ISCJ0067				
BID OPENING DATE:		12/18/2008				
BID OPENING TIME:		1:30 PM				
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
304		766-7441				
PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:						
		Larry Cox				

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Larry Cox</i>	TELEPHONE 304-720-2031	DATE 12-16-2008
TITLE Area Sales Manager	FEIN 54-0716361	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Request for Quotation ISCJ0067

The West Virginia Purchasing Division, on behalf of the West Virginia Office of Technology and General Services Division, is requesting quotes for numerous audio, video, video-conferencing, data projection and communications equipment, to be installed at Building 7, Capitol Complex.

Attached is a list of AV equipment for four (4) conference/training rooms. This equipment is being requested by the Secretary, Department of Administration as part of a renovation to this building. This is a project that must be coordinated with other construction type renovations that are currently being performed, so timelines must be coordinated between vendors.

The Department of Administration would like to see activity on this project and completion as quickly as possible, including procurement, installation and training.

GENERAL REQUIREMENTS

1. Vendors must attend a mandatory pre-bid walk-through of the facility on (Dec 8th @1:30).
2. Pricing shall include all labor and materials for proper installation of equipment.
3. Pricing shall include cost of Crestron and Biamp Nexia control code programming.
4. Pricing shall include cost of delivery, installation and system testing.
5. Bidder shall provide a written schematic or plan for installing the equipment.
6. Bidder shall provide a projected delivery, installation, system testing and training timeline.
7. Bidder shall maintain all manufacturer's certifications required for reseller installation, programming, warranty and maintenance support.
8. Access above ceiling and AC Power outlets to prescribed points shall be the responsibility of the State of WV. This shall include all cable access and cable raceways and cable access to all equipment. The General Services Division will be responsible for installing all vendor-provided hardware into the existing structure, and for providing the necessary electrical and cable connections. The vendor will provide a single point of contact to assist in readying the site for system installation. The vendor will then be responsible for mounting, installing and connecting all provided components, including complete testing of the equipment.
9. One day (eight hours) of training and documentation on operation and maintenance procedures shall be provided for designated staff personnel, upon completion of installation.
10. The vendor and / or subcontractor shall submit three (3) written references of installations of similar type.

EQUIPMENT REQUIREMENTS

UNIT COST EXTENDED COST

<u>Executive Room (Conference Room A):</u>		UNIT COST	EXTENDED COST
(1)	Sharp LC 65D64U 65" LCD Monitor	3,195.00	3,195.00
(1)	Peerless ST680 Wall Mount for LCD	135.00	135.00
(1)	Polycom HDX 8002XL HD Videoconferencing System	10,100.00	10,100.00
(1)	Spectrum 55218 Compact Lectern	1,075.00	1,075.00
(1)	Spectrum 55219 Flip Up Shelf	225.00	225.00
(1)	Sony SLVD380P DVD/VCR Player	95.00	95.00
(1)	Crestron MPS100 Multi-Media Presentation System	1,975.00	1,975.00
(1)	Crestron TPS4000 10.4" Color Touch Panel	5,700.00	5,700.00
ADD	Crestron CNPWS-75 Power Supply	270.00	270.00
ADD	Tripp-Lite SMART500RTU1 Rack Mount UPS	185.00	185.00
<u>Regents Room (Conference Room B):</u>			
(1)	Dalite 88389L Contour Electrol HDTV w/ LVC	975.00	975.00
(1)	Sanyo PGD-DWT50L 4500 Lumen WXGA Projector	3,795.00	3,795.00
(1)	Sanyo NS-T40 Long Throw Lens	1,925.00	1,925.00
(1)	Peerless ACC560 Ceiling Mount Adapter	12.00	12.00
(1)	Peerless PRGUNV Projector Ceiling Mount Kit	130.00	130.00
(1)	Sony SLVD380P DVD/VCR Player	95.00	95.00
(1)	Crestron MPS100 Multi-Media Presentation System	1,975.00	1,975.00
(1)	Electrovoice EVID4.2 Ceiling Speakers (total 2)	250.00	250.00
(1)	Crestron QM-RX QM Receiver	785.00	785.00
(1)	Crestron TPS4000 10.4" Color Touch Panel	5,700.00	5,700.00
(1)	Spectrum 55218 Compact Lectern	1,075.00	1,075.00
(1)	Spectrum 55219 Flip Up Shelf	225.00	225.00
ADD	Crestron CNPWS-75 Power Supply	270.00	270.00
ADD	Tripp-Lite SMART500RTU1 Rack Mount UPS	185.00	185.00
<u>Capitol Room (Conference Room C):</u>			
(2)	Dalite 88389L Contour Electrol HDTV w/ LVC	975.00	1,950.00
(2)	Sanyo PGD-DWT50L 4500 Lumen WXGA Projector	3,795.00	7,590.00
(2)	Sanyo NS-T40 Long Throw Lens	1,900.00	3,800.00
(2)	Peerless ACC560 Ceiling Mount Adapter	12.00	24.00
(2)	Peerless PRGUNV Projector Ceiling Mount Kit	130.00	260.00
(1)	Sony SLVD380P DVD/VCR Player	95.00	95.00

(3)	Sharp LC52D64U 52" LCD Monitor	1,550.00	4,650.00
(1)	Crestron MPS100 Multi-Media Presentation System	1,975.00	1,975.00
(1)	Crestron QM-DA-8 QM Distribution Amplifier	845.00	845.00
(3)	Peerless PLCM-UNL-CP Ceiling Mount Kit	245.00	735.00
(3)	Electrovoice EVID4.2 Ceiling Speakers (total 6)	250.00	750.00
(5)	Crestron QM-RX QM Receiver	785.00	3,925.00
(1)	Crestron CNPWS-75 Power Supply	270.00	270.00
(1)	Crestron TPS4000 10.4" Color Touch Panel	5,700.00	5,700.00
(1)	Biamp Nexia CS Digital Audio Processor	1,695.00	1,695.00
(1)	Spectrum55190CHB HD Media Manager Lectern	1,900.00	1,900.00
(1)	Telex RE2-L10 Wireless Microphone System	410.00	410.00
(1)	Tripplite TRPS500RT1U Rack Mount UPS	185.00	185.00
(1)	Crestron QM-AMP3x80SR Multi-Channel Amplifier	600.00	600.00
<u>Heritage Room (Conference Room D):</u>			
(3)	Sanyo PLC-XL51 Super Short Throw Projector	3,100.00	3,100.00
(1)	Crestron MPS100 Multi-Media Presentation System	1,950.00	1,950.00
(1)	Crestron QM-DA-4 QM Distribution Amplifier	650.00	650.00
(3)	Crestron QM-RX QM Receiver	785.00	2,355.00
(1)	Sony SLVD380P DVD/VCR Player	95.00	95.00
(1)	Electrovoice EVID4.2 Ceiling Speakers (total of 2)	250.00	250.00
(1)	Spectrum 55218 Compact Lectern	1,075.00	1,075.00
(1)	Spectrum 55219 Flip Up Shelf	225.00	225.00
(1)	Crestron TPS4000 10.4" Color Touch Panel	5,700.00	5,700.00
(1)	Tripplite TRPS500RT1U Rack Mount UPS	185.00	185.00
(1)	Crestron CNPWS-75 Power Supply	270.00	270.00
All equipment must be warranted for a minimum of one (1) year. Response time shall be within 24 hours of contact by customer, and may include onsite visits as necessary to repair/replace warranted equipment.			
Total Cost			112,192.00

(3)	ADD Peerless PROUNV Projector Ceiling Mount Kit	130.00	390.00	included in total
(3)	ADD Peerless ACC500 Ceiling Mount Adaptor	12.00	36.00	
Installation				
	Lee Hartman Labor	9,600.00	9,600.00	included in total
	Lee Hartman Programming	2,400.00	2,400.00	
	Polycom 4870-00300-150 Total Coverage for 1 year	945.00	945.00	not included in total
	Polycom 4870-00300-336 Total Coverage for 3 years	2,265.00	2,265.00	

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
of _____, _____, as Principal, and _____
of _____, _____, a corporation organized and existing under the laws of the State of _____
with its principal office in the City of _____, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of _____ (\$ _____) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this _____ day of _____, 20_____.

Principal Corporate Seal

(Name of Principal)

By _____
(Must be President or Vice President)

(Title)

Surety Corporate Seal

(Name of Surety)

Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

- (A) WV State Agency (Stated on Page 1 "Spending Unit") Request for Quotation Number (upper right corner of page #1)
(C) Your Company Name
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety Incorporation
(K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
(L) Amount of bond in figures
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Corporation
(R) Raised Corporate Seal of Principal
(S) Signature of President or Vice President
(T) Title of person signing
(U) Raised Corporate Seal of Surety
(V) Corporate Name of Surety
(W) Signature of Attorney in Fact of the Surety

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, (C) of (D), (E) as Principal, and (F) of (G), (H), a corporation organized and existing under the laws of the State of (I) with its principal office in the City of (J), as Surety, are held and firmly bound unto The State of West Virginia, as Oblige, in the penal sum of (K) (\$ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for (M)

NOW THEREFORE.

- (a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Oblige may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this (N) day of (O), 20 (P).

Principal Corporate Seal (R) (Q) (Name of Principal) By (S) (Must be President or Vice President) (T) Title

Surety Corporate Seal (U) (V) (Name of Surety)

(W) Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.

RFQ No. ISCJ0067

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: Lee Hartman + Sons, Inc

Authorized Signature: Larry T Cox Date: 12-16-2008

THE CINCINNATI INSURANCE COMPANY
CINCINNATI, OHIO

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Lee Hartman & Sons, Inc. as Principal, hereinafter called the Principal, and THE CINCINNATI INSURANCE COMPANY, a corporation duly organized under the laws of the State of Ohio, as Surety, hereinafter called the Surety, are held and firmly bound unto the State of West Virginia as Obligee, hereinafter called the Obligee, in the sum of 5% of Amount of Bid Dollars (\$ 5% Amount of Bid), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for audio, video, video conferencing, data projection and communications equipment.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 12th day of December, 2008 .

Rebecca Bonhote
(Witness)

Rebecca Bonhote
(Witness)

Lee Hartman & Sons, Inc.
(Principal) (Seal)
By: [Signature]
(Title)

THE CINCINNATI INSURANCE COMPANY
(Surety) (Seal)
By: M. Nelson Metheny
M. Nelson Metheny, Attorney in Fact

Printed in cooperation with the American Institute of Architects (AIA), by The Cincinnati Insurance Company who vouches that the language in this document conforms exactly to the language used in AIA Document A310, February 1970 ED.

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

E. Gerald Stump; William E. Haynie; Mark B. Stump; Cecelia W. Long; Paula B. Gibson; Samuel A. Lowman, Jr.; Barbara Hall; Linda St. Clair; Robert Gibson; Mike Repass; Lisa Bain; M. Nelson Metheney; Denise Pierce and/or Sandra Burns

of Salem, Virginia its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to Ten Million and No/100 Dollars (\$10,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 1st day of April, 2007.



THE CINCINNATI INSURANCE COMPANY

Thomas H. Kelly
Vice President

STATE OF OHIO) ss:
COUNTY OF BUTLER)

On this 1st day of April, 2007, before me came the above-named Senior Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Mark J. Huller
MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio, this 12th day of December 2008



Bruce J. Schlemmer
Secretary

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/15/2008

PRODUCER (540) 389-2327 FAX: (540) 389-5901
Humphrey Stump & Haynie Insurance Agency, Inc
100 E. Main Street
P.O. Box 3205
Salem VA 24153

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Lee Hartman & Sons, Inc.
P.O. Box 13365
Roanoke VA 24033-3365

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Cincinnati Insurance	10677
INSURER B: Accident Fund Insurance	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CPP0834074	10/1/2008	10/1/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CPP0834074	10/1/2008	10/1/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	CPP0834074	10/1/2008	10/1/2009	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCV6049063-00	10/1/2008	10/1/2009	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

STATE OF WEST VIRGINIA
DEPT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST., EAST
PO BOX 50130
CHARLESTON, WV 25305-0130

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 15 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Cecelia Long/CECELI

Cecelia Long

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV037465

Classification:

COMMUNICATION & SOUND

LEE HARTMAN & SONS, INC.
PO BOX 13365
ROANOKE, VA 25133

Date Issued

Expiration Date

JULY 22, 2008

JULY 22, 2009



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

Lee Hartman
Authorized Company Signature

Michael A. Carl
Chair, West Virginia Contractor
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



REF: ISCJ0067

Plan for implementation of Audio, Video, Video-Conferencing , Data Projection, and Communications Equipment in 4 Conference Rooms Building 7, Capitol Complex.

After award, items not currently instock will be ordered.

Items instock pulled and placed in secure location in our facility along with complete equipment list.

Schedule visit with Electric and other contractors to determine final equipment location, power and cable layout, and determine exact mount hardware locations. Provide these details to crew/ group assigned with the mounting the wall/ceiling mounting hardware. Supply them with said hardware.

Begin basic programming of control system. Meet with people/persons at facility to determine final program design layout.

Begin onsite installation, scheduling around room availability, other contractors and room work loads.

Complete installations (hardware and software) test functionality, make any necessary changes.

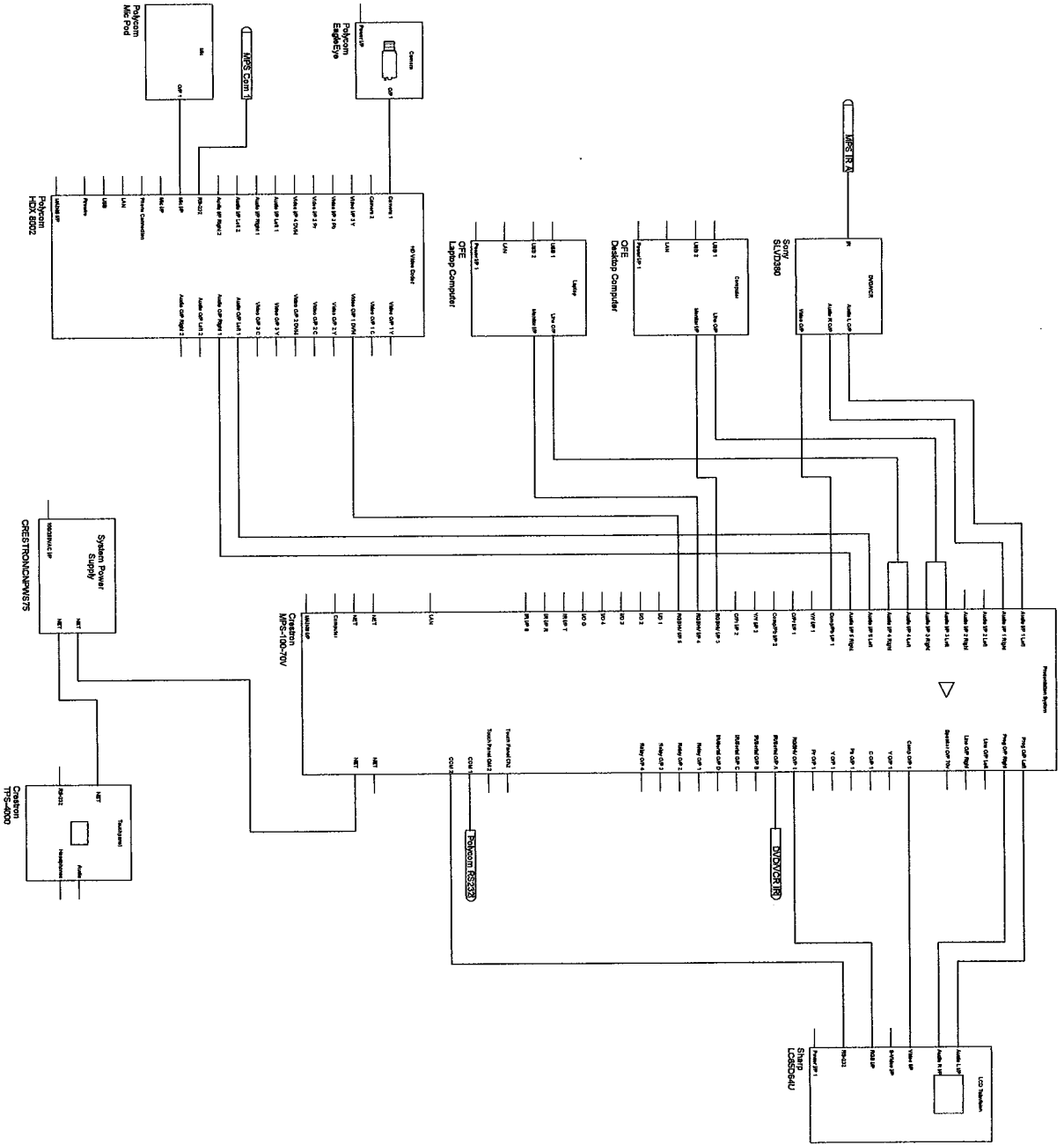
Schedule with the staff, onsite staff training of the equipment and room systems operation.

Depending on room availability, interface with other contractors, staff availability total project timeline is 30-45 days ARO.

Dept. of Administration

Charleston, WV

Executive Room Signal Flow



Symbols Used

Signal

Revisions

Num	Date	Notes
001	12.17.08	Design Input

Drawn By	Checked	Date
RLV	NTS	12.17.08
Department of Administration	Issued For	
Scale	Rev. Desc.	Change Desc.
001	001	File

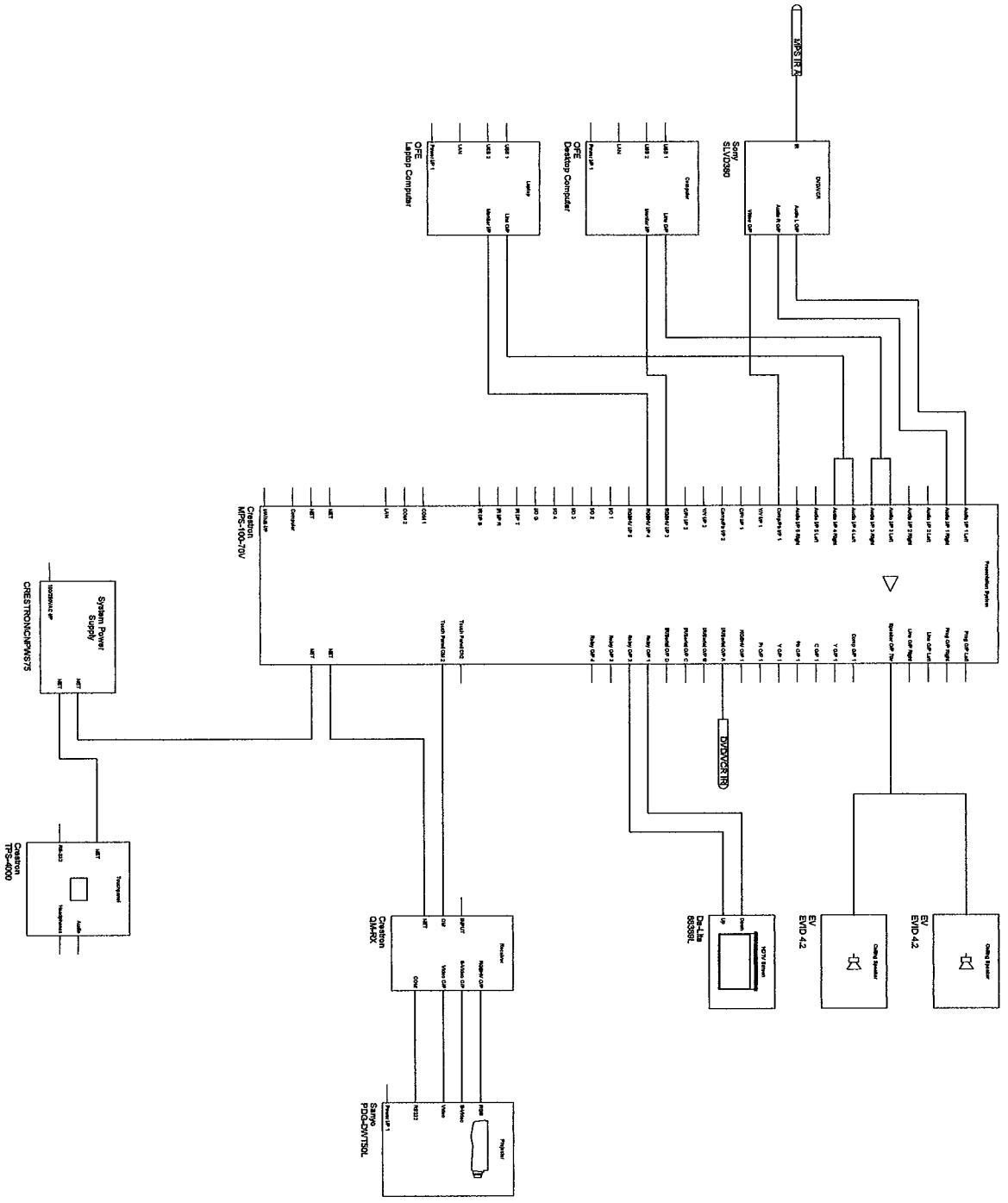
Dept. of Administration

Charleston, WV Regents Room Signal Flow

Revisions		
No.	Date	Notes
001	12.17.08	Design Release

Symbols Used
 Signal _____

Drawn By:	Scale:	Date:
RLV	NTS	12.17.08
Issued For:		
Department of Administration		
State:	Rev. No.:	Change Mark:
COX	001	Pre



Dept. of Administration

Charleston, WV Capitol Room Signal Flow

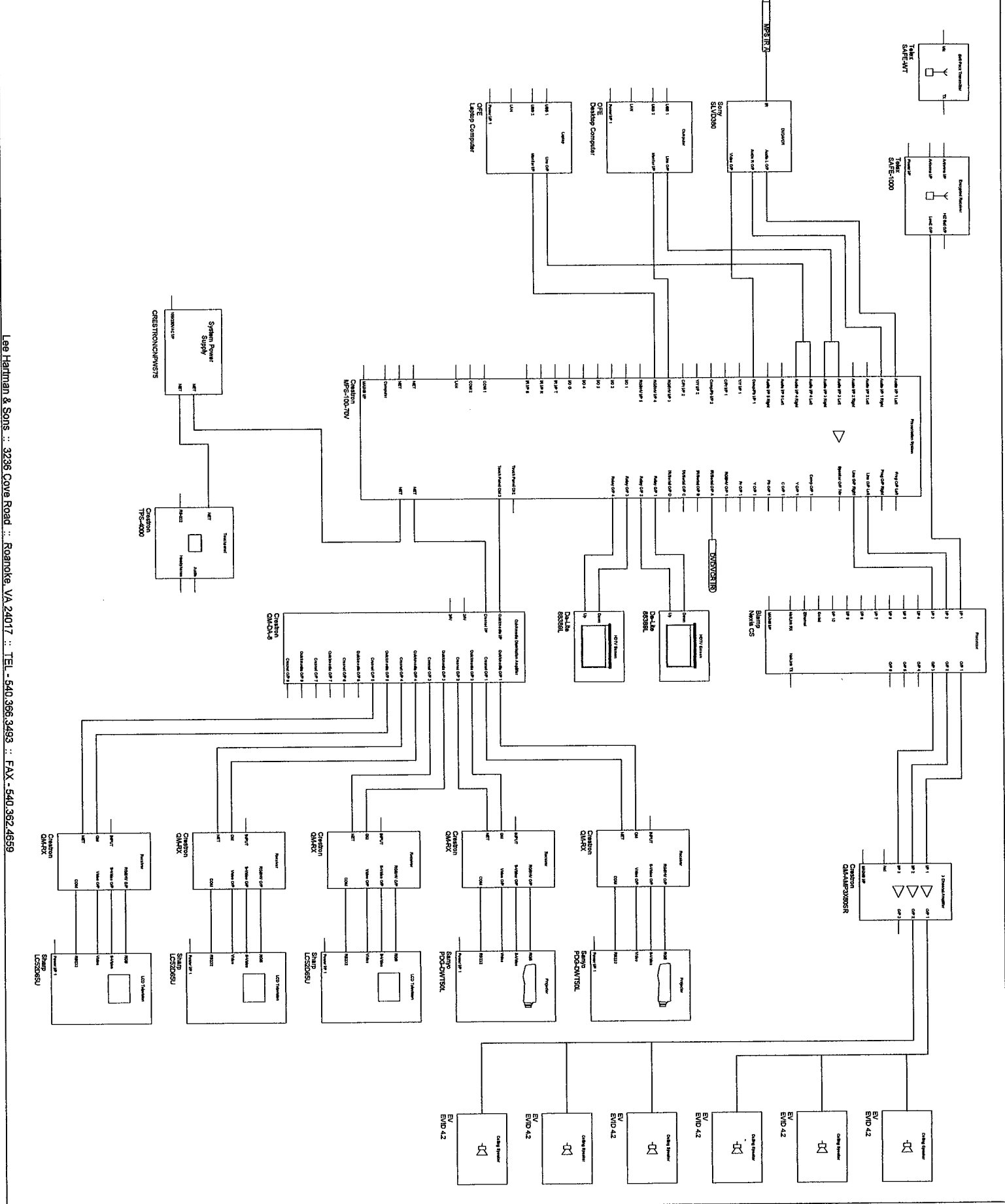
Num	Date	Notes
001	12.17.08	Design Initial

Revisions

Rev	By	Date	Notes
001	RVV	NTS	12.17.08

Symbols Used

Signal



Lee Hartman & Sons :: 3236 Cove Road :: Roanoke, VA 24017 :: TEL - 540.366.3493 :: FAX - 540.362.4659

Dept. of Administration

Charleston, WV Heritage Room Signal Flow

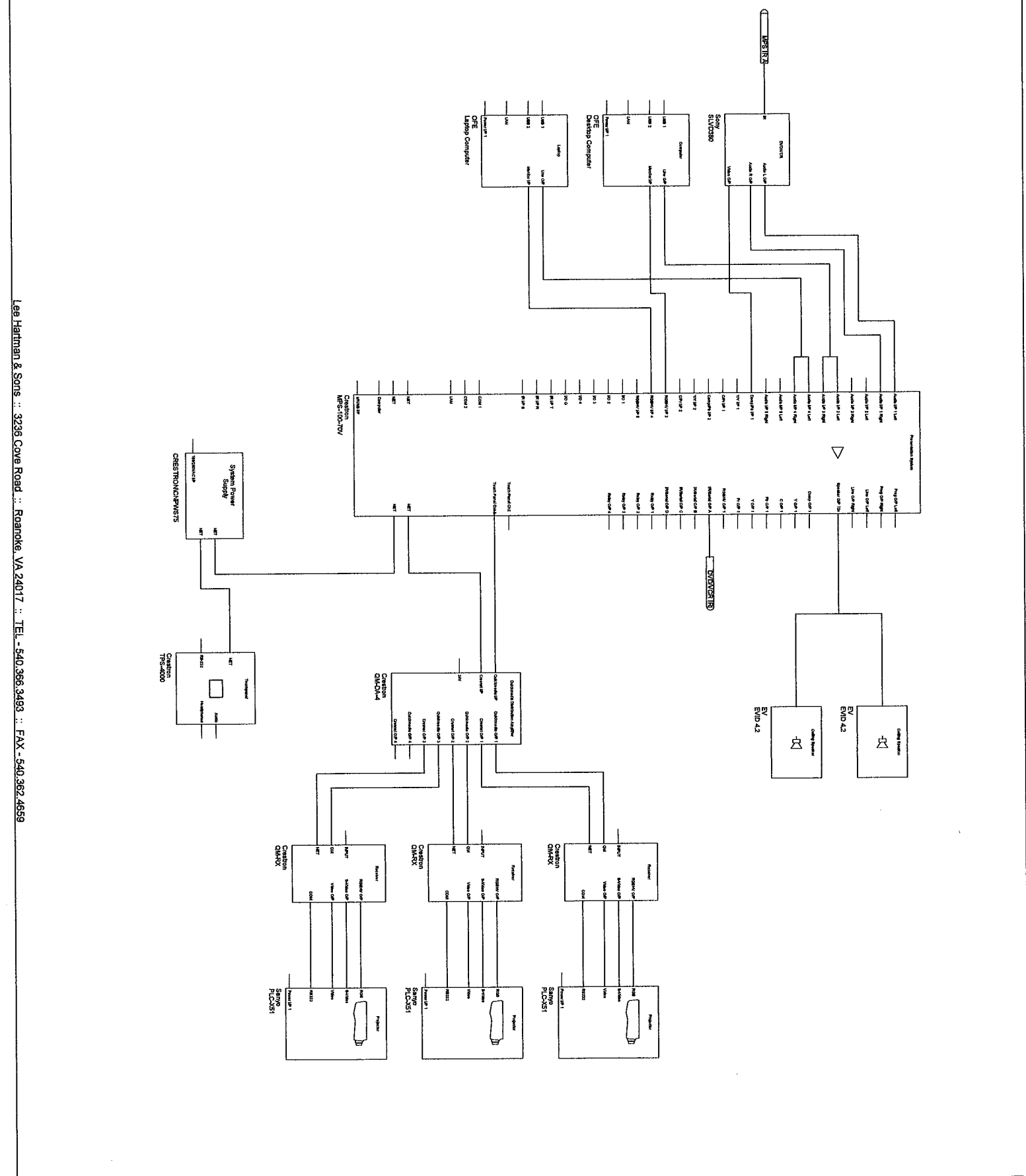
Rev	Date	Notes
001	12.17.08	Design Issue

Symbols Used	
[Symbol]	[Symbol]

Drawn By: RLV	Scale: N/A	Date: 12.17.08
Checked By: CCK	Revised For: 001	Drawn Date: P18

Department of Administration

Lee Hartman & Sons :: 3236 Cove Road :: Roanoke, VA 24017 :: TEL - 540.366.3493 :: FAX - 540.362.4659





University of Virginia: Department of Information
Technology & Communications
Charlottesville, VA 22903
Lela Marshall: 434-924-3784

The majority of the work at UVA has involved installation of presentation oriented multimedia display systems in the classroom environment. Crestron brand control and signal routing are integral pieces of each classroom design. Design features include multiple source, multiple destination image routing, audio reinforcement and processing, live streaming and collaboration, video conferencing, and multi-room overflow, all with network monitoring and control. The project scope includes all aspects of system design, engineering, installation, control systems programming, and subsequent support.

Start Date: June, 2007
End Date: February, 2008

Virginia Tech
204 Saunders Hall, Blacksburg, VA, 24061
Steve Beatty: 540-231-5684

Projects at Virginia Tech include the installation of seventeen classroom display and control systems, all utilizing the Crestron UPX-2-MSO presentation processors. In addition to audio reinforcement and visual presentation, these rooms support annotation over any video source, the use of imbedded applications in the presentation environment. These rooms also are remotely controllable utilizing the internet. The project scope includes all aspects of installation, control systems programming, and subsequent support of the classrooms.

Start Date: May 2006
Start Date: August 2007



Centra Health
1920 Atherholt Road
Lynchburg, VA 24501-1104
Kenneth Wilt: 434-947-4700

Centra required a very complex conference room system to support their training and educational needs. This system operates a room that can be combined or separated via the use of a retractable partition. The room can be operated as two separate rooms or one combined room, either as a stand-alone room with control from either of two podia located at the front of the room, or from either of two touchscreens located in the rear inside a control booth. The room is fully automated using Crestron control equipment, and also supports live recording of both program material and camera material to a DVD for the purposes of archiving meetings and training sessions. This project also included the installation of numerous smaller conference rooms, all unified under Crestron control with remote control and monitoring capabilities.

Start Date: August, 2007
End Date: November, 2007

► Polycom® Global Services

Support Services



Providing What You Need, When You Need It, Where You Need It

Polycom Global Services wants to ensure you select the best support option for your needs. We understand that you base your decision on many factors unique to your business environment. All of our service options are designed to provide the right level of assistance and technical expertise when you need it, where you need it.

Why Purchase Support?

- Having access directly to your own account-specific service manager and engineering resource to address your questions saves time, money, and resource investments (Elite Service only).
- Most communications and IT departments are realizing they can't possibly address all of their clients' IT needs, especially those around conferencing and collaboration.
- These departments also realize that technology is constantly changing and that it's very hard to keep up with the latest innovations and software updates, including those in the conferencing world.
- Having access to unlimited support to ask technical questions, obtain replacement equipment, and keep the equipment up to date is critical to end user uptime and usage of conferencing equipment.
- After making the conferencing and collaboration solution investment, most customers feel they want to maximize their return on this investment by purchasing support services to ensure uptime and usability.

Which Global Support Service Fits Your Needs Best?

If you fit the following description, then Elite Service is your best choice:

- You have a complex conferencing set up.
- You want access to conferencing technical experts 24x7 who know your environment and current situation.
- You have high-profile users who use conferencing tools very frequently.
- You have a limited conferencing technical staff.
- You have users who have stringent requirements on uptime (you need access to an engineer and parts on short notice). You may also have a periodic need for onsite diagnostic support.
- You have clients who use conferencing equipment globally and conference from diverse locations.
- You want a closer relationship with a technical resource and have a need for 1-2 days of consulting on your conferencing environment.

If you fit the following description, then Premier Plus Support is your best choice:

- You have conferencing technical experts available but would like an engineer available to come onsite next business day for those problems that cannot be resolved remotely.
- Your environment is evolving from a smaller conferencing environment into a larger, more frequently utilized environment.
- Some interruptions in service are okay (your need for support isn't mission-critical). Reaching technical phone support during normal business hours, Monday through Friday, meets your needs.
- Your users find themselves using conferencing tools frequently for a variety of applications.

If you fit the following description, then Premier Support is your best choice:

- You have your own in-house conferencing technical experts available to cover your conferencing usage.
- Many connection challenges can be addressed by your technical staff. There is not a same-day need for problem resolution (no need for 24x7 support).
- Once Polycom's technical phone support diagnoses a problem, receiving the replacement part the next business day works well for you.
- Utilization of conferencing tools could be improved and broadened.

► Polycom Global Services Support Services

Polycom Support Services Options at a Glance

	Elite	Premier Plus	Premier
Elite Service Manager	•		
Elite Service Engineer	•		
Account-Specific Tech Support Access 24x7	•		
Regular Business Review Meetings	•		
Version Control	•		
Annual Consultative On-site Visit	•		
On-Site Support	Optional	•	
Unlimited Technical Phone Support	•	•	•
Software Upgrades and Updates	•	•	•
Advanced Parts Replacement	•	•	•
Escalation Support	•	•	•
e-Support	•	•	•

Features

Assigned Elite Service Manager (ESM) – As an Elite customer, you will have an ESM assigned to your account to manage support activities and proactively provide information and advice. The ESM is your single point of contact to initiate, manage, and report on all Elite Service activities, and provides escalation management for engineering, service and product management issues. *Elite Service only.*

Assigned Elite Service Engineer (ESE) – The ESE is the prime technical resource for your ESM. The ESE manages escalations, provides updates to the ESM, and offers recommendations for deployment planning, version control for software and hardware product upgrades, and deployment oversight of system upgrades. *Elite Service only.*

Additional Resources – Additional ESMs and ESEs are available to provide enhanced support for Elite customers with highly decentralized Polycom solutions. Additional charges apply for this option. Please contact your Polycom Service Sales Representative for additional information. *Elite Service only.*

Account-specific Tech Support Access – Elite includes account-specific phone access to the customer support team familiar with your deployment to address your technical support and maintenance needs 24x7. *Elite Service only.*

Regular Business Review Meetings – Polycom's ESM will conduct regular status meetings with the customer's assigned point of contact, addressing items such as program status, actions and new initiatives. Topics may include a report of the number of cases opened, number of RMAs opened, specific cases opened with their status and action plans and specific cases closed with their resolutions. *Elite Service only.*

Version Control – An engineer will work with you to recommend, plan deployment and provide deployment oversight of all hardware and software product upgrades.

Annual Consultative On-Site Visit – An Elite team resource will be made available to each Elite customer for one site visit (up to two consecutive business days).

On-Site Support – An optional service where an engineer will go to the customer's site to resolve technical problems that cannot be resolved remotely. Included with Premier Plus and Elite with Premier Plus.

Unlimited Technical Telephone Support – Provides first come, first served access to technical support engineers who assist in solving issue by phone. Phone support is available during normal business hours in the designated support center's local time, Monday through Friday, or in accordance with your agreement, excluding national and local holidays observed by Polycom.

Software updates and upgrades – Provides you with both software updates and upgrades. Software updates correct software errors. Software upgrades provide you with major features and functionality releases. You can download these yourself when ready, or set up automatic downloads.

Advance Replacement of Parts – Provides expedited replacement of all covered, failed hardware parts. If technical phone support determines that there is a hardware part failure or if there is an obvious malfunction, a replacement part will be dispatched on the same day for next business day delivery.

e-Support – Provides access to Polycom's extensive technical KnowledgeBase, including technical tips, search and query functions, access to software downloads, an RMA resource page, software activation assistance, frequently asked questions (FAQs) and many other features.

* Elite Service is sold as an upgrade to either Premier or Premier Plus and includes their respective services.

Polycom Global Services offers a wide variety of services worldwide, including Professional Services, Training, Telepresence Services, and Wireless Services. For more information, please contact your Polycom service sales representative or visit "Services" and "Support" on www.polycom.com.

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