



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header

List View

**General Information** | Contact | Default Values | Discount | Document Information

Procurement Folder: 113312

Procurement Type: Central Purchase Order

Vendor ID:

Legal Name: Integrated Office Solutions, Inc.

Alias/DBA:

Total Bid: \$20,637.00

Response Date:

Response Time:

SO Doc Code: CRFQ

SO Dept: 0702

SO Doc ID: TAX1500000010

Published Date: 7/6/15

Close Date: 7/21/15

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 113312  
**Solicitation Description :** Addendum # 3 - Cisco IP Phone Equipment  
**Proc Type :** Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2015-07-21 13:30:00	SR 0702 ESR07161500000000208	1

<b>VENDOR</b>
VS0000005269 Integrated Office Solutions, Inc.

**FOR INFORMATION CONTACT THE BUYER**  
 Laura E Hooper  
 (304) 558-0468  
 laura.e.hooper@wv.gov

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Cisco Unified IP Conference Phones or Equal	10.00000	EA	\$712.00	\$7,120.00

Comm Code	Manufacturer	Specification	Model #
43191511			

**Extended Description :** Cisco Unified IP Conference Phone Model 8831. Part Number CP-8831-K9 or Equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Cisco IP Phone 8800 Key Expanse or Equal	35.00000	EA	\$305.00	\$10,675.00

Comm Code	Manufacturer	Specification	Model #
43191511			

**Extended Description :** Cisco IP Phone Expanse Module, Model 8800, Part Number CP-BEKEM or Equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Cisco Power Cube, PN CP-PWR-CUBE-4 or Equal	12.00000	EA	\$41.00	\$492.00

Comm Code	Manufacturer	Specification	Model #
43191511			

**Extended Description :** CISCO Power Cube, PN CP-PWR-CUBE-4 or Equal. Item must be compatible with Cisco 8800 Series Telephones.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Cisco Wall Mount Kit, PN CP-8800-WMK or Equal	50.00000	EA	\$47.00	\$2,350.00

Comm Code	Manufacturer	Specification	Model #
43191511			

**Extended Description :** Cisco Wall Mount Kit, PN CP-8800-WNK or Equal. Item must be compatible with Cisco 8841 & 8851 model phones.  
Addendum # 3  
To provide the Addendum 2 attachments to VSS Oasis, which were inadvertently omitted.



# **Integrated Office Solutions, Inc.**

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## **Response to Solicitation#**

CRFQ 0702 TAX1500000010

Cisco IP Phone Equipment

Submitted to:

**Bid Clerk**

**State of West Virginia**

**Department of Administration**

**Purchasing Division**

**2019 Washington St E**

**Charleston WV 25305**

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### **Professional Contractor License:**

Electrical License# EN215244

Low Voltage License# LVG105569

Low Voltage License# LVU406161

### **Corporate Office**

Integrated Office Solutions, Inc.

5465 Highway 42

PO Box 1056

Ellenwood, GA 30294

Phone: 404-366-4110

Fax: 404-244-7318

[www.intofficesolutions.com](http://www.intofficesolutions.com)



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

State of West Virginia  
 Request for Quotation

Proc Folder: 113312

Doc Description: Addendum # 3 - Cisco IP Phone Equipment

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-07-06	2015-07-21 13:30:00	CRFQ 0702 TAX1500000010	4

**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:

Integrated Office Solutions, Inc.  
 5465 Highway 42, Box 1056  
 Ellenwood, GA 30294  
 404-366-4110

**FOR INFORMATION CONTACT THE BUYER**

Laura E Hooper  
 (304) 558-0468  
 laura.e.hooper@wv.gov

Signature X *Alphonzo M. Henderson*

FEIN #

58-2052958

DATE 07/16/2015

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

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748		OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 3	
CHARLESTON	WV25339-1748	CHARLESTON	WV 25301-1725
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cisco Unified IP Conference Phones or Equal	10.00000	EA	\$,712.00	\$ 7,120.00

Comm Code	Manufacturer	Specification	Model #
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CHARLESTON	WV25339-1748	CHARLESTON	WV 25301-1725
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OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON  US	WV25339-1748	OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 3 CHARLESTON  US	WV 25301-1725

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Comm Code	Manufacturer	Specification	Model #
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**Extended Description :**

Cisco Wall Mount Kit, PN CP-8800-WNK or Equal. Item must be compatible with Cisco 8841 & 8851 model phones.

Addendum # 3

To provide the Addendum 2 attachments to VSS Oasis, which were inadvertently omitted.

No further changes.



<b>TAX150000010</b>	<b>Document Phase</b> Final	<b>Document Description</b> Addendum # 3 - Cisco IP Phone Equipment	<b>Page 4</b> <b>of 4</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

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. N/A 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, N/A 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, N 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, A

2. N/A 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. N/A 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,

N/A 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. N/A 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. N/A 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. X 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: Integrated Office Solutions, Inc. Signed: Alphonzo M. Henderson

Date: 07/16/2015 Title: Director of Business Development

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 exceed 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: Integrated Office Solutions, Inc.

Authorized Signature: *Alphonzo M. Henderson* Date: 07/16/2015

State of Georgia

County of DeKalb, to-wit:

Taken, subscribed, and sworn to before me this 16th day of July, 2015

My Commission expires March 25th, 2018

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

*[Handwritten Signature]*

*Purchasing Affidavit (Revised 07/01/2012)*



**6.1.4 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 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:** Alphonzo M. Henderson  
**Vendor's Address:** 5465 Highway 42, Box 1056  
Ellenwood, GA 30294  
**Telephone Number:** 404-366-4110  
**Fax Number:** 866-589-3799  
**Email Address:** alh@iofsolutions.com

**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.  
Integrated Office Solutions, Inc.

\_\_\_\_\_  
(Company)

*Alphonzo M. Henderson*

Alphonzo M. Henderson,  
Director of Business Development

\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

404-366-4110/866-587-3799

\_\_\_\_\_  
(Phone Number) (Fax Number) (Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: TAX1500000010**

**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 type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" 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.

Integrated Office Solutions, Inc.

\_\_\_\_\_  
Company

*Alphonzo M. Henderson*  
\_\_\_\_\_

Authorized Signature

07/16/2015  
\_\_\_\_\_

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

REQUEST FOR QUOTATION  
**CRFQ TAX1500000010 - Cisco IP Phone Equipment**

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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.

- 6.1.4 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.

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|--|--|
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Integrated Office Solutions, Inc.

Company

*Alphonzo M. Henderson*

Authorized Signature

07/16/2015

Date

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

Revised 6/8/2012



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Integrated Office Solutions, I nc.

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Company

*Alphonzo M. Henderson*

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Authorized Signature

07/16/2015

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Date

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Revised 6/8/2012



# Integrated Office Solutions, Inc.

Providing IT Solutions for The Enterprise

5465 Highway 42  
Box 1056  
Ellenwood, GA 30294-1417  
Phone: 404-366-4110  
Fax: 866-587-3799

# Quote

**CUSTOMER NO:**  
**QUOTE #:** WV07152015  
**DATE:** 07/15/2015

<b>Bill To:</b> Bid Clerk State of West Virginia Department of Administration Purchasing Division 2019 Washington St E Charleston WV 25305	<b>Ship To:</b> Operations Division Tax Division Of Revenue Center 1001 Lee St E, Ste 3 Charleston Wv 25301-1725
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REP	REFERENCE	QUOTE DATE	REQ DATE	SHIPPED VIA	F.O.B. POINT	TERMS
AMH		07/15/2015	06/16/2015	TBD	N/A	NET-30

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1	Cisco Unified IP Conference Phone Model 8831. Part Number CP-8831-K9 or Equal	10	\$713.00	\$ 7,130.00
2	Cisco IP Phone 8800 Key Expanse, Cisco IP Phone Expanse Module, Model 8800, Part Number CP-BEKEM	35	\$305.00	\$10,675.00
	NOTE: Cisco Unified IP Conference Phone Model 8831. Part Number CP-8831-K9 <b>CP-8831-K9-RF (REFURBISH)</b> Available for <b>\$513.08</b>			
SUBTOTAL				\$17,805.00
SALES TAX				
SHIPPING & HANDLING				
				17,805.00

Confirm all orders to: INTEGRATED OFFICE SOLUTIONS, INC. 5465 Highway 42, Box 1056, Ellenwood, GA 30294-1417, if you have any questions concerning this quote please call 404-366-4110.