



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

**State of West Virginia
 Request for Quotation**

Proc Folder: 74028

Doc Description: ADDENDUM NO. 1 PURCHASE AND COMPLETE INSTALLATION, CCTV SYST

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-02-13	2015-02-23 13:30:00	CRFQ 0506 WSH1500000005	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Burdette Electric, Inc.
 6444 Sissonville Drive
 Sissonville, WV 25320
 (304) 984-0123

02/23/15 13:00:54
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Gregory Clay
 (304) 558-2566
 gregory.c.clay@wv.gov

Signature X

FEIN # 54-2076336

DATE 2/23/15

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

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-269-1210		PROCUREMENT OFFICER - 304-269-1210	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
WILLIAM R SHARPE JR HOSPITAL		WILLIAM R SHARPE JR HOSPITAL	
936 SHARPE HOSPITAL RD		936 SHARPE HOSPITAL RD	
WESTON	WV26452	WESTON	WV 26452
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Purchase of parts, installation, and warranty of a CCTV Syst	1	1	\$168,500	\$168,500

Comm Code	Manufacturer	Specification	Model #
46171610	HIKVISION	DS9600 Series	DS9664

Extended Description :

4.1.1 - 117 ea. Indoor Internet Protocol (IP) Cameras; 4.1.2 - 12 ea. Outdoor Internet Protocol (IP) Cameras; 4.1.3 - 2 ea. Network Video Recorder(s) NVRs); 4.1.4 - 11 ea. Desktop Computer with Monitor Stations; 4.1.5 - sufficient Network Switches to support the appropriate length of cabling; 4.1.6 - 1 lump sum Miscellaneous Materials for providing and installing CCTV to operational status; 4.1.7 All Labor necessary to complete project; 4.1.8 1 ea. One year Warranty on all Materials and Labor for entire CCTV System.

WSH1500000005	Document Phase Final	Document Description ADDENDUM NO. 1 PURCHASE AND CO MPLETE INSTALLATION, CCTV SYST	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Item Number	Quantity	Description	Unit Cost	Extended Cost
4.1.1	117	Indoor IP Cameras - minimum of 1 megapixel 1280x720	215	25,155
4.1.2	12	Outdoor IP Cameras - minimum of 3 megapixels 1280x720	550	6,600
4.1.3	3	Network Video Recorder - include viewing software and able to accommodate the 129 cameras	7250	21,750
4.1.4	11	Desktop Computer Monitoring Station - compatible with Windows 7 and include a 19 inch monitor	950	10,450
4.1.5	6	Network Switches - 24 port switch with Power over Ethernet, 1 gigabit (10/100/1000)	650	3,900
4.1.6	1	Miscellaneous installation materials and accessories needed to install, commission, and operate equipment	25,645	25,645
4.1.7	1	Labor - Installation and labor to install and program CCTV system. Set up workstations and system to operate and function correctly	70,000	70,000
4.1.8	1	One year warranty on all material and labor	5,000	5,000
TOTAL				\$168,500

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Burdette Electric, Inc.
of Sissonville, WV, as Principal, and The Cincinnati Insurance Company
of Cincinnati, OH, a corporation organized and existing under the laws of the State of
OH with its principal office in the City of Cincinnati, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five Percent of Amount Bid (\$ 5%) 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
Closed Circuit TV System for William R. Sharpe, Jr. Hospital - According to Plans & Specifications

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.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 23rd day of February, 2015.

Principal Seal

Burdette Electric, Inc.

(Name of Principal)

By: [Signature]

(Must be President, Vice President, or
Duly Authorized Agent)

Paul R. Burdette President

(Title)

Surety Seal

The Cincinnati Insurance Company

(Name of Surety)

By: [Signature]

Patricia A. Moye, WV Resident Agent Attorney-in-Fact

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

Allan L. McVey; Gregory T. Gordon; Patricia A. Moye and/or Kimberly Wilkinson

of Charleston, West 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

Fifty Million and No/100 Dollars (\$50,000,000.00).

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 10th day of May, 2012.



THE CINCINNATI INSURANCE COMPANY

Stacy A. Justice

Vice President

STATE OF OHIO) ss:
COUNTY OF BUTLER)

On this 10th day of May, 2012, before me came the above-named 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 23rd day of February 2015



Scott R. Boen

Assistant Secretary

HIKVISION

908 Canada Court, City of Industry, CA 91748

To Whom It Concerns,

Let this letter serves as notice that Burdette Electric, is a certified dealer of Hikvision products. Burdette Electric, 6444 Sissonville Drive, Charleston, WV 25320 has been certified to install and service all Hikvision CCTV products. Hikvision, the number one supplier of CCTV equipment in the world, fully supports our network of dealers, through phone support and in the field/onsite support when necessary. In the Mid-Atlantic Region we have two field support personnel; Brad Heckelman (Sales, Sales Engineering, and Technical as required) and also Cristian Terrors (Sales Engineering and Technical Support). Our support also carries over to the end-user of our products. However, we do ask that the first call always be to the dealer supporting our product in the field.

If there are any questions, feel free to contact me directly.

Brad Heckelman
Mid-Atlantic Sales Manager
Hikvision USA
(717) 319-7130
Brad.heckelman@hikvisionusa.com

HIKVISION

To Whom It Concerns,

Let this letter serve as notice that there is no special training or certification that is required to install Hikvision products under our standard analog, Turbo HD or IP product line, using our IMVS4200 software platform. These products are sold over the counter through authorized distribution partners. Hikvision products are engineered for ease of use, with many of our products considered to be Plug-N-Play. In addition, there are no upfront, hidden, or ongoing license fees for any of the above products.

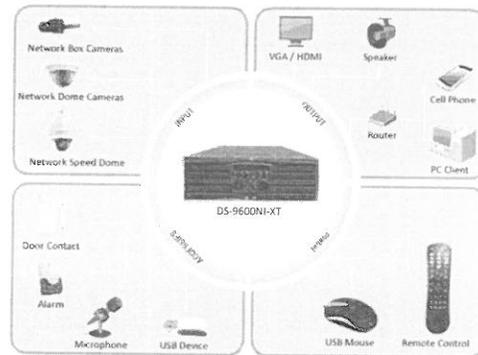
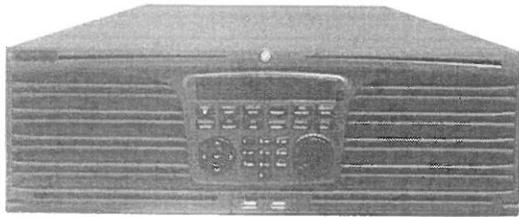
Hikvision, the number one supplier of CCTV equipment in the world, fully supports our network of dealers, through phone support and in the field/onsite support when necessary. In the Mid-Atlantic Region we have two field support personnel; Brad Heckelman (Sales, Sales Engineering, and Technical as required) and also Cristian Terrors (Sales Engineering and Technical Support). Our support carries over to the end-user of our products, who are able to call directly into our tech support line. However, we do ask that the first call always be to the dealer supporting our product in the field.

If there are any questions, feel free to contact me directly.

Brad Heckelman
Mid-Atlantic Sales Manager
Hikvision USA
(717) 319-7130
Brad.heckelman@hikvisionusa.com

DS-9632/64NI-XT

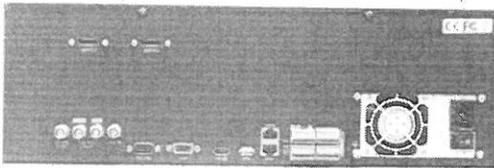
Embedded NVR



Key features

- Third-party network cameras supported
- Up to 5 Megapixels resolution recording
- HDMI and VGA output at up to 1920×1080P resolution
- Up to 16 SATA interfaces
- HDD quota and group management
- Dual gigabit network interfaces
- RAID 0,1,5,10 supported

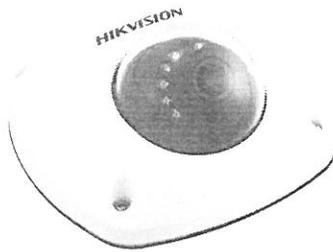
Rear Panel of DS-9600NI-XT



1. Video out
2. CVBS audio out and VGA audio out
3. Line in
4. RS-232 serial interface
5. VGA interface
6. HDMI interface
7. eSATA interface
8. LAN1, LAN2 network interface
9. Termination switch
10. RS-485 serial interface, keyboard interface, Alarm in and Alarm out
11. GND
12. 100 ~ 240VAC Power input
13. Power switch
14. USB interface

	DS-9632NI-XT	DS-9664NI-XT
Video/Audio input		
IP video input	32-ch	64-ch
Two-way audio input	1-ch, BNC (2.0 Vp-p, 1kΩ)	
Network		
Incoming bandwidth	200Mbps	
Outgoing bandwidth	160Mbps	
Remote Connection	128	
Video/Audio output		
Recording resolution	5MP / 3MP / 1080P / UXGA / 720P / VGA / 4CIF / DCIF / 2CIF / CIF / QCIF	
CVBS output	1-ch, resolution: 1920 × 1080P /60Hz, 1920 × 1080P /50Hz, 1600 × 1200 /60Hz, 1280 × 1024 /60Hz, 1280 × 720 /60Hz, 1024 × 768 /60Hz	
HDMI output	1-ch, resolution: 1920 × 1080P /60Hz, 1600 × 1200 /60Hz, 1280 × 1024 /60Hz, 1280 × 720 /60Hz, 1024 × 768 /60Hz	
VGA output	1-ch, resolution: 1920 × 1080P /60Hz, 1600 × 1200 /60Hz, 1280 × 1024 /60Hz, 1280 × 720 /60Hz, 1024 × 768 /60Hz	
Audio output	2-ch, BNC (Linear, 600Ω)	
Decoding		
Live view / Playback resolution	5MP /3MP /1080P /UXGA /720P /VGA /4CIF /DCIF /2CIF /CIF /QCIF	
Capability	16-ch@720P, 8-ch@1080P	
Hard disk		
SATA	16 SATA interfaces for 16 HDDs	
eSATA	2 eSATA interfaces	
Capacity	Up to 4 TB capacity for each disk	
Disk array		
Array type	RAID0,RAID1,RAID5,RAID10,	
Number of array	16	
External interface		
Network interface	2 RJ-45 10 /100 /1000 Mbps self-adaptive Ethernet interfaces	
Serial interface	RS-232; RS-485; Keyboard;	
USB interface	3 × USB 2.0	
Alarm in/out	16/4	
Others		
Power supply	100 ~ 240 VAC, 6.3A, 50 ~ 60Hz	
Consumption	≤ 45W	
Working temperature	-10°C ~ +55°C (14 °F ~ 131 °F)	
Working humidity	10% ~ 90%	
Chassis	19-inch rack-mounted 3U chassis	
Dimensions (W x D x H)	445 × 496 × 146 mm	
Weight	≤ 12.5 Kg / 27.56 lb(without hard disks)	

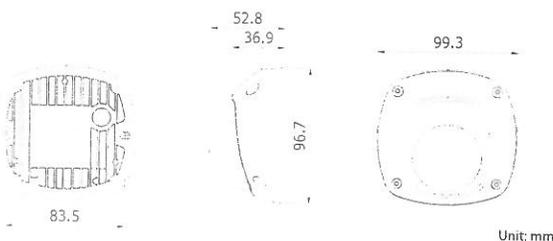
DS-2CD2512F-I (W)(S) 1.3MP Mini Dome Network Camera



Key features

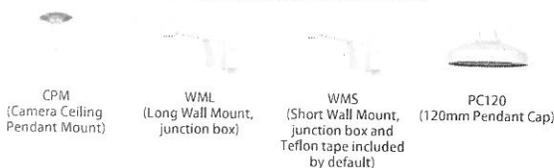
- Up to 1.3 megapixel (1280 x 960) resolution
- HD real-time video
- IR LEDs (up to 10m)
- Built-in microphone & speaker
- Support on-board storage (up to 64GB)
- IP66
- -S: Audio, Alarm I/O
- -W: Wi-Fi

Dimensions



Accessories

Notes: * CPM and WML need PC120 cap for installation.
* CM corner and PM pole mount are compatible with WML



Available models

DS-2CD2512F-I, DS-2CD2512F-IWS

* -W: Wi-Fi

DS-2CD2512F-I (W)(S)	
Camera	
Image sensor	1/3" progressive scan CMOS
Min. illumination	0.028 lux@F2.0, AGC on 0 lux with IR
Shutter time	1/30s ~ 1/100,000s
Lens	4mm@F2.0, angle of view: 73.1° (4mm) (2.8mm, 6mm optional)
Lens mount	M12
Day & night	-I: ICR
Adjustment angle	Pan: ±30°, tilt: 0~75°, rotation: 0~360°
Digital noise reduction	3D DNR
Wide dynamic range	Digital WDR
Backlight compensation	Yes, zone configurable
Compression standard	
Video compression	H.264 / MJPEG
H.264 compression profile	Main profile
Bit rate	32 Kbps ~ 16 Mbps
Audio compression	G.711 / G.726
Audio bit rate	64 Kbps (G.711) / 16 Kbps (G.726)
Image	
Max. image resolution	1280 x 960
Frame rate	60Hz: 30fps (1280 × 960), 30fps (1280 x 720), 30fps (704 x 576), 30fps (640 x 480)
Image settings	Saturation, brightness, contrast adjustable through client software or web browser
Network	
Network storage	NAS
Alarm trigger	Motion detection, tampering alarm, network disconnect, IP address conflict, storage exception, storage error
Protocols	TCP/IP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, RTCP, PPPoE, NTP, UPnP, SMTP, SNMP, IGMP, 802.1X, QoS, IPv6, Bonjour
System compatibility	ONVIF, PSIA, CGI
General functionalities	Flickerless, dual stream, heartbeat, mirror, user authentication, video mask, watermark
Interface	
Communication interface	1 RJ45 10M / 100M ethernet port
On-board storage	Built-in Micro SD/SDHC/SDXC card slot, up to 64 GB
Alarm interface	-S: 1/1
Audio interface	-S: 1/1
Wi-Fi parameters (only for -W model)	
Wi-Fi standard	IEEE802.11b/g/n
Frequency range	2.4 GHz ~ 2.4835 GHz
Communication bandwidth	Support 20/40 MHz
Protocols	802.11b: CCK, QPSK, BPSK 802.11g/n: OFDM
Security	64/128-bit WEP, WPA/WPA2, WPA-PSK/WPA2-PSK, WPS
Transmit output power	11b: 17±1.5dBm @ 11Mbps; 11g: 14±1.5dBm @ 54Mbps; 11n: 12.5±1.5dBm
Transfer rate	11b: -90dBm @ 11Mbps (Typical); 11g: -75dBm @ 54Mbps (Typical); 11n: -74dBm (Typical)
Transmission range	Outdoor: up to 200 meters; Indoor: up to 50 meters. * It varies depending on actual working environment.
General	
Operating conditions	-30 ° C ~ 60 ° C (-22 ° F ~ 140 ° F), humidity 95% or less (non-condensing)
Power supply	DC12V ± 10%, PoE (802.3af)
Power consumption	Max. 5W
Ingress protection level	IP66
Impact protection	IEC60068-2-75Eh, 50J; EN50102, up to IK08
IR range	Up to 10m
Dimensions (mm)	99.9 x 97.5 x 56.5
Weight	350g

SOLICITATION NUMBER: WSH1500000005

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

ADDENDUM NO. 1

- 1) TO PROVIDE A COPY OF THE MANDATORY PRE-BID MEETING SIGN-IN SHEET.
- 2) TO PROVIDE A REVISED PROJECT INSTALLATION AND PAYMENT SCHEDULE.
- 3) TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID.

END OF ADDENDUM NO. 1

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

SIGN IN SHEET

Request for Proposal No. WSH15*5

PLEASE PRINT

Page 1 of 1

Date: 2/9/15

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Advanced Alarm Technologies</u>	<u>PO Box 4368</u>	PHONE (304) 422-4387
Rep: <u>Robert Hill</u>	<u>Parkeersburg, WV 26104</u>	TOLL FREE
Email Address: <u>advancedalarm@suddenlink.net</u>		FAX (304) 422-4387
Company: <u>Longs Security Camera Systems LLC</u>	<u>102 30th ST SE</u>	PHONE 304-925-0338
Rep: <u>AIAN E Long</u>	<u>Charleston WV</u>	TOLL FREE
Email Address: <u>longscctv@suddenlink.net</u>	<u>25204</u>	FAX 304-925-0338
Company: <u>Surdyn Security, Inc</u>	<u>PO Box 518</u>	PHONE (304) 751-7417
Rep: <u>Jim Henritze</u>	<u>Shelbyville, KY 40066</u>	TOLL FREE
Email Address: <u>JimH@Surdyn.com</u>		FAX (304) 523-4797
Company: <u>BURDETTE ELECTRIC</u>	<u>10444 SISSONVILLE DR</u>	PHONE (304) 941-9331
Rep: <u>CRAIG CARTER</u>	<u>SISSONVILLE, WV 25320</u>	TOLL FREE
Email Address: <u>ccarter@burdette-electric.com</u>		FAX (304) 964-0124
Company: <u>Port Henry Realty, Inc</u>	<u>2744 Coff St</u>	PHONE 304-733-3000
Rep: <u>Bill Barbina</u>	<u>Wheeling, WV 26003</u>	TOLL FREE
Email Address: <u>b1barbina@hotmail.com</u>		FAX 304-733-9666

WILLIAM R. SHARPE, JR. HOSPITAL
WSH1500000009 CLOSE CIRCUIT TELEVISION SYSTEM
PROJECT INSTALLATION & PAYMENT SCHEDULE

<i>Project Timeline</i>	<i>Project Area</i>	<i>Invoice Timeframe</i>	<i>Payment Amount</i>
By March 1, 2015	50 Bed Expansion	30 days after Completion & Inspection	40% of bid amount
Within 60-90 Days	G1 & G2 Units Switchboard & Entry Cameras Remote Access for Admin.	30 Days after Completion & Inspection	20% of bid amount
Within 91-270 Days	C1 & C2 Units TLF Cameras	30 Days after Completion & Inspection	20% of bid amount
Within 271-360 Days	E1 & E2 Units Cameras Throughout Remaining Parts of Hospital	30 Days after Completion & Inspection	20% of bid amount

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: WSH150000005

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Burdette Electric, Inc.

Company



Authorized Signature

2/23/15

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012



State of West Virginia

PURCHASING DIVISION

Construction Bid Submission Review Form

This list has been provided for informational purposes only and is not to be construed as a complete list of request for quotation or bidding requirements for any individual construction project. This list does not and cannot include every item, mistake or oversight that could cause a contractor's bid to be disqualified. Rather, this list is intended to draw attention to some of the most common problems that the Purchasing Division encounters in the bidding process for construction projects. All potential bidders must read the request for quotation, all additional documents, and all instructions relating thereto ("Bid Documents") in their entirety to identify the actual request for quotation and bidding requirements. Failure to read the Bid Documents in their entirety and comply with the stated requirements contained therein may result in bid disqualification.

Errors That Shall Be Reason for Immediate Bid Disqualification

- ✓ 1. Failure to attend a mandatory pre-bid meeting
- ✓ 2. Failure to sign the bid
- ✓ 3. Failure to supply West Virginia contractor's license # on bid
- ✓ 4. Failure to supply a signed drug free workplace affidavit with the bid
- ✓ 5. Failure to supply a valid bid bond or other surety approved by the State of West Virginia
- ✓ 6. Failure to meet any mandatory requirement of the RFQ
- ✓ 7. Failure to acknowledge receipt of Addenda (only if stipulated as mandatory)
- ✓ 8. Failure to submit bid prior to the bid opening date and time
- ✓ 9. Federal debarment
- ✓ 10. State of West Virginia debarment or suspension

Errors that May Be Reason for Bid Disqualification Before Contract Award

1. Uncontested debt to the State exceeding \$1,000.00 (must be cured prior to award)
2. Workers' Compensation or Unemployment Compensation delinquency (must be cured prior to award)
3. Not registered as a vendor with the State (must be cured prior to award)
4. Failure to obtain required bonds and/or insurance
5. Failure to provide the sub-contractor listing within 1 business day of bid opening.
6. Failure to use the provided RFQ form (only if stipulated as mandatory).

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number: WV034524

Classification:
ELECTRICAL

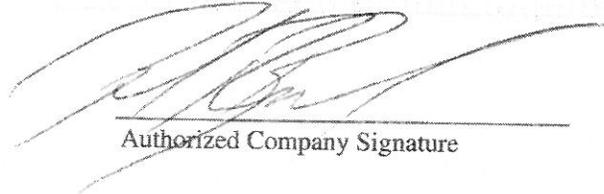
BURDETTE ELECTRIC INC
DBA BURDETTE ELECTRIC INC
6444 SISSONVILLE DRIVE
SISSONVILLE, WV 25320

Date Issued

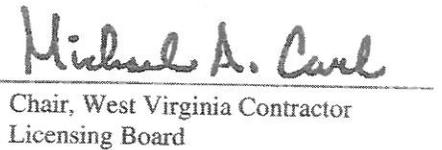
SEPTEMBER 26, 2014

Expiration Date

SEPTEMBER 26, 2015



Authorized Company Signature



Chair, West Virginia Contractor
Licensing Board



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.



**State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5**

STATE OF WEST VIRGINIA,

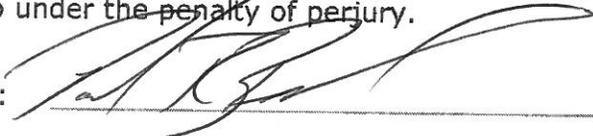
COUNTY OF Kanawha **, TO-WIT:**

I, Paul Burdette, after being first duly sworn, depose and state as follows:

1. I am an employee of Burdette Electric, Inc.; and,
(Company Name)
2. I do hereby attest that Burdette Electric, Inc.
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D.**

The above statements are sworn to under the penalty of perjury.

By: 
 Title: President
 Company Name: Burdette Electric, Inc.
 Date: 2/23/15

Taken, subscribed and sworn to before me this 23rd day of February, 2015.

By Commission expires April 01, 2019




 (Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

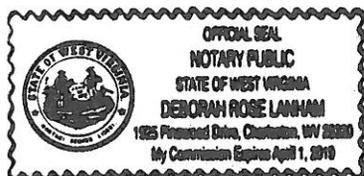
WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: Burdette Electric, Inc.Authorized Signature:  Date: 2/23/15State of West VirginiaCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 23rd day of February, 20 15My Commission expires April 01, 20 19.

AFFIX SEAL HERE

NOTARY PUBLIC



Purchasing Affidavit (Revised 07/01/2012)



INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

William R. Sharpe, Jr. Hospital
936 Sharpe Hospital Road
Weston, WV 26452

Time: 10:00 AM, EST on 02/09/2015 in Conference Room F

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

- VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding. Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: 02/12/2015 at 5:00 pm, EST

Submit Questions to: Greg Clay
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Gregory.C.Clay@wv.gov

- VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
- BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: Closed Circuit TV System for William R. Sharpe, Jr. Hospital

BUYER: Gregory Clay

SOLICITATION NO.: CRFQ 0506 WSH1500000005

BID OPENING DATE: 02/23/2015

BID OPENING TIME: 1:30 pm, EST

FAX NUMBER: (304) 558-3970

In the event that Vendor is responding to a request for proposal, and chooses to respond in a manner other than by electronic submission through wvOASIS, the Vendor shall submit one original technical and one original cost proposal plus **two** convenience copies of each to the Purchasing Division at the address shown above. Additionally, if Vendor does not submit its bid through wvOASIS, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

- BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: 02/23/2015 at 1:30 pm, EST

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

- ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
10. **ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
12. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
13. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the

same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. **WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid 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. "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.
 - 2.3. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.
 - 2.5. "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.
 - 2.6. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.7. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8. "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:

Term Contract

Initial Contract Term: This Contract becomes effective on _____ and extends for a period of _____ year(s).

Renewal Term: This Contract may be renewed upon the 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 request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within (360) three hundred and sixty 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, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

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.

Other: See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.
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 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.
6. **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.
7. **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 of 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.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND: All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of \$168,500. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of \$1,000,000.00
_____ or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

WV Contractor License

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

9. WORKERS' COMPENSATION INSURANCE: The apparent successful 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. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

11. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of _____
for _____.

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.

12. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Award Document, upon receipt.
13. **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.
14. **PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.
15. **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.
16. **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 § 148-1-7.16.2.
17. **TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
18. **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.
19. **COMPLIANCE:** 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 law.
20. **PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with

prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

21. **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.
22. **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). No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.
23. **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.
24. **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.
25. **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. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
26. **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.
27. **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.
28. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

29. 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>.

30. DISCLOSURE: Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code §§ 29B-1-1 et seq. and the competitive bidding laws found West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. A legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information WILL NOT BE HONORED.

Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

31. LICENSING: In accordance with West Virginia Code of State Rules §148-1-6.1.7, 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. 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.

32. 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.

33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) 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; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall 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. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

34. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

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. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 39. 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.
- 40. 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.requisitions@wv.gov.

41. **BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

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.

42. **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 heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. 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

- d. 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.

43. 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.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. **CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor. West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. Failure to include a contractor's license number on the bid shall result in Vendor's bid being disqualified. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: Burdette Electric, Inc.

Contractor's License No. WV034524

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a Award Document.

2. **DRUG-FREE WORKPLACE AFFIDAVIT:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires 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. To comply with this law, Vendor must either complete the enclosed drug-free workplace affidavit and submit the same with its bid or complete a similar affidavit that fulfills all of the requirements of the applicable code. Failure to submit the signed and notarized drug-free workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, with the bid shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

2.1 **DRUG-FREE WORKPLACE POLICY:** Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

3. **DRUG FREE WORKPLACE REPORT:** Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the

public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

- (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
- (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- (3) The average number of employees in connection with the construction on the public improvement;
- (4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

4. **AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the AIA A101-2007 and A201-2007 or the A107-2007 documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.
5. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$250,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects. Additionally, if no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, it will be noted on the subcontractor list.
 - a. **Required Information.** The subcontractor list shall contain the following information:
 - i. Bidder's name
 - ii. Name of each subcontractor
 - iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.
 - iv. Notation that no subcontractor will be used to perform more than \$25,000.00 of work, when applicable
 - b. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor

list within one business day after the deadline for submitting bids shall result in disqualification of the bid.

c. Substitution of Subcontractor. Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy;
- ii. The subcontractor in the original bid has been debarred or suspended; or
- iii. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.

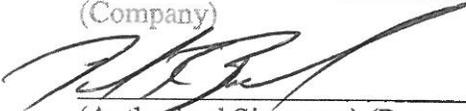
6. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; 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.

Burdette Electric, Inc.

(Company)



Paul Burdette, President

(Authorized Signature) (Representative Name, Title)

(304) 984-0123 (304) 984-0124 2-23-15

(Phone Number) (Fax Number) (Date)

REQUEST FOR QUOTATION
CRFQ WSH1500000005 Closed Circuit Television System

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Health and Human Resources (WVDHHR), the Bureau of Behavioral Health and Health Facilities (BHBF), and William R. Sharpe, Jr. Hospital to establish a contract for the purchase and complete installation of a closed circuit television (CCTV) system for William R. Sharpe, Jr. Hospital and the Transitional Living Facility located in Weston, WV.
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 Services”** means the to provide all labor, material, equipment and related incidentals needed for the provision and complete installation of a closed circuit television system at William R. Sharpe, Jr. Hospital and the Transitional Living Facility.
 - 2.2 **“CRFQ”** means the official request for quotation published by the Purchasing Division and identified as CRFQ 0506 WSH1500000005.
 - 2.3 **“VSS”** represents Vendor Self Service meaning the item upon which the Vendor should list their proposed price for the contract services.
 - 2.4 **“CCTV”** Close Circuit Television is a TV system in which signals are not publicly distributed but monitored, primarily for surveillance and security purposes.
3. **QUALIFICATIONS:** Vendor shall have the following minimum qualifications:
 - 3.1. The Vendor shall be a registered vendor with the State of West Virginia and shall meet all applicable regulations. The Contractor shall be a firm normally employed in the low voltage and video cabling industry.
 - 3.2. The Vendor must be certified by the manufacturer of the products, adhere to the engineering, installation and testing procedures and utilize the authorized manufacturer components and distribution channels.
 - 3.3. The Vendor shall be certified by the manufacturing company in all aspects of design, installation and testing of the products described herein.
 - 3.4. All certifications (affidavit, list of job locations with location name, addresses, references, certifications, etc.) must be submitted prior to bid award.

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4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 One Hundred Seventeen (117) Indoor IP Cameras

4.1.1.1 The Vendor must provide indoor IP cameras that must be a minimum of one (1) megapixel 1280x720.

4.1.1.2 The Vendor must provide indoor IP cameras that meet industry standard protocols concerning temperature restrictions.

4.1.1.3 The Vendor must provide indoor casings that meet industry standard protocols concerning the mounting of the cameras.

4.1.1.4 The Vendor must provide indoor IP cameras that must be compatible with NVRs.

4.1.1.5 The Vendor must provide indoor IP cameras that must be enclosed tamper resistant casings.

4.1.1.6 The Vendor must provide indoor IP cameras that must be compatible with Windows 7 operating systems.

4.1.1.7 The Vendor must provide indoor IP cameras that must have multiple protocols such as, but not limited to, NTP, RTSP, RTP, TCP, UDP, IGMP, RTCP, ICMP, DHCP, ARP, SOCKS SMTP, Bonjour, UPnP™, SNMPv1/v2c/v3(MIB-II), DNS, DynDNS, IPv4/v6, HTTP, HTTPS**, QoS Layer 3 DiffServ, FTP, CIFS/SMB

4.1.1.8 The Vendor must provide indoor IP cameras that must have video compression.

4.1.1.9 The Vendor must provide indoor IP cameras that must have power over internet.

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4.1.1.10 The Vendor must provide indoor IP cameras that must have a fixed lens (2.8 mm – 86 degrees).

4.1.2 Twelve (12) Outdoor IP Cameras

4.1.2.1 The Vendor must provide outdoor IP cameras that must be a minimum of three (3) megapixels 1280x720.

4.1.2.2 The Vendor must provide outdoor IP cameras that meet industry standard protocols concerning temperature restrictions. Outdoor camera housing must include a heater and a blower.

4.1.2.3 The Vendor must provide outdoor casings that meet industry standard protocols concerning the mounting of the cameras.

4.1.2.4 The Vendor must provide outdoor IP cameras that must be compatible with NVRs.

4.1.2.5 The Vendor must provide outdoor IP cameras that must be enclosed in tamper resistant casings.

4.1.2.6 The Vendor must provide outdoor IP cameras that must be compatible with Windows 7 operating systems.

4.1.2.7 The Vendor must provide outdoor IP cameras that must have multiple protocols such as, but not limited to, NTP, RTSP, RTP, TCP, UDP, IGMP, RTCP, ICMP, DHCP, ARP, SOCKS SMTP, Bonjour, UPnP™, SNMPv1/v2c/v3(MIB-II), DNS, DynDNS, IPv4/v6, HTTP, HTTPS**, QoS Layer 3 DiffServ, FTP, CIFS/SMB

4.1.2.8 The Vendor must provide outdoor IP cameras that must have video compression.

4.1.2.9 The Vendor must provide outdoor IP cameras that must have power over internet.

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4.1.2.10 The Vendor must provide outdoor IP cameras that must have a fixed lens (2.8 – 86 degrees).

4.1.3 Two (2) Network Video Recorder(s) (NVRs)

4.1.3.1 The Vendor must provide NVRs that must be able to accommodate the total of one hundred twenty nine (129) IP cameras.

4.1.3.2 The Vendor must provide NVRs that must include viewing software.

4.1.3.3 The Vendor must provide NVRs that must be compatible with Windows 7 operating systems.

4.1.3.4 The Vendor must provide NVR software that must be capable of restricting viewing access to certain cameras.

4.1.3.5 The Vendor must provide NVR software that must be capable of restricting controls of the entire system at various workstations.

4.1.3.6 The Vendor must provide NVRs and software that must be able to communicate with five (5) existing workstations that are connected to the owner's network – Chief Executive Officer's workstation, Assistant Chief Executive Officer's workstation, Chief Financial Officer's workstation, Security Director's workstation, TLF Director's workstation.

4.1.3.7 The Vendor must program the NVR viewing software to give complete control of all features to the following workstations: Chief Executive Officer's workstation, Assistant Chief Executive Officer's workstation, Chief Financial Officer's workstation, and Security Director's workstation.

4.1.3.8 The Vendor must program the NVR viewing software to be view only to the following workstations: All nursing stations, TLF Director's workstation, Switchboard workstation.

4.1.3.9 The Vendor must provide NVRs that must be scalable and hard drive expandable.

4.1.3.10 The Vendor must provide NVRs that have Enterprise level hard drives only. Enterprise level hard drives will allow the storage of data based on a 24 hour recording cycle, and they are more durable and dependable.

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4.1.3.11 The Vendor must provide NVRs that must be able to communicate with non-proprietary cameras (see 4.1.2.5).

4.1.3.12 The Vendor must provide NVRs that must have a minimum of a 50TB storage.

4.1.3.13 The Vendor must provide NVRs viewing software that shall be able to activate video recording by motion detection with a minimum frame rate of fifteen (15) frames per second.

4.1.4 Eleven (11) Desktop Computer with Monitor Stations

4.1.4.1 The Vendor must provide desktop computers with monitor stations must be compatible with Windows 7 operating systems. 9 of which will be placed at the nursing stations through the hospital (1 per station), 1 at the main switchboard, 1 at the TLF office.

4.1.4.2 Monitor must be a nineteen (19) inch monitor.

4.1.5 Network Switches

4.1.5.1 Network Switches must be 24 port switch with power over Ethernet (PoE), 1 gigabit (10/100/1000). Must provide enough 24 port/PoE network switches to accommodate the appropriate length of cabling involved to have the system functional and operable at maximum performance.

4.1.6 Networking

4.1.6.1 The Vendor must provide all miscellaneous materials such as cabling, power supplies, and other technical components to have the CCTV system functional and operable.

4.1.6.2 The closed circuit television system shall not depend on the owner's network unless specifically indicated on plans or specifications.

4.1.7 Labor

4.1.7.1 The Vendor must provide all labor, equipment, and related components involved to install the CCTV and have the system functional and operable.

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4.1.7.2 The vendor will be responsible to coordinate with West Virginia Office of Technology (WVOT) on acquiring network connections as well as any network configuration information such as IP numbers that will be required to connect NVR's to the owner's network.

4.1.7.3 The vendor shall break the facilities into zones and establish the margin lines between the zones.

4.1.7.4 Keep area of construction clean and free from debris during installation.

4.1.8 One (1) year materials and labor warranty

4.1.8.1 One year materials and labor warranty on entire CCTV system.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost.

5.2 Pricing: Vendor should complete the pricing by indicating the cost per item, the total cost per line, and the grand total. Vendor should complete the pricing in full as failure to complete the pricing in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate.

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7. PAYMENT: Agency shall pay progress payments in accordance with the phase schedule provided by the Hospital and DHHR/BHMF. Payment will be made at the completion of each phase as that phase of the system is functional and operable for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

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8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

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

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

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

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

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10.1.4. Failure to remedy deficient performance upon request.

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

10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. **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: Paul Burdette

Telephone Number: (304) 984-0123

Fax Number: (304) 984-0124

Email Address: pburdette@burdette-electric.com