

08/12/14 01:16:24PM
West Virginia Purchasing Division

LAUTTAMUS

COMMUNICATIONS

Proposal For

West Virginia
Dept. of Administration

Buyer: Juvenile Services
RFQ No. DJS1500000004
Bid Opening Date: 8/12/2014
Bid Opening Time: 1:30 P.M.

Prepared For:

Bid Clerk
WV Division of Juvenile Services

- Call Center
- Order Entry
- Order Fulfillment
- Paging
- Security
- Alarm Monitoring
- Two-Way Radio
- Telephone Hotlines
- Telemetry
- Comm. Towers
- CCTV
- Access Control
- Wireless Comm.
- Consulting
- Elevator Service
- Medical Alerting

Submitted By:

Name of Contact Persons: Todd Wotring

Organization: A.V. Lauttamus Communications, Inc.

Address: 1344 Cove Hill Road
Weirton, WV 26062

Website: www.lauttamus.com

Phone Numbers: 304-216-9869
800-285-2197
304-723-5555

Fax Number: 304-723-7461

E-mail Addresses: toddwotring@lauttamus.com

Awards and Honors: Governor Manchin Service Award
Sam Walton Businessman of Year
Ernst and Young Entrepreneur of Year
Rotarian of Year
Who's Who, WV State Journal
WV State Journal, 40 Under 40
WV 211 Call Center Provider
Paul Harris Fellow

References: Mittal Steel
First Energy
Anchor Hocking
State of West Virginia
American Red Cross
West Virginia University Hospital
Pratt & Whitney

PLEASE NOTE:

Tax is **Not** included in Proposal.

TERMS OF SALE**Price Validity**

- If selected as the vendor of choice, all prices will be held for a minimum of one year.

Payment Terms

- Standard Terms and Conditions

Delivery

- Based upon Manufacturers availability.

Shipping & Handling

- WVJS shall pay all shipping costs.

WARRANTY/CHANGE ORDERS**Product**

- Product warranty in force provided by the manufacturer. No other warranty is expressed or implied.
- Where a manufacturer's warranty covers only parts and materials, customer may be charged for diagnostic time, travel time, or the time needed to remove and reinstall equipment.
- Copies of Manufacturer's Warranty's will be provided upon request.

Labor

- Labor associated with new product is warranted for ninety [90] days.

Change Orders:

- Both parties must agree upon all change orders.

Any alteration or deviation from the above specifications will be executed only upon written orders and will become an extra charge over and above the estimate.

All agreements are contingent upon strikes, accidents, weather, or delays beyond our control.

Closing:

If you have any questions, you can contact me personally by calling the following numbers:

Office: 304-216-9869

Customer Care: 800-285-2197

We look forward to working with you, and the WVSP.

Sincerely,

A handwritten signature in black ink that reads "Todd Wotring". The signature is stylized with a large, sweeping initial "T" and a checkmark-like flourish at the end.

Todd Wotring
Senior Account Manager



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

State of West Virginia
Request for Quotation

Proc Folder: 12406

Doc Description: RADIO COMMUNICATION SYSTEM

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2014-07-30	2014-08-12 13:30:00	CRFQ 0621 DJS1500000004	1

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

Vendor Name Address and Telephone Number:

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

A.V Lauttamus Communications

1344 Cove Hill Road

Weirton, WV 26062

Attention Todd Wotring 304-216-9869

toddwotring@lauttamus.com

FOR INFORMATION CONTACT THE BUYER

Dean Wingerd

3045580468

dean.c.wingerd@wv.gov

Signature X

FEIN # 311416652

DATE 08/11/14

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

ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	two way radios	5.00000	EA	\$432.00	\$2,160.00

Comm Code	Manufacturer	Specification	Model #
43191510			

Extended Description : Kenwood NX-300K2 UHF Portable radios or equal.

ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	radio antenna	205.00000	EA	\$9.30	\$1906.50

Comm Code	Manufacturer	Specification	Model #
43221729			

Extended Description : kenwood model KRA-27M or equal

ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	two way radios	200.00000	EA	\$655.00	\$131,000

Comm Code	Manufacturer	Specification	Model #
43191510			

Extended Description : kenwood TK 5320K2 UHF Portable Radio or equal Includes trunking KWD TR30

ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	two way mobile radio	1.00000	EA	\$1,013.00	\$1,013.00

Comm Code	Manufacturer	Specification	Model #
43191510			

Extended Description : Kenwood TK 5810BGK2 mobile radio or equal. Includes trunking.

INVOICE			
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	radio antenna	10.00000	EA	\$9.00	\$90.00

Comm Code	Manufacturer	Specification	Model #
43221729			

Extended Description : Kenwood model KRA23M or equal.

INVOICE			
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	battery for Radio	405.00000	EA	\$78.00	\$31,590.00

Comm Code	Manufacturer	Specification	Model #
26111700			

Extended Description : battery for Radio. Kenwood model KNB-48L or equal

INVOICE TO:		BILL TO:	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	battery Charger	55.00000	EA	\$45.00	\$2,475.00

Comm Code	Manufacturer	Specification	Model #
26111700			

Extended Description : Charger Kenwood model KSC-32 or equal

INVOICE TO:		BILL TO:	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	speaker microphone	206.00000	EA	\$63.00	\$12,915.00

Comm Code	Manufacturer	Specification	Model #
43190000			

Extended Description : speaker microphone Kenwood model KMC-41 or equal

INVOICE TO:		BILL TO:	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Radio Programming Software for Portables, Mobiles & Repeaters	2.00000	EA	\$593.00	\$1,186.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description : radio Programming Software for Portables, Mobiles & Repeaters

INVOICE TO:		BILL TO:	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Radio Programming Cable for Portables, Mobiles & Repeaters	2.00000	EA	\$380.00	\$760.00

Comm Code	Manufacturer	Specification	Model #
26121600			

Extended Description : Radio Programming Cable for Portables, Mobiles & Repeaters

INVOICE TO		BILL TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	6 Unit Charger	30.00000	EA	\$398.00	\$11,940.00

Comm Code	Manufacturer	Specification	Model #
26111704			

Extended Description : 6 Unit Charger Model Kenwood KSC-326K or equal

INVOICE TO		BILL TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Spring Action Belt Clip	400.00000	EA	\$10.00	\$4,000.00

Comm Code	Manufacturer	Specification	Model #
32131023			

Extended Description : Spring action Belt Clip Kenwood KBH-11 or equal

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	3.5" Earphone Kit	8.00000	EA	\$34.00	\$272.00

Comm Code	Manufacturer	Specification	Model #
52161554			

Extended Description : 3.5" Earphone kit Kenwood Model KEP-1 or equal.

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	yellow housing kit	1.00000	EA	\$40.00	\$40.00

Comm Code	Manufacturer	Specification	Model #
43190000			

Extended Description : Yellow Housing kit KWD-YH20-NX2 or equal

INVOICE TO:		SHIPPED TO:	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Orange Housing Kit	1.00000	EA	\$40.00	\$40.00

Comm Code	Manufacturer	Specification	Model #
43190000			

Extended Description : Orange Housing Kit KWD-OH20-NX or equal

INVOICE TO:		SHIPPED TO:	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	AES Encryption	3.00000	EA	\$630.00	\$1,890.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description : AES Encryption Module KWD-AE20K or equal

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	P25 Flash Upgrade	2.00000	EA	\$500.00	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description : P25 Flash upgrade NX-300 or equal

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	KCH-15M Full Feature Remote Control head	1.00000	EA	\$320.00	\$320.00

Comm Code	Manufacturer	Specification	Model #
43190000			

Extended Description : Kenwood KCH-15M Full Feature Remote Control Head or Equal

INVOICE TO		BILL TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Kenwood KES-5 External speaker	1.00000	EA	\$39.00	\$39.00

Comm Code	Manufacturer	Specification	Model #
43190000			

Extended Description : Kenwood KES-5 External Speaker or Equal

INVOICE TO		BILL TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Kenwood KMC-27 Noise Cancelling hand microphone	1.00000	EA	\$66.00	\$66.00

Comm Code	Manufacturer	Specification	Model #
43190000			

Extended Description : Kenwood KMC-27 Noise cancelling device or equal

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	PCTEL ASPR 7495, 150-512 Mosaic Antenna/Spring & NMO mount	1.00000	EA	\$38.00	\$38.00

Comm Code	Manufacturer	Specification	Model #
43221706			

Extended Description : PCTEL ASPR 7495, 150-512 Mosaic Antenna/Spring & NMO mount or Equal

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Cabling needed to install complete mobile unit or equal	1.00000	EA	\$5.00	\$5.00

Comm Code	Manufacturer	Specification	Model #
26121600			

Extended Description : Cabling needed to install complete mobile unit or equal

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV26301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	HAND HELD CONTROL HEAD REMOTE, KCH-16M OR EQUAL	1.00000	EA	\$345.00	\$345.00

Comm Code	Manufacturer	Specification	Model #
43190000			

Extended Description : HAND HELD CONTROL HEAD REMOTE KCH-16M OR EQUAL

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV26301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	KENWOOD NXR-810 UHF 450 520 MHz, OR EQUAL	4.00000	EA	\$1,367.00	\$5,468.00

Comm Code	Manufacturer	Specification	Model #
43221721			

Extended Description : KENWOOD NXR-810 UHF 450 520 MHz, OR EQUAL

DJS1600000004	Document Phase Draft	Document Description RADIO COMMUNICATION SYSTEM	Page 16 of 16
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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:

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.

4. **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.

Question Submission Deadline: August 7, 2014 at 5:00pm

Submit Questions to: Dean Wingerd

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115

(Vendors should not use this fax number for bid submission)

Email: Dean.C.Wingerd@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made 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.
6. **BID SUBMISSION:** All bids must be 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 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

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID: RFQ DJS 1500000004
 BUYER: Dean Wintgeud
 SOLICITATION NO.: DJS 1500000004
 BID OPENING DATE: 8/12/14
 BID OPENING TIME: 1:30 PM EST
 FAX NUMBER: 304-558-3970

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus _____ convenience copies of each to the Purchasing Division at the address shown above. Additionally, 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: ☐ Technical
☐ Cost

7. **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 time stamped by the official Purchasing Division time clock.

August 12, 2014 at 1:30pm

Bid Opening Date and Time:

Bid Opening Location:

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

8. **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.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order 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 and 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 "Purchase Order" 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 successful bidder and Contract holder.
 - 2.6 "Solicitation" means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
 - 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 Upon Award
and extends for a period of One(1) 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 Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 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.

Release Order Limitations: In the event that this contract permits release orders, a release order may only be issued during the time this Contract is in effect. Any release order issued within one year of the expiration of this Contract shall be effective for one year from the date the release order is issued. No release 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 _____ days.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall 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 Purchase Order 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 a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
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 . The performance bond must be issued and 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 issued and 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.

☐ **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

☐ **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:**
or more.

☐ **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

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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.

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INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	KENWOOD NXR-810K2 UHF 400-470 MHz OR EQUAL	4.00000	EA	\$1,367.00	\$5,468.00

Comm Code	Manufacturer	Specification	Model #
43221721			

Extended Description : KENWOOD NXR-810K2 UHF 400-470 MHz OR EQUAL

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE JUVENILE SERVICES DIVISION OF 1200 QUARRIER ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	40 Watt continuous duty RF Amplifier KSGPA23401 or Equal	4.00000	EA	\$1,052.00	\$4,208.00

Comm Code	Manufacturer	Specification	Model #
43221721			

Extended Description : 40 Watt continuous duty RF Amplifier KSGPA23401 or equal

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. **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.
10. **ALTERNATES:** Any model, brand, or specification listed herein 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. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount
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.
13. **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 Purchase Order, upon receipt.
14. **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.
15. **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.

16. **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.
17. **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, to the Agency at the address on the face of the purchase order labeled "Invoice To."
18. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
19. **DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
20. **INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
21. **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 Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
22. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, 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 submission of its bid 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.
23. **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.
24. **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 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.

25. 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.

26. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

27. 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.

28. COMPLIANCE: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. **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.
35. **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.
36. **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.
37. **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.
38. **[RESERVED]**
39. **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>.
40. **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.

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. In addition, 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.

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.

- 41. 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.
- 42. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order 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.

- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid 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 RFQ in its entirety, understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid 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 on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid 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.

- 44. 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.

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

- 45. 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.
- 46. 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.
- 47. 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.
- 48. 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.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any 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.

50. 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.

51. 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.

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. 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
- b. 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.

53. 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.

REQUEST FOR QUOTATION
Radio Communications System consisting
of Portable Radios, Mobile Radios and Repeaters

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Juvenile Services to establish an open-end contract for a Radio Communications System consisting of Portable Radios, Mobile radios and Repeaters for all locations of the Division of Juvenile Services.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 "Contract Item" or "Contract Items" means the list of items identified in Section 3, Subsection 1 below.
 - 2.2 "RFQ" means the official request for quotation published by the Purchasing Division.
 - 2.3 It is the intent of this RFQ to establish a "Menu Bid" for a Radio System consisting of NXDN Portables, Mobiles and Repeaters.

3. **GENERAL REQUIREMENTS:**
 - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
 - 3.1.1 **SYSTEM DESCRIPTION**
 - 3.1.1.1 The System shall utilize the NXDN™ CAI (Common Air Interface) based on FDMA (Frequency-Division, Multiple Access) technology for channel access. The radio system shall be capable of operating in 12.5 kHz or in NXDN™, using the Digital Air Interface, at 12.5 kHz or 6.25 kHz format.
 - 3.1.1.2 Base units and repeaters should use existing site management equipment, and power amplifiers either in analog or digital mode.
 - 3.1.1.3 Analog and digital radios shall be able to operate on the same RF channel in the same fleet. Therefore, repeaters will retransmit audio in the same mode it was originally transmitted-whether in analog or digital.

REQUEST FOR QUOTATION
Radio Communications System consisting
of Portable Radios, Mobile Radios and Repeaters

- 3.1.1.4 Data shall be transmitted using 4-level FSK (frequency-shift keying modulation).
- 3.1.1.5 Digital signal vocoding shall be achieved using the ambe+2 codec. The codec rate shall be 3600 bps (voice: 2,450 bps + error correction: 1,150bps).
- 3.1.1.6 The digital channel shall have the ability to operate on a singularly licensed 6.25 kHz channel rather than just in a time slot on a 12.5 kHz channel.
- 3.1.1.7 Each repeater base shall have one (1) channel per carrier regardless of band width.
- 3.1.1.8 The gross transmission bit rate shall be 9600 bps at 12.5 kHz and 4800 bps at 6.25
- 3.1.1.9 The system shall operate in UHF.
- 3.1.1.10 The system files that contain programming information for system and frequencies for the subscribers and repeaters shall be able to be saved onto a PC or backed up onto another PC or storage device.
- 3.1.1.11 The system shall be able to connect to PABX/PATN telephone patch equipment and support the following features.
 - a) Up to 6 lines per site
 - b) Up to 100 lines per system
 - c) Shall be able to connect to an IP network
 - d) Shall support up to 32 digits per telephone number
 - e) Shall be able to program 255 speed dial numbers in a list
 - f) Shall be able to restrict specific calls.
 - g) Shall be able to support incoming calls or make outgoing calls using the DTMF keypad from a subscriber unit.
- 3.1.1.12 The system shall support over-the-air programming that has the capability to manage up to 100,000 subscribers in digital 12.5 kHz or 6.25 kHz bandwidths; and shall be able to accomplish the following:

REQUEST FOR QUOTATION
Radio Communications System consisting
of Portable Radios, Mobile Radios and Repeaters

1. Send new data files to radios and repeaters.
2. Add/delete zones/channels.
3. Update system information to move from analog to digital 9
4. Migrate from conventional to trunking.
5. Update frequency tables
6. Enable specific radio functions such as key functions, GPS capability, alert tones, and transceiver passwords.

3.2 OPERATIONAL REQUIREMENTS

3.2.1 The system shall be able to communicate in the following modes:

3.2.1.1 Direct Mode: the system shall support peer to peer communication on a simplex frequency, analog or digital, in a given transceiver's RF output power.

3.2.1.2 Repeater Mode: The repeater shall be able to operate as a base terminal in order to extend coverage.

3.2.1.3 Digital Conventional Mode: The system shall have the ability to operate in digital conventional mode to enhance FM conventional capabilities to include the following functions:

3.2.1.4 FM analog and digital units shall be able to share same RF channel and 1000 Group ID's and 1000 Unit ID's shall be supported.

3.2.1.5 Private call capability: the digital conventional system shall allow for the programming of a community repeater using CTCSS /DCS tones in FM analog or by using a Radio Access Number (RAN) code in digital.

3.2.1.6 The RAN code shall allow the capability for up to 16 users.

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- 3.2.1.7 The radios and repeaters will communicate with each other upon receipt of a matching RAN code and Group ID or Unit ID.
- 3.2.1.8 Subscriber units shall have the capability of Group ID scan in a conventional system so that it will receive traffic only on the Group ID's programmed into the Group ID list of a radio.
- 3.2.1.9 Repeaters in the system shall occupy 2 RU in a 19 inch rack and be used as either a 25W continuous duty or 50W intermittent duty station in VHF or 25W continuous Duty or 50W intermittent duty in UHF.
- 3.2.1.10 System shall have the capability to interface into an IP network in order to create an IP-based wide-area conventional radio system with the following capabilities;
- 3.2.1.11 System shall support up to 48 sites in multicast applications or 16 sites in unicast applications.
- 3.2.1.12 Scalable networks can be created over existing IT assets, private microwave, spread spectrum links, or carrier services using standard 10/100 Base-T Ethernet switches and routers.
- 3.2.1.13 IPsec VPN Tunneling shall be enabled in order to provide and encrypted secure communications link within the IP network.
- 3.2.1.14 The system shall be able to broadcast messages across the IP network through either unicast or multicast messages so that messages will reach intended target sites.
- 3.2.1.15 Subscribers on a system shall be able to seamlessly roam between sites by detecting the best RSSI level from a beacon signal from a site and associating with the site with the strongest signal.
- 3.2.1.16 A minimum threshold RSSI level for each beacon signal shall be programmable for site roaming. The beacon signal timing shall be programmable option.

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- 3.2.1.17 The system shall have programmable options to allow for proper transmission timing on the system to accommodate network latency. A site roaming link delay time shall be programmable between 10-2550 ms in order to delay a transceiver from searching for another beacon signal.
- 3.2.1.18 The dropout delay time in the system shall be programmable between 0 and 1230 seconds in order to halt the transceiver from site roaming in order to ensure the call is completed.
- 3.2.1.19 The system shall allow the capability to program user lists to restrict use of specific operational sites so that a subscriber can only roam onto site that it is permitted to do so.
- 3.3 Digital Trunk Mode:** The system shall have the ability to be upgraded to support trunking and allow the following features:
- 3.3.1 Repeaters in the system shall occupy 1 RU in a 19 inch Equipment rack.
- 3.3.2 Repeaters in the system shall have the capability to be used as a 5W low power base station. The system shall allow from 1-30 channels per site.
- 3.3.3 System shall allow 3,000 Group ID's
- 3.3.4 System shall allow 3,000 Unit ID's
- 3.3.5 System shall allow users to access the system within 320ms
- 3.3.6 System shall allow call queuing so that calls are automatically stacked when all traffic channels are busy.
- 3.3.7 System shall allow for up to 8 priority levels with pre-emption so that calls are prioritized based on urgency.
- 3.3.8 A talk channel shall be designated for each of these priority levels.
- 3.3.9 The mode of trunking can be programmed to be either message

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trunking (user acquire an uninterrupted exclusive channel during each conversation) or Transmission trunking (users acquire a channel at each PTT and lose channel upon release)

- 3.3.10 Priority monitoring shall be programmable in 4 levels so that higher priority calls move ahead in the queue of lower priority transmissions.
- 3.3.11 Late entry capability shall be programmable so that the user can join a call in progress in case of powering up or entering system coverage after communications begins.
- 3.3.12 Broadcast calls shall be programmable so that a one way "all call" to a selected talk group or all talk groups for emergencies, incident responses, or operational scenarios.
- 3.3.13 If the site the trunking capability is disabled, the system shall revert to conventional operation so basic communications continue
- 3.3.14 Selcall on PTT for group calls, individual calls or Telephone calls.
- 3.3.15 Electronic Serial Number (ESN) validation shall be a capability of the system in order to prevent unauthorized access into the system from potential hackers onto the system.
- 3.3.16 A software package shall allow the capability to externally monitor statistics of the running trunking system.
- 3.3.17 Maximum packet delay for network shall be less than 500ms.
- 3.3.18 Maximum packet jitter for the network shall be less than 100ms.

3.4 Multi-site trunked Mode: The system shall allow for sites to be linked together over an IP network, while also allowing digital trunking in order to create efficiency in the wide area System.

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- 3.4.1 The system shall include all of the capabilities available in single site trunking (listed above) at each site in multi-site application.
- 3.4.2 The system shall support up to 48 sites in multicast applications or 16 sites in unicast applications.
- 3.4.3 Scalable networks can be created over existing IT assets, private microwave, spread spectrum links, or carrier services using standard 10/100 Base-T Ethernet switches and routers.
- 3.4.4 IPSec VPN Tunneling shall be enabled in order to provide an encrypted secure communications link within the IP network.
- 3.4.5 Subscribers shall use advanced algorithms in order to hunt for and access channels using both signal quality and RF signal strength (RSSI) as determinants.
- 3.4.6 The system shall allow for intersite group call beyond the local site.
- 3.4.7 The system shall be able to operate either on a unicast or multicast IP network that allows the following capabilities:
- 3.4.8 Unicast: 30 channels per site, 48 sites
- 3.4.9 Multicast: 30 channels per site, 16 sites
- 3.4.10 The system shall support cross banding of unlike frequencies to allow interoperable communications.

3.5 Repeaters General Characteristics

- 3.5.1 Repeaters shall be able to support the following modes:
 - 1. FM Conventional
 - 2. External FM Conventional and LTR Logic Controllers
 - 3. NXDN Conventional
 - 4. NXDN single site trunking: As an option the system shall be enabled through a USB system key, a site License, and

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software for programming without the need for external hardware to enable multi-site trunking.

5. Auxiliary outputs in the repeaters shall be programmable as alarm outputs in the case of power outages, receive, unlock, and transmit unlock.

3.5.2 Subscriber: General Characteristics

3.5.2.1 Each subscriber radio shall have a unique Electronic Serial Number (ESN)

3.5.2.2 Each subscriber radio shall have the capability of operating either in analog or digital mode and will have an autosense feature that allows the radio to retransmit in the same format (analog or digital) as it originally received without using scan function.

3.5.2.3 Subscribers shall be firmware flash upgradable to P25 Phase 1.

3.5.2.4 Subscriber units that are upgraded to P25 Phase 1 shall be type accepted and listed on the West Virginia Statewide Interoperable Radio Network (SIRN) Approved Equipment List.

3.5.2.5 Each radio shall be able to accommodate 1000 unit ID's and 1000 Group ID's.

3.5.2.6 Subscribers shall support up to 14 alphanumeric aliases, which can be programmed over the air.

3.5.2.7 Subscribers shall include an emergency AUX key with a distinct color, which shall include a man-down, remote stun, kill, and check feature in order to alert other users or a dispatcher in case of an emergency.

3.5.2.8 Emergency call features shall be supported in all modes.

3.5.2.9 Subscribers shall include the capability of selecting "silent" mode during emergencies, which will keep the backlight of the display off when transmitting an emergency.

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- 3.5.2.10 Subscriber migration from analog to digital and conventional to trunking shall be programmable over the air. Therefore, radios shall not have to be called in from the field.
- 3.5.2.11 Subscriber units shall include the necessary hardware and software to support Advanced Encryption Standards (AES) encryption and store multiple encryption keys as an option.
- 3.5.2.12 All encryption key loading shall be facilitated by a Motorola KVL 4000.
- 3.5.2.13 A key loading cable compatible with the Motorola KVL 4000 shall be included as an option.
- 3.5.2.14 Subscribers shall meet Ingress Protection Rating, IP54,55 and IP67
- 3.5.2.15 Subscribers shall meet performance specifications over the temperature specifications over Temperature range -30°C to +60°C.
- 3.5.2.16 Subscribers shall meet performance criteria of Military 810C, D, E, F and G designed and tested to meet the U.S. military standards approval for Shock, Vibration, Rain, and Dust, ensuring its ability to perform in rigorous work environments for Mobile and Portable radios.
- 3.5.2.17 The subscriber unit shall have FCC Type acceptance for full operation.

3.6 Programming Software and Hardware

- 3.6.1 All radio (Portable, Mobile, and Repeaters) programming must be able to be performed on any Microsoft Windows XP / Windows 7/ Windows 8 based computer.
- 3.6.2 The vendor shall make available for purchase all programming software and cabling necessary to program all radios (Portables, Mobiles, and Repeaters)

3.7 SYSTEM COMPONENTS

- 3.7.1 Kenwood NX-300K2 UHF Portable Radios or Equal

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ACCESSORIES

- a) Antenna-Kenwood Model KRA-27M or equal
- b) Antenna-Kenwood Model KRA-23M or equal
- c) Battery-Kenwood Model KNB-48L or equal
- d) Charger-Kenwood Model KSC-32 or equal
- e) Speaker Microphone-Kenwood Model KMC-41 or equal
- f) 3.5" earphone Kit-Kenwood Model KEP-1 or equal
- g) Spring action Belt clip-Kenwood KBH-11 or equal

3.7.2 Kenwood TK 5320K2 UHF Portable Radios or Equal

ACCESSORIES

- a) Antenna-Kenwood Model KRA-27M or equal
- b) Antenna-Kenwood Model KRA-23M or equal
- c) Battery-Kenwood Model KNB-48L or equal
- d) Charger-Kenwood Model KSC-32 or equal
- e) Speaker Microphone-Kenwood Model KMC-41 or equal
- f) 3.5" earphone Kit-Kenwood Model KEP-1 or equal
- g) Spring action Belt clip-Kenwood KBH-11 or equal

3.7.3 Six Unit charger Kenwood Model KSC-326K or equal

3.7.4 Yellow housing kit KWD-YH20-NX or equal

3.7.5 Orange housing kit KWD-OH20-NX or equal

3.7.6 AES Encryption Module, KWD-AE20K or equal

3.7.7 P25 Flash upgrade NX-300 or equal

3.7.8 Mobile Radios, Kenwood TK-5810BGK2 Mobile Radio or equal

ACCESSORIES

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- a) Kenwood KCH-15M Full feature Remote control head or equal.
- b) Kenwood KES-5 External Speaker or equal
- c) Kenwood KMC-27 Noise Canceling mobile hand microphone or equal.
- d) PCTEL ASPR 7495, 150-512 Mosaic Antenna with Spring and NMO mount or equal.
- e) Necessary cabling needed to install complete unit or equal.
- f) Hand held control head remote, KCH-16M or equal
- g) AES Encryption, KWD-AE20K or equal

3.7.9 Repeaters and Accessories, Kenwood NXR-810 UHF 450-520MHz or equal.

- a) Kenwood NXR-810K2 UHF 400-470 MHz or equal
- b) 40 Watt continuous duty RF Amplifier, KSGPA23401 or equal

3.8 General Specifications and Warranty

- 3.8.1** One complete operating manual shall be provided for every piece of equipment purchased, and must accompany each unit at delivery.
- 3.8.2** Schematic will be available for all equipment purchased. A minimum of 7 complete depot level service/ repair manuals will be provided to the West Virginia Division of Juvenile Services and shall be delivered when the first unit is delivered.
- 3.8.3** All items are to be available for purchase separately and each item is to be individually priced.
- 3.8.4** All features that are placed in the radio (Portable, Mobile, and Repeater) by of programming or feature encoding will remain for the life of the radio. Any lost feature information (i.e. # of channels, type of radio, etc.) will be replaced by vendor at no charge for the life of the radio. Any defective unit will be returned pre-paid to the vendor. Vendor shall pay for return shipping.
- 3.8.5** All equipment shall be warranted for a minimum period of at least 3 years, including parts and labor.
- 3.8.6** The equipment warranty period shall begin when the equipment is first put into service.

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3.9 Facilities List: Below is a list of DJS Facilities.

1. Lorrie Yeager Juvenile Center, 907 Mission Drive,
Parkersburg, WV 26101 Phone: (304) 420-4860
2. Robert Shell Juvenile Center, 2 O'Hanlon Place,
Barboursville, WV 25504 Phone: (304) 733-0870
3. James H. "Tiger" Morton Juvenile Center, 60 Manfred Holland Way,
Dunbar, WV 25064 Phone: (304) 675-0860
4. Donald R. Kuhn Juvenile Detention Center, One Lory Place,
Julian, WV Phone (304) 369-2976
5. Vicki V. Douglas Juvenile Center, 900 Emmett Rousch Dr,
Martinsburg, WV 25401 Phone (304) 267-0164
6. Sam Perdue Juvenile Detention Center, 843 Shelter Rd.,
Princeton, WV 24739 Phone (304) -425-9721
7. Gene Spadaro Juvenile Center, 106 Martin Drive,
Mt. Hope, WV 25880 Phone (304) 877-6890
8. J.M. "Chick" Buckbee Juvenile Center, One Jerry Lane,
Augusta, WV 26704 Phone (304)-496-1341
9. Kenneth "Honey" Rubenstein Center, 141 Forestry Camp Rd.
Davis, WV 26260 Phone (304) 259-5241

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the

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Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost.

- 4.2 Pricing:** Vendor should complete their bid by inserting the requested information in the appropriate spaces in the commodity line in order to arrive at a total cost. Vendor should complete the pricing detail in full for all commodity lines in their entirety, as failure to do so may result in Vendor's bid being disqualified.

The commodity lines contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should enter the information into each commodity line to prevent errors in the evaluation.

5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver initial order within **fourteen (14)** calendar days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

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

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. MISCELLANEOUS:

- 7.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the RFQ unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 7.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

Rev. 04/14

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

- ☒ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
☐ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. ☒ Application is made for 2.5% vendor preference for the reason checked:

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% vendor preference for the reason checked:

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. ☒ Application is made for 5% vendor preference for the reason checked:

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

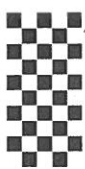
Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: A.V. Lauttamus Communications

Signed: Todd Wotring

Date: 08/11/14

Title: Todd Wotring / Senior Account Manager



/12/2014 12:50 FAX 304 723 1539

Lauttamus Comm./Security

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* * * ERROR REPORT (AUG. 12. 2014 1:14PM) * * *

FAX HEADER 1: WV DIV OF PURCH
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P. 1

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: BATCH
M : MEMORY TX
S : STANDARD
U : SUPER FINE
* : LAN-FAXC : CONFIDENTIAL
L : SEND LATER
D : DETAIL
X : EXTRA SUPER FINE
+ : ROUTING\$: TRANSFER
@ : FORWARDING
F : FINE
b : COLOR
Q : RECEPT. NOTICE REQ.P : POLLING
E : ECM
O : 300dpi
!\$: REMOTE TRANSFER
A : RECEPT. NOTICE