



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

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- General Information**
- Contact
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- Clarification Request

Procurement Folder: 1135670	SO Doc Code: CRFQ
Procurement Type: Statewide MA (Open End)	SO Dept: 0212
Vendor ID: VS0000038375 <input type="button" value="Go"/>	SO Doc ID: SWC2300000010
Legal Name: Malor & Company Inc.	Published Date: 12/8/22
Alias/DBA: Malor and Company	Close Date: 12/13/22
Total Bid: \$29,084,309.00	Close Time: 13:30
Response Date: 12/13/2022 <input type="button" value="Calendar"/>	Status: Closed
Response Time: 12:22	Solicitation Description: Addendum #3 Statewide Contract for Computer Equipment
Responded By User ID: MalorandCompany <input type="button" value="Go"/>	Total of Header Attachments: 3
First Name: Garly	Total of All Attachments: 3
Last Name: Benoit	
Email: garly.b@malorcompany.com	
Phone: 212-498-9732	



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Standard PC	3500.0000	EA	899.000000	3146500.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Dell or Lenovo or Asus i7 Standard PC 16 gig, 512 bites.

**Extended Description:**

3.1.2 Standard PC

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Power PC	3100.0000	EA	1499.000000	4646900.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Dell or Lenovo Model Workstation F3113 or Power PC FF3131 i9 16 gig, 1T bites.

**Extended Description:**

3.1.3 Power PC

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Fixed Workstation	250.00000	EA	1659.000000	414750.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Dell or Lenovo Model 9980XX or FF313 i9 16 gig, 1T bites.

**Extended Description:**

3.1.4 Fixed Workstation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Standard Laptop	2500.0000	EA	999.000000	2497500.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Dell or Lenovo Model Latitude or Thinkpad FF113 Standard Laptop i7 16 gig, 512 bites.

**Extended Description:**

3.1.5 Standard Laptop

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Power Laptop	9000.0000	EA	999.000000	8991000.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Dell or Lenovo Model Latitude or Thinkpad FF113 Standard Laptop i9 16 gig, 1T bites.

**Extended Description:**

3.1.6 Power Laptop

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Tablet PC	2200.0000	EA	899.000000	1977800.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Dell or Lenovo Model Latitude or Thinkpad FF113 Standard Tablet i7 16 gig, 256 bites.

**Extended Description:**

3.1.7 Tablet PC

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Mobile Workstation	500.00000	EA	1119.000000	559500.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Dell or Lenovo Model Latitude or Thinkpad FF113 Standard Laptop i7 16 gig, 512 bites.

**Extended Description:**

3.1.8 Mobile Workstation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	20" Monitor	1500.0000	EA	149.000000	223500.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** 20 inch Led high power monitors HP FFF3113, Dell FF1331 and Lonovo FF13133131

**Extended Description:**

3.1.9.1.1 20" Monitor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	24" Monitor	10000.000	EA	199.000000	1990000.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** 24 inch Led high power monitors HP FFF3113, Dell FF1331 and Lonovo FF13133131

**Extended Description:**

3.1.9.1.2 24" Monitor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	27" Monitor	1900.0000	EA	249.000000	473100.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** 27 inch Led high power monitors HP FFF3113, Dell FF1331 and Lonovo FF13133131

**Extended Description:**

3.1.9.1.3 27" Monitor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Digital Signature Pad	100.00000	EA	399.000000	39900.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** 20 inch Digital Signature Pad Dell FF311313 and Lenovo FF3131

**Extended Description:**

3.1.9.2 Digital Signature Pad

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Docking Station for Standard Laptop	2500.0000	EA	219.000000	547500.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Docking Station for Standard Laptop FFF313113

**Extended Description:**

3.1.9.3 Docking Station for Standard Laptop

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Docking Station for Power Laptop	9000.0000	EA	299.000000	2691000.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Docking Station for Power Laptop  
Dell or Acer FFFq

**Extended Description:**

3.1.9.4 Docking Station for Power Laptop

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Docking Station for Tablet	2200.0000	EA	299.000000	657800.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Docking Station for Tablet  
Dell or Acer FFFq

**Extended Description:**

3.1.9.5 Docking Station for Tablet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Docking Station for Mobile Workstation	500.00000	EA	299.000000	149500.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Docking Station for Mobile Workstation  
Dell or Acer FFFq

**Extended Description:**

3.1.9.6 Docking Station for Mobile Workstation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	SSD SATA 1TB 2.5"	600.00000	EA	45.990000	27594.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** SSD SATA 1TB 2.5"  
WD FFF1313

**Extended Description:**

3.1.9.7 SSD SATA 1TB 2.5"

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	SSD M.2 1TB NVME 2280	100.00000	EA	199.760000	19976.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** SSD M.2 1TB NVME 2.5"  
WD FFF13222

**Extended Description:**

3.1.9.8 SSD M.2 1TB NVME 2.5"

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	USB DVD/RW Drive	500.00000	EA	34.990000	17495.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Optional USB DVD/RW Drive  
state farm

**Extended Description:**

3.1.9.9 Optional USB DVD/RW Drive

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	USB Smart Card Reader	100.00000	EA	29.990000	2999.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** USB Smart Card Reader

**Extended Description:**

3.1.9.10 USB Smart Card Reader

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Four-Year Accidental Damage Coverage	500.00000	EA	19.990000	9995.00

Comm Code	Manufacturer	Specification	Model #
43210000			

**Commodity Line Comments:** Four-Year Accidental Damage Coverage

**Extended Description:**

3.1.9.11 Four-Year Accidental Damage Coverage



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

State of West Virginia  
 Centralized Request for Quote  
 Info Technology

**Proc Folder:** 1135670  
**Doc Description:** Statewide Contract for Computer Equipment and Accessories  
**Proc Type:** Statewide MA (Open End)  
**Reason for Modification:**

Date Issued	Solicitation Closes	Solicitation No	Version
2022-11-16	2022-12-06 13:30	CRFQ 0212 SWC2300000010	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name :** MALOR & COMPANY INC  
**Address :** 667 Madison Avenue,  
**Street :** 5th Floor,  
**City :** New York,  
**State :** NY 10065 **Country :** USA **Zip :**  
**Principal Contact :** GARLY BENOIT  
**Vendor Contact Phone:** 212-498-9732 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Jessica L Hovanec  
 304-558-2314  
 jessica.l.hovanec@wv.gov

**Vendor Signature X** *GARLY BENOIT* **FEIN#** 45-43444580 **DATE** 12/13/2022

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

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish an open-end statewide contract for the purchase of Windows-based computers and peripherals per the Specifications and Terms and Conditions as attached hereto.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Standard PC	3500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.2 Standard PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Power PC	3100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.3 Power PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Fixed Workstation	250.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.4 Fixed Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Standard Laptop	2500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.5 Standard Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Power Laptop	9000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.6 Power Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Tablet PC	2200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.7 Tablet PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Mobile Workstation	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.8 Mobile Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	20" Monitor	1500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.1.1 20" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	24" Monitor	10000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.9.1.2 24" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	27" Monitor	1900.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.9.1.3 27" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Digital Signature Pad	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.2 Digital Signature Pad

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Docking Station for Standard Laptop	2500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.3 Docking Station for Standard Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Docking Station for Power Laptop	9000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.4 Docking Station for Power Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Docking Station for Tablet	2200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.5 Docking Station for Tablet

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Docking Station for Mobile Workstation	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.6 Docking Station for Mobile Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	SSD SATA 1TB 2.5"	600.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.7 SSD SATA 1TB 2.5"

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	SSD M.2 1TB NVME 2280	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.8 SSD M.2 1TB NVME 2.5"

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	USB DVD/RW Drive	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.9 Optional USB DVD/RW Drive

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	USB Smart Card Reader	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.10 USB Smart Card Reader

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Four-Year Accidental Damage Coverage	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.11 Four-Year Accidental Damage Coverage

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by November 21, 2022 at 10:00 AM ET	2022-11-21

	Document Phase	Document Description	Page 12
SWC2300000010	Final	Statewide Contract for Computer Equipment and Accessories	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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

**State of West Virginia  
 Centralized Request for Quote  
 Info Technology**

<b>Proc Folder:</b> 1135670			<b>Reason for Modification:</b>
<b>Doc Description:</b> Statewide Contract for Computer Equipment and Accessories			
<b>Proc Type:</b> Statewide MA (Open End)			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2022-11-16	2022-12-06 13:30	CRFQ 0212 SWC2300000010	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Jessica L Hovanec  
 304-558-2314  
 jessica.l.hovanec@wv.gov

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

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

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish an open-end statewide contract for the purchase of Windows-based computers and peripherals per the Specifications and Terms and Conditions as attached hereto.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Standard PC	3500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.2 Standard PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Power PC	3100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.3 Power PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Fixed Workstation	250.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.4 Fixed Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Standard Laptop	2500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.5 Standard Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Power Laptop	9000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.6 Power Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Tablet PC	2200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.7 Tablet PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Mobile Workstation	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.8 Mobile Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	20" Monitor	1500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.1.1 20" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	24" Monitor	10000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.9.1.2 24" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	27" Monitor	1900.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.9.1.3 27" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Digital Signature Pad	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.2 Digital Signature Pad

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Docking Station for Standard Laptop	2500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.3 Docking Station for Standard Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Docking Station for Power Laptop	9000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.4 Docking Station for Power Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Docking Station for Tablet	2200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.5 Docking Station for Tablet

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Docking Station for Mobile Workstation	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.6 Docking Station for Mobile Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	SSD SATA 1TB 2.5"	600.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.7 SSD SATA 1TB 2.5"

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	SSD M.2 1TB NVME 2280	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.8 SSD M.2 1TB NVME 2.5"

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	USB DVD/RW Drive	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.9 Optional USB DVD/RW Drive

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	USB Smart Card Reader	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.10 USB Smart Card Reader

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Four-Year Accidental Damage Coverage	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.11 Four-Year Accidental Damage Coverage

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by November 21, 2022 at 10:00 AM ET	2022-11-21

## **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 **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 individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying 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 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 nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: November 21, 2022 at 10:00 AM ET

Submit Questions to: Jessica L. Hovanec, Senior Buyer  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-3970  
Email: Jessica.L.Hovanec@wv.gov

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in wvOASIS are deemed to be electronically signed.

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.

**For Request for Proposal ("RFP") Responses Only:** Submission of a response to a Request for Proposal is not permitted in wvOASIS. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus \_\_\_\_\_<sup>N/A</sup> convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

**Bid Delivery Address and Fax Number:**

Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130  
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

**VENDOR NAME:**

**BUYER:** Jessica L. Hovanec, Senior Buyer  
**SOLICITATION NO.:** CRFQ SWC2300000010  
**BID OPENING DATE:** December 6, 2022  
**BID OPENING TIME:** 1:30 PM ET  
**FAX NUMBER:** 304-558-3970

**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 confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: December 6, 2022 at 1:30 PM ET

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.

**10. ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf).

**15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf).

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women- owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

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

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**22. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

**23. EMAIL NOTIFICATION OF AWARD:** The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor *WV*OASIS or the Purchasing Division's website to determine when a contract has been awarded.

**24. ISRAEL BOYCOTT CERTIFICATION:** Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

## GENERAL TERMS AND CONDITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

**Term Contract**

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

**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 delivered to the Agency and then 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. Unless otherwise specified below, 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 the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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

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

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

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

the contract will continue for \_\_\_\_\_ years;

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

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

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

**Other:** Contract Term specified in \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

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

**Automobile Liability Insurance** in at least an amount of: \$1,000,000 per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \$1,000,000 per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

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

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

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

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

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

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

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

\_\_\_\_\_ for \_\_\_\_\_.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

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

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

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

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

(Printed Name and Title) GARLY BENOIT

(Address) 667 Madison Avenue, 5th Floor, New York, NY 10065

(Phone Number) / (Fax Number) 212-498-9732

(Email address) garly.b@malorcompany.com

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

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

Malor & Company Inc.

(Company)

(Signature of Authorized Representative)

*GARLY BENOIT*

(Printed Name and Title of Authorized Representative) (Date)

GARLY BENOIT CEO

(Phone Number) (Fax Number)

212-498-9732

(Email Address) garly.b@malorcompany.com

## **FEDERAL FUNDS ADDENDUM**

2 C.F.R. §§ 200.317 – 200.327

**Purpose:** This addendum is intended to modify the solicitation in an attempt to make the contract compliant with the requirements of 2 C.F.R. §§ 200.317 through 200.327 relating to the expenditure of certain federal funds. This solicitation will allow the State to obtain one or more contracts that satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**Instructions:** Vendors who are willing to extend their contract to procurements with federal funds and the requirements that go along with doing so, should sign the attached document identified as: “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)”

Should the awarded vendor be unwilling to extend the contract to federal funds procurement, the State reserves the right to award additional contracts to vendors that can and are willing to meet federal funds procurement requirements.

**Changes to Specifications:** Vendors should consider this solicitation as containing two separate solicitations, one for state level procurement and one for county/local procurement.

**State Level:** In the first solicitation, bid responses will be evaluated with applicable preferences identified in sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” to establish a contract for both standard state procurements and state federal funds procurements.

**County Level:** In the second solicitation, bid responses will be evaluated with applicable preferences identified in Sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” omitted to establish a contract for County/Local federal funds procurement.

**Award:** If the two evaluations result in the same vendor being identified as the winning bidder, the two solicitations will be combined into a single contract award. If the evaluations result in a different bidder being identified as the winning bidder, multiple contracts may be awarded. The State reserves the right to award to multiple different entities should it be required to satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**State Government Use Caution:** State agencies planning to utilize this contract for procurements subject to the above identified federal regulations should first consult with the federal agency providing the applicable funding to ensure the contract is compliant.

**County/Local Government Use Caution:** County and Local government entities planning to utilize this contract for procurements subject to the above identified federal regulation should first consult with the federal agency providing the applicable funding to ensure the contract is compliant. For purposes of County/Local government use, the solicitation resulting in this contract was conducted in accordance with the procurement laws, rules, and procedures governing the West Virginia Department of Administration, Purchasing Division, except that vendor preference has been omitted for County/Local use purposes and the contract terms contained in the document entitled “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)” have been added.

## **FEDERAL FUNDS ADDENDUM**

### **REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

#### **1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS:**

(2 C.F.R. § 200.321)

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.
- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

#### **2. DOMESTIC PREFERENCES:**

(2 C.F.R. § 200.322)

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.

c. Definitions: For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**3. BREACH OF CONTRACT REMEDIES AND PENALTIES:**

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**4. TERMINATION FOR CAUSE AND CONVENIENCE:**

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**5. EQUAL EMPLOYMENT OPPORTUNITY:**

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**6. DAVIS-BACON WAGE RATES:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

**7. ANTI-KICKBACK ACT:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**  
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**9. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.**

(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**10. CLEAN AIR ACT**

(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**11. DEBARMENT AND SUSPENSION**

(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**12. BYRD ANTI-LOBBYING AMENDMENT**

(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

### **13. PROCUREMENT OF RECOVERED MATERIALS**

(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### **14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.**

(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia  
Purchasing Division

By: \_\_\_\_\_

Printed Name: Jessica Hovanec

Title: Senior Buyer

Date: \_\_\_\_\_

Vendor Name:

By: GARLY BENOIT

Printed Name: GARLY BENOIT

Title: CEO

Date: 12/11/2022

EXHIBIT A To:  
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

W. Va. CSR § 148-1-5

West Virginia Code of State Rules

Title 148. Department of Administration

Legislative Rule (Ser. 1)

Series 1. Purchasing

W. Va. Code St. R. § 148-1-5

§ 148-1-5. Remedies.

Currentness

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.1. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.1.a. The vendor agrees to the cancellation;

5.2.1.b. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.1.c. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.1.d. The existence of an organizational conflict of interest is identified;

5.2.1.e. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition;

5.2.1.f. Violation of any federal, state, or local law, regulation, or ordinance, and

5.2.1.g. The contract was awarded in error.

5.2.2. The Director may cancel a purchase or contract for any reason or no reason, upon providing

the vendor with 30 days' notice of the cancellation.

5.2.3. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

5.2.4. Re-Award. The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

5.2.4.a. The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

5.2.4.b. The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

5.3. Non-Responsible. If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

5.4. Suspension.

5.4.1. The Director may suspend, for a period not to exceed 1 year, the right of a vendor to bid on

procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.1.a. The vendor has submitted a bid and then requested that its bid be withdrawn after bids have been publicly opened.

5.4.1.b. The vendor has exhibited poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; or failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.1.c. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.1.d. The vendor's actions have given rise to one or more of the grounds for debarment listed in [W. Va. Code § 5A-3-33d](#).

5.4.2. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.2.a. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.2.b. A notice of suspension must inform the vendor:

5.4.2.b.1. Of the grounds for the suspension;

5.4.2.b.2. Of the duration of the suspension;

5.4.2.b.3. Of the right to request a hearing contesting the suspension;

5.4.2.b.4. That a request for a hearing must be served on the Director no later than 5 working days of the vendor's receipt of the notice of suspension;

5.4.2.b.5. That the vendor's failure to request a hearing no later than 5 working days of

the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.2.b.6. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.2.c. A vendor's failure to serve a request for hearing on the Director no later than 5 working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond.

5.4.2.d. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.2.e. Within 5 working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.2.f. The hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.

5.4.3. A vendor may appeal a decision of the Director to the Secretary of the Department of Administration. The appeal must be in writing and served on the Secretary no later than 5 working days of receipt of the Director's decision.

5.4.4. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.5. Any notice or service related to suspension actions or proceedings must be provided by certified mail, return receipt requested.

5.5. Vendor Debarment. The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in [W. Va. Code § 5A-3-33d](#) or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

5.5.1. Debarment proceedings shall be conducted in accordance with [W. Va. Code § 5A-3-33e](#) and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

5.5.2. Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.

5.5.3. If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor, including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated.

5.5.4. Pursuant to [W.Va. Code § 5A-3-33e\(e\)](#), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.

5.5.5. List of Debarred Vendors. The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

5.5.6. Related Party Debarment. The Director may pursue debarment of a related party at the same time that debarment of the original vendor is proceeding or at any time thereafter that the Director determines a related party debarment is warranted. Any entity that fails to provide the Director with full, complete, and accurate information requested by the Director to determine related party

status will be presumed to be a related party subject to debarment.

## 5.6. Damages.

5.6.1. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.

5.6.2. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.

5.6.3. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.

## Credits

History: Filed 4-1-19, eff. 4-1-19; Filed 4-16-21, eff. 5-1-21.

Current through register dated May 7, 2021. Some sections may be more current. See credits for details.

W. Va. C.S.R. § 148-1-5, WV ADC § 148-1-5

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**End of Document**

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EXHIBIT B To:  
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

Prevailing Wage Determination

– Not Applicable Because Contract Not for Construction

– Federal Prevailing Wage Determination on Next Page

REQUEST FOR QUOTATION  
STATEWIDE CONTRACT  
COMPUTERS AND PERIPHERALS

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**SPECIFICATIONS**

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish an open-end statewide contract for the purchase of Windows-based computers and peripherals. This contract will not include Chromebooks, Rugged Laptops, or Mac computers

The purpose of this RFQ is to seek bids from interested original equipment manufacturers (OEM) capable of providing desktops, laptops, netbooks, tablet PCs (without integrated cellular service), monitors, and other peripheral equipment for those products.

The successful bidder must provide full support capability, as requested, including, but not limited to, configuration, support, and maintenance.

The successful bidder may seek to use an online ordering portal for the resulting contract. The State makes no guarantee it will utilize the portal the Vendor suggests, and the successful bidder is required, in all cases, to accept Delivery Orders from the State

The State's intent is to contract with a single vendor enabling the State to standardize its desktop and mobile equipment base for the life of the contract.

- 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 "Absolute Resilience"** means Absolute Resilience with BIOS Enabled data and asset protection tool integrated deep within a computer, helps detect and enforce compliance and accountability for at-risk data on devices, and assists in recovery efforts.

**2.2 "Agency"** is any entity seeking goods/services under this Contract.

**2.3 "ARO"** means After Receipt of Order.

**2.4 "BIOS"** means Basic Input/Output System

**2.5 "Business class machines"** means computers that offer more features for professional work, such as fingerprint readers, remote desktop control software, and encryption tools. The professional operating system version that comes on business PCs is also more suited for workers than the home version.

**2.6 "Contract"** is the binding agreement that is entered into between the State and the Vendor to provide the items requested in the solicitation

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- 2.7 “Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
- 2.8 “DIMM”** means Dual In-line Memory Module
- 2.9 “DVD/RW”** means a disc drive that can read and record both DVDs and CDs
- 2.10 “DVI”** means Digital Visual Interface
- 2.11 “FIPS-201”** means Federal Information Processing Standard Publication 201
- 2.12 “FOB”** stands for Free on Board which indicates that the Vendor is responsible for delivery and shipping costs.
- 2.13 “GB”** means Gigabyte
- 2.14 “HD”** means High Definition
- 2.15 “HDD”** means Hard Disk Drive
- 2.16 “HDMI”** means High Definition Multimedia Interface
- 2.17 “LAN”** means Local Area Network
- 2.18 “Mandatory Requirements”** The terms “must”, “will”, “shall”, “minimum”, “maximum”, or “is/are required” identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in the disqualification of the bid.
- 2.19 “Manufacturer”** is the company who produces the equipment.
- 2.20 “MB”** means Megabyte
- 2.21 “OEM”** means Original Equipment Manufacturer
- 2.22 “OS”** means Operating System
- 2.23 “PCI-E”** means Peripheral Component Interconnect Express
- 2.24 “PCs”** are desktops, laptops, netbooks, and tablets.

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- 2.25 “Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the solicitation responses.
- 2.26 “RAM”** means Random-Access Memory
- 2.27 “Refurbished reused or recycled”** means old or used computer equipment that has been restored to like-new working condition and/or appearance or computer devices that have been sent back to the factory to fix a flaw.
- 2.28 “SATA”** means Serial AT Attachment
- 2.29 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.30 “SSD”** means Solid State Drive
- 2.31 “TB”** means Terabyte
- 2.32 “TPM”** means Trusted Platform Module
- 2.33 “UEFI”** means Unified Extensible Firmware Interface
- 2.34 “USB”** means Universal Serial Bus
- 2.35 “Vendor”** means any entity submitting a bid in response to this solicitation, the entity that has been selected as the lowest responsible vendor, or the entity that has been awarded the Contract as context requires.
- 2.36 “VGA”** means Video Graphics Array

**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 All platforms in this solicitation must be offered with the same operating system.**

**3.1.2 STANDARD PC:**

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- 3.1.2.1 Operating System: Latest Windows 10 Enterprise 64-bit Operating System Build with support for Windows 11 Enterprise 64-bit Operating System or equivalent business class operating system with graphical user interface. Operating System must be compatible with 32-bit applications.
- 3.1.2.2 Processor: Latest generation processor, minimum Intel Core i5 or equal with minimum 4 cores and 6MB cache
- 3.1.2.3 RAM: Minimum 16GB Single DIMM, expandable up to 32GB or greater
- 3.1.2.4 Storage Drive: Minimum 256GB SSD
- 3.1.2.5 Keyboard: USB or Wireless, full size with number pad
- 3.1.2.6 Mouse: USB or Wireless, 2-button with scroll
- 3.1.2.7 Optical Drive: Internal DVD/RW with a minimum read and write speed of 24x for CDs and 8x for DVDs
- 3.1.2.8 USB Ports: Minimum 4 USB ports; minimum 2 USB-A 3.0 (or faster) and minimum 1 USB-C
- 3.1.2.9 Expansion Slots: Minimum 2 slots available PCI-E supporting full-height expansion cards
- 3.1.2.10 Display/Graphics: Integrated HD Graphics with Dual Monitor Support via HDMI and/or DisplayPort. Adapters for VGA and DVI must be included
- 3.1.2.11 Network Interface: Integrated Gigabit Ethernet (10/100/1000) or faster Card, Wake on Lan
- 3.1.2.12 TPM Version 2.0
- 3.1.2.13 Warranty: Four year onsite: minimum onsite/next day, to cover a minimum of hardware, keyboards, monitors, or other issues related to internal components. Parts and labor for repairs included at no additional charge.

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- 3.1.2.14 Absolute Resilience or equal - Complete 5 years. Five years begins at activation of license and lasts for five (5) calendar years from activation date. Absolute should be activated upon shipment.
- 3.1.2.15 Energy Consumption: Unit must be ENERGY Star Certified
- 3.1.2.16 Vendor must provide Hardware Hash for all machines purchased under this contract, to provide the ability to self-register the devices into MS Autopilot for provisioning.

**3.1.3 POWER PC:**

- 3.1.3.1 Operating System: Latest Windows 10 Enterprise 64-bit Operating System Build with support for Windows 11 Enterprise 64-bit Operating System or equivalent business class operating system with graphical user interface. Operating System must be compatible with 32-bit applications
- 3.1.3.2 Processor: Latest generation processor, minimum Intel Core i7 Processor or equal, minimum 6 cores, 12 threads, and minimum 8MB cache.
- 3.1.3.3 RAM: Minimum 32GB, with free slots, expandable up to 64GB or greater
- 3.1.3.4 Storage Drive: Minimum 512GB SSD
- 3.1.3.5 Keyboard: USB or Wireless, full size with number pad
- 3.1.3.6 Mouse: USB or Wireless, 2-button with scroll
- 3.1.3.7 Optical Drive: Internal DVD/RW with a minimum read and write speed of 24x for CDs and 8x for DVDs
- 3.1.3.8 USB Ports: Minimum 4 USB ports; minimum 2 USB-A 3.0 (or faster) and 1 USB-C
- 3.1.3.9 Expansion Slots: Minimum 2 slots available PCI-E supporting full-height expansion cards

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- 3.1.3.10 Display/Graphics: Integrated HD Graphics with Dual Monitor Support via HDMI and/or DisplayPort. Adapters for VGA and DVI must be included
- 3.1.3.11 Network Interface: Integrated Gigabit Ethernet (10/100/1000) or faster Card, Wake on Lan
- 3.1.3.12 Wireless Adapter: Supports Wi-Fi 6 or newer 2x2 and Bluetooth 5.1 or newer
- 3.1.3.13 TPM Version 2.0
- 3.1.3.14 Warranty: Four year onsite: minimum onsite/next day, to cover a minimum of hardware, keyboards, monitors or other issues related to internal components. Parts and labor for repairs included at no additional cost.
- 3.1.3.15 Absolute Resilience or equal - Complete 5 years. Five years begins at activation of license and lasts for five (5) calendar years from activation date. Absolute should be activated upon shipment.
- 3.1.3.16 Energy Consumption: Unit must be ENERGY Star Certified
- 3.1.3.17 Vendor must provide Hardware Hash for all machines purchased under this contract, to provide the ability to self register the devices into MS Autopilot for provisioning.

**3.1.4 FIXED WORKSTATION:**

- 3.1.4.1 Chassis: Full size tower
- 3.1.4.2 Operating System: Latest Windows 10 Enterprise 64-bit Operating System Build with support for Windows 11 Enterprise 64-bit Operating System or equivalent business class operating system with graphical user interface. Operating System must be compatible with 32-bit applications.
- 3.1.4.3 Processor: Latest generation processor, minimum Intel Xeon or equal with minimum 8 cores and 13MB cache.

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- 3.1.4.4 RAM: Minimum 64GB, with free slots, expandable up to 256GB or greater
- 3.1.4.5 Storage Drives: Four (4) 2.5" SSD drives, minimum 500GB each, configured in a RAID 5 array
- 3.1.4.6 Keyboard: USB or Wireless, full size with number pad
- 3.1.4.7 Mouse: USB or Wireless, minimum 2-button with scroll
- 3.1.4.8 Power Supply: Minimum of 600w or greater
- 3.1.4.9 Optical Drive: Internal DVD/RW with a minimum read and write speed of 24x for CDs and 8x for DVDs
- 3.1.4.10 USB Ports: Minimum 4 USB ports; minimum 2 USB-A 3.0 (or faster) and 1 USB-C
- 3.1.4.11 Expansion Slots: 4 slots available PCI-E supporting full-height expansion cards.
- 3.1.4.12 Video: Installed 16GB (non-shared memory), discrete, professional-grade nVidia RTX A4000 or equal, support for Dual monitors, minimum 2 DisplayPort ports, support for DirectX 11, with minimum color depth 24 bit. Adapters to full-size DisplayPort must be included if the video card uses micro-DisplayPort.
- 3.1.4.13 Network Interface: Integrated Gigabit Ethernet (10/100/1000) or faster Card, Wake on Lan
- 3.1.4.14 TPM Version 2.0
- 3.1.4.15 Warranty: Four year onsite: minimum onsite/next day, to cover a minimum of hardware, keyboards, monitors or other issues related to internal components. Parts and labor for repairs included at no additional cost.
- 3.1.4.16 Absolute Resilience or equal - Complete 5 years. Five years begins at activation of license and lasts for five (5) calendar years from activation date. Absolute should be activated upon shipment.

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**3.1.4.17** Energy Consumption: Unit must be ENERGY Star Certified

**3.1.4.18** Vendor must provide Hardware Hash for all machines purchased under this contract, to provide the ability to self register the devices into MS Autopilot for provisioning.

**3.1.5** **STANDARD LAPTOP:**

**3.1.5.1** Operating System: Latest Windows 10 Enterprise 64-bit Operating System Build with support for Windows 11 Enterprise 64-bit Operating System or equivalent business class operating system with graphical user interface. Operating System must be compatible with 32-bit applications.

**3.1.5.2** Processor: Latest generation processor, minimum Intel Core i5 Processor or equal with a minimum of 4 cores and 6MB cache.

**3.1.5.3** RAM: Minimum 16GB Single DIMM, expandable up to 32GB

**3.1.5.4** Storage Drive: Minimum 256GB SSD

**3.1.5.5** Camera: Integrated Webcam with 720p or greater resolution

**3.1.5.6** USB Ports: Minimum 3 USB ports; with a minimum of 1 USB-A 3.0 (or faster) and 1 USB-C (charging)

**3.1.5.7** Display/Graphics: Integrated HD Graphics, 15" display or greater with HDMI 2.0 or DisplayPort 1.4 port or greater, minimum resolution of 1920x1080.

**3.1.5.8** Network Interface: Integrated Gigabit Ethernet (10/100/1000) or faster Card, Wake on Lan

**3.1.5.9** Wireless Adapter: Supports Wi-Fi 6 or newer 2x2 and Bluetooth 5.1 or newer

**3.1.5.10** Power: A/C Adapter

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- 3.1.5.11 TPM Version 2.0
- 3.1.5.12 Warranty: Four year onsite: minimum onsite/next day, to cover a minimum of hardware, keyboards, monitors, battery, or other issues related to internal components. Parts and labor for repairs included at no additional cost.
- 3.1.5.13 Absolute Resilience or equal - Complete 5 years. Five years begins at activation of license and lasts for five (5) calendar years from activation date. Absolute should be activated upon shipment.
- 3.1.5.14 Energy Consumption: Unit must be ENERGY Star Certified
- 3.1.5.15 Must be compatible with the “Docking Station for Standard Laptop” listed later in this RFQ.
- 3.1.5.16 Optional Optical Drive: Internal DVD/RW
- 3.1.5.17 Vendor must provide Hardware Hash for all machines purchased under this contract, to provide the ability to self register the devices into MS Autopilot for provisioning.

**3.1.6 POWER LAPTOP:**

- 3.1.6.1 Operating System: Latest Windows 10 Enterprise 64-bit Operating System Build with support for Windows 11 Enterprise 64-bit Operating System or equivalent business class operating system with graphical user interface. Operating System must be compatible with 32-bit applications.
- 3.1.6.2 Processor: Latest generation processor, minimum Intel Core i7 Processor or equal with a minimum of 6 cores, 12 threads, and 8MB cache.
- 3.1.6.3 RAM: Minimum 32GB Single DIMM, expandable up to 64GB
- 3.1.6.4 Storage Drive: Minimum 512GB SSD
- 3.1.6.5 Keyboard: Backlit

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- 3.1.6.6** Camera: Integrated Webcam
- 3.1.6.7** USB Ports: Minimum 3 USB ports; minimum of 1 USB-A 3.0 (or faster) and 1 USB-C (charging)
- 3.1.6.8** Display/Graphics: Integrated HD Graphics, 15” display or greater with HDMI 2.0 or DisplayPort 1.4 port or greater, minimum resolution of 1920x1080.
- 3.1.6.9** Network Interface: Integrated Gigabit Ethernet (10/100/1000) or faster Card, Wake on Lan
- 3.1.6.10** Wireless Adapter: Supports Wi-Fi 6 or newer 2x2 and Bluetooth 5.1 or newer
- 3.1.6.11** WWAN: Mobile Broadband Card with micro-SIM slot, must be compatible with AT&T and Verizon
- 3.1.6.12** Power: A/C Adapter
- 3.1.6.13** TPM Version 2.0
- 3.1.6.14** Warranty: Four year onsite: minimum onsite/next day, to cover a minimum of hardware, keyboards, monitors, battery, or other issues related to internal components. Parts and labor for repairs included at no additional cost.
- 3.1.6.15** Absolute Resilience or equal - Complete 5 years. Five years begins at activation of license and lasts for five (5) calendar years from activation date. Absolute should be activated upon shipment.
- 3.1.6.16** Energy Consumption: Unit must be ENERGY Star Certified
- 3.1.6.17** Must be compatible with the “Docking Station for Power Laptop” listed later in this RFQ.
- 3.1.6.18** Optional Optical Drive: Internal DVD/RW

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**3.1.6.19** Vendor must provide Hardware Hash for all machines purchased under this contract, to provide the ability to self register the devices into MS Autopilot for provisioning.

**3.1.7** **TABLET PC:**

**3.1.7.1** Operating System: Latest Windows 10 Enterprise 64-bit Operating System Build with support for Windows 11 Enterprise 64-bit Operating System or equivalent business class operating system with graphical user interface. Operating System must be compatible with 32-bit applications.

**3.1.7.2** Processor: Latest generation processor, minimum Intel Core i7 Processor or equal with minimum 4 cores and 4MB cache.

**3.1.7.3** RAM: Minimum 16GB

**3.1.7.4** Storage Drive: Minimum 256GB SSD, upgrade option to 512B SSD

**3.1.7.5** Keyboard: Backlit

**3.1.7.6** Mouse: Glide or Trackpad

**3.1.7.7** Camera: Integrated Webcam

**3.1.7.8** USB Ports: Minimum 1 USB-A 3.0 (or faster) and 1 USB-C (charging)

**3.1.7.9** Display/Graphics: Integrated HD Graphics, 13” or greater touchscreen display with HDMI 2.0 or DisplayPort 1.4 or greater port, minimum resolution of 1920x1080.

**3.1.7.10** Wireless Adapter: Supports Wi-Fi 6 or newer 2x2 and Bluetooth 5.1 or newer

**3.1.7.11** WWAN: Mobile Broadband Card with micro-SIM slot, must be compatible with AT&T and Verizon

**3.1.7.12** Power: A/C Adapter

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- 3.1.7.13 TPM Version 2.0
- 3.1.7.14 Must be a convertible-type laptop, where the keyboard is able to be folded or rotated underneath the screen
- 3.1.7.15 Warranty: Four year onsite: minimum onsite/next day, to cover a minimum of hardware, keyboards, monitors, battery, or other issues related to internal components. Parts and labor for repairs included at no additional cost.
- 3.1.7.16 Absolute Resilience or equal - Complete 5 years. Five years begins at activation of license and lasts for five (5) calendar years from activation date. Absolute should be activated upon shipment.
- 3.1.7.17 Energy Consumption: Unit must be ENERGY Star Certified
- 3.1.7.18 Must be compatible with the “Docking Station for Tablet” listed later in this RFQ.
- 3.1.7.19 Vendor must provide Hardware Hash for all machines purchased under this contract, to provide the ability to self register the devices into MS Autopilot for provisioning.

**3.1.8 MOBILE WORKSTATION**

- 3.1.8.1 Operating System: Latest Windows 10 Enterprise 64-bit Operating System Build with support for Windows 11 Enterprise 64-bit Operating System or equivalent business class operating system with graphical user interface. Operating System must be compatible with 32-bit applications.
- 3.1.8.2 Processor: Latest generation processor, minimum Intel Core i7 Processor or equal with a minimum of 6 cores, 12 threads, and 8MB cache.
- 3.1.8.3 RAM: Minimum 32GB Single DIMM, expandable up to 64GB
- 3.1.8.4 Storage Drive: Minimum 512GB SSD

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- 3.1.8.5** Mouse: USB or Wireless, 2-button with scroll
- 3.1.8.6** Keyboard: Backlit
- 3.1.8.7** Camera: Integrated Webcam
- 3.1.8.8** USB Ports: Minimum 3 USB ports; minimum of 1 USB-A 3.0 (or faster) and 1 USB-C (charging)
- 3.1.8.9** Display/Graphics: Professional-grade discrete graphics with minimum 4GB dedicated, non-shared memory, 16” display or greater with HDMI 2.0 or DisplayPort 1.4 port or greater, minimum resolution of 1920x1080.
- 3.1.8.10** Network Interface: Integrated Gigabit Ethernet (10/100/1000) or faster Card, Wake on Lan
- 3.1.8.11** Wireless Adapter: Supports Wi-Fi 6 or newer 2x2 and Bluetooth 5.1 or newer
- 3.1.8.12** Power: A/C Adapter
- 3.1.8.13** TPM Version 2.0
- 3.1.8.14** Warranty: Four year onsite: minimum onsite/next day, to cover a minimum of hardware, keyboards, monitors, battery, or other issues related to internal components. Parts and labor for repairs included at no additional cost.
- 3.1.8.15** Four Year Accidental Damage Coverage for all mobile equipment to cover everything the standard four-year warranty does not cover.
- 3.1.8.16** Absolute Resilience or equal - Complete 5 years. Five years begins at activation of license and lasts for five (5) calendar years from activation date. Absolute should be activated upon shipment.
- 3.1.8.17** Energy Consumption: Unit must be ENERGY Star Certified
- 3.1.8.18** Must be compatible with the “Docking Station for Mobile Workstation” listed later in this RFQ.

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**3.1.8.19** Optional Optical Drive: Internal DVD/RW

**3.1.8.20** Vendor must provide Hardware Hash for all machines purchased under this contract, to provide the ability to self register the devices into MS Autopilot for provisioning.

**3.1.9 OPTIONAL COMPONENTS AND SERVICES**

**3.1.9.1 Monitors:**

**3.1.9.1.1** Flat Panel Monitor 20” or greater, Aspect Ratio of 16:9 or greater, Minimum Resolution 1600x900, DisplayPort required, DisplayPort cable included, Warranty for a minimum of 2 years

**3.1.9.1.2** Flat Panel Monitor 24”, Aspect Ratio of 16:9 or greater, Minimum Resolution 1920x1080, DisplayPort required, DisplayPort cable included, stand must have height, tilt, and screen rotation adjustments, Warranty for a minimum of 2 years

**3.1.9.1.3** Flat Panel Monitor 27”, Aspect Ratio of 16:9 or greater, Minimum Resolution 1920x1080, DisplayPort required, DisplayPort cable included, monitor stand must have height, tilt, and screen rotation adjustments, Warranty for a minimum of 2 years

**3.1.9.2 Digital Signature Pads:**

**3.1.9.2.1** Must be compatible with Google Workspace, Microsoft Office productivity suites, and popular PDF software, including Adobe Acrobat and Kofax PowerPDF.

**3.1.9.2.2** Must have at minimum a 1”x5” LCD Signature Screen

**3.1.9.2.3** Must provide connectivity to Windows 10 and Windows 11 OS.

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**3.1.9.3 Docking Station for Standard Laptop:**

**3.1.9.3.1** Must be compatible with the Standard Laptop listed in this RFQ.

**3.1.9.3.2** Must support dual monitors, DisplayPort and/or HDMI required, adapters to support DVI and VGA required to be included

**3.1.9.3.3** Must have a Gigabit Ethernet (10/100/1000) or faster port.

**3.1.9.3.4** The docking station must be able to communicate with and power the laptop from a single USB-C plug

**3.1.9.3.5** Must have minimum 3 USB-A 3.0 or faster ports and 1 USB-C port.

**3.1.9.3.6** Docking stations from 3rd party manufacturers are not acceptable.

**3.1.9.3.7** Must come with a warranty including advanced part exchange for a minimum of 4 years

**3.1.9.4 Docking Station for Power Laptop:**

**3.1.9.4.1** Must be compatible with the Power Laptop listed in this RFQ.

**3.1.9.4.2** Must support dual monitors, DisplayPort and/or HDMI required, adapters to support DVI and VGA required to be included

**3.1.9.4.3** Must have a Gigabit Ethernet (10/100/1000) or faster port.

**3.1.9.4.4** The docking station must be able to communicate with and power the laptop from a single USB-C plug.

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**3.1.9.4.5** Must have minimum 3 USB-A 3.0 or faster ports and 1 USB-C port.

**3.1.9.4.6** Docking stations from 3rd party manufacturers are not acceptable.

**3.1.9.4.7** Must come with a warranty including advanced part exchange for a minimum of 4 years

**3.1.9.5 Docking Station for Tablet:**

**3.1.9.5.1** Must be compatible with the Tablet PC listed in this RFQ.

**3.1.9.5.2** Must support dual monitors, DisplayPort and/or HDMI required, adapters to support DVI and VGA required to be included.

**3.1.9.5.3** Must have a Gigabit Ethernet (10/100/1000) or faster port.

**3.1.9.5.4** The docking station must be able to communicate with and power the laptop from a single USB-C plug.

**3.1.9.5.5** Must have minimum 3 USB-A 3.0 or faster ports and 1 USB-C port.

**3.1.9.5.6** Docking stations from 3rd party manufacturers are not acceptable.

**3.1.9.5.7** Must come with a warranty including advanced part exchange for a minimum of 4 years

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**3.1.9.6 Docking Station for Mobile Workstation:**

**3.1.9.6.1** Must be compatible with the Mobile Workstation listed in this RFQ.

**3.1.9.6.2** Must support dual monitors, DisplayPort and/or HDMI required, adapters to support DVI and VGA required to be included.

**3.1.9.6.3** Must have a Gigabit Ethernet (10/100/1000) or faster port.

**3.1.9.6.4** The docking station must be able to communicate with and power the laptop from a single USB-C plug.

**3.1.9.6.5** Must have minimum 3 USB-A 3.0 or faster ports and 1 USB-C port.

**3.1.9.6.6** Docking stations from 3rd party manufacturers are not acceptable.

**3.1.9.6.7** Must come with a warranty including advanced part exchange for a minimum of 4 years

**3.1.9.7 SSD SATA 1TB 2.5”**

**3.1.9.7.1** This component is allowed to be a third-party brand.

**3.1.9.8 SSD M.2 1TB NVME 2280**

**3.1.9.8.1** This component is allowed to be a third-party brand.

**3.1.9.9 Optional USB DVD/RW Drive** with a minimum read and write speed of 24x for CDs and 8x for DVDs

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**3.1.9.10 USB Smart Card Reader**

**3.1.9.10.1** Smart Card Reader Must be FIPS-201 compliant

**3.1.9.10.2** Smart Card Reader must connect via USB to the PC

**3.1.9.10.3** Smart Card Reader must be compatible with the computers listed in this RFQ.

**3.1.9.10.4** This component is allowed to be a third-party brand.

**3.1.9.11** Optional **Four Year Accidental Damage Coverage** for all mobile equipment to cover everything the standard four-year warranty does not cover.

**3.1.10 MISCELLANEOUS MANDATORY REQUIREMENTS**

**3.1.10.1** All computers provided under this contract must be business-class machines, as specified in Section 2 of these specifications

**3.1.10.2** All computing equipment offered in the Vendor's response must be OEM products. Vendors must provide detailed specification sheets for all proposed products upon request. It is preferred that specification sheets be submitted with the bid. Vendors who fail to provide the required specification sheets within the allotted timeframe will be disqualified.

**3.1.10.3** All new equipment must be delivered to the State with **new** components only, not refurbished, used or recycled components. If providing replacement parts, the WVOT, while preferring new parts, will accept "like new" refurbished parts with the same warranty offered for new parts. Shipping cost for returns must be paid by vendor.

**3.1.10.4** All hardware provided under this contract must be a minimum of Energy Star 5.0 compliant.

**3.1.10.5** The Absolute Resilience, or equal, software listed in this RFQ must be active on the computers when they are shipped from the vendor.

**3.1.10.6** Vendor must set BIOS/UEFI Firmware to WVOT Standards before shipment. These standards will be available to the vendor after seed machines have been tested and standards established. WVOT must provide these settings within 10 business days of receiving the seed machines.

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- 3.1.10.7** All Desktops and Monitors must meet minimum Electronic Product Environmental Assessment Tool (EPEAT) Silver certification. The vendor must provide documentation proving the level of certification with specification sheets upon request. The Vendor must ensure equipment meets the latest EPEAT registration requirements before it is delivered. It is preferred that certification documentation be provided with the bid.
- 3.1.10.8** Vendor must stock spare parts for ALL proposed equipment, for the duration of the warranty period.
- 3.1.10.9** Each model provided under this contract must have consistent hardware configurations, meaning that all machines of the same make or model must have the same components.
- 3.1.10.10** Vendor must inform the State in writing, sixty (60) days prior to replacement, of any platform revisions it intends to make. Written notification may be made by e-mail.
- 3.1.10.11** Vendor must provide, at no additional charge, the State with two (2) free of charge units of all initial and subsequent replacement contract items. The State will use this time to test the equipment and images. It is the State's right to accept or reject any proposed model replacement.
- 3.1.10.12** Vendor must guarantee that any replacement units meet, or exceed, the originally bid model's specifications. Vendor must guarantee any proposed replacement units are of equivalent pricing (equal to, or less than) to originally bid units.
- 3.1.10.13** Current models must be available for purchase by the State, until the proposed replacement units have been approved by the State and a Change Order has been fully executed.
- 3.1.10.14** If the computing equipment experiences "repeated failure" in the first year of ownership, the Vendor must replace the computing unit with a new unit of the same make and model or a model equal to or better than what is currently provided under the contract.

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- 3.1.10.14.1** The State defines “repeated failure” to be, at a minimum, the following: three instances of parts failure with no more than two instances on the same part within one year after the machine is installed.
- 3.1.10.15** The State must have the ability to remove the storage drive before returning any equipment to the Vendor. Additionally, the state must be able to retain storage drives without returning them to the Vendor and without being charged by the Vendor due to not returning the drive.
- 3.1.10.16** Vendor must provide Next Business Day (NBD) delivery of replacement parts for all equipment.
- 3.1.10.17** Vendor must provide immediate replacement equipment for any new machines which do not function properly out of the box, at no cost to the Agency, within five (5) business days.
- 3.1.10.18** Vendor must identify by name and location the proposed primary account representative and immediate supervisor who shall be responsible for the performance of the contract. Such notification may be included in the bid response but must be provided within no less than five (5) business days from the date of contract award. Vendor must immediately notify the Office of Technology and the WV Purchasing Division if/when these contacts change.
- 3.1.10.18.1** The Agency may request personnel changes on the contract if the Vendor personnel are not satisfactorily performing their duties.
- 3.1.10.19** The successful vendor must provide a customer support telephone number Monday-Friday 8:00 AM to 5:00 PM EST to resolve billing and shipping issues. Billing issues shall be resolved within five (5) business days.
- 3.1.10.20** Vendor must provide direct, via telephone, second level technical access to support all equipment offered.
- 3.1.10.21** Vendor must provide a parts and support website for access by State technical staff.

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**3.1.10.22** Vendor must provide the State of West Virginia Office of Technology and the Purchasing Division with a detailed, quarterly report in excel format indicating the State Agency, model, serial number(s), cost, and delivery location for all purchases made under the contract. The report shall also include a listing of all service calls associated with this agreement, including the location and nature of service required.

**3.1.10.23** The Vendor must agree to establish Quarterly Reviews and/or mutually agreed upon calls to discuss contract issues, questions, concerns, and performance.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown in wvOASIS.

Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

**4.2 Pricing Pages:** Vendor should complete the Pricing by filling in the price per requested unit. Vendor should complete the Pricing in its entirety as failure to do so may result in Vendor's bids being disqualified.

**4.2.1** wvOasis contains a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate annual volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

**4.2.2** Vendor should electronically enter the information into wvOASIS.

**4.2.3** Vendor should provide with their bid, a copy of any Software Terms and Conditions or licenses that the State of West Virginia or the Agency may have to agree or accept as a part of this solicitation. Vendor will be required to provide before a Purchase Order is issued.

**4.2.4** Vendor should include with their bid, a copy of any and all Maintenance Terms and Conditions or Licenses that the State of West Virginia or the Agency may be required to agree or accept as a part of this solicitation. Vendor will be required to provide before a Purchase Order is issued.

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**5 ORDERING AND PAYMENT:**

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

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

**6 DELIVERY AND RETURN:**

**6.1 Delivery Time:** Vendor shall deliver standard orders within sixteen (16) working days after orders are received. Vendor shall deliver emergency orders within five (5) working 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.

**6.2.1** 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 FOB destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

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**6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be FOB 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.**Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within thirty (30) days of receipt, FOB Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7 VENDOR DEFAULT:**

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

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

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

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3** Any other remedies available in law or equity.

**8 MISCELLANEOUS:**

**8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

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**8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

**8.3 Reports:** Vendor shall provide to the State of West Virginia, quarterly utilization reports containing, at a minimum, the following information pertaining to the State of West Virginia agencies, boards, commissions, and political subdivisions:

- a. Ordering Entity;
- b. Purchase order number;
- c. Description;
- d. Quantity;
- e. Price.

These reports must be provided in Excel format and sent via email on a quarterly basis as follows:

<u>PERIOD END</u>	<u>REPORT DUE</u>
December 31	January 31
March 31	April 30
June 30	July 31
September 30	October 31

The contract number **CMA 0212 XXXXXXXX** must be included on all Quarterly Sales Reports. Send reports to: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov) and [Jessica.L.Hovanec@wv.gov](mailto:Jessica.L.Hovanec@wv.gov)

Failure to supply such reports may be grounds for cancellation of this Contract.

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**8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



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

State of West Virginia  
 Centralized Request for Quote  
 Info Technology

*GARY BENNETT*

<b>Proc Folder:</b> 1135670			<b>Reason for Modification:</b> Addendum #1 to publish Vendor questions and answers and to move the bid opening date to 12/13/2022 at 1:30 PM ET.
<b>Doc Description:</b> Addendum #1 Statewide Contract for Computer Equipment			
<b>Proc Type:</b> Statewide MA (Open End)			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2022-11-30	2022-12-13 13:30	CRFQ 0212 SWC2300000010	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Jessica L Hovanec  
 304-558-2314  
 jessica.l.hovanec@wv.gov

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

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

**ADDITIONAL INFORMATION**

Addendum #1 to publish Vendor questions and answers and to move the bid opening date to 12/13/2022 at 1:30 PM ET.

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish an open-end statewide contract for the purchase of Windows-based computers and peripherals per the Specifications and Terms and Conditions as attached hereto.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Standard PC	3500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.2 Standard PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Power PC	3100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.3 Power PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Fixed Workstation	250.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.4 Fixed Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Standard Laptop	2500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.5 Standard Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Power Laptop	9000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.6 Power Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Tablet PC	2200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.7 Tablet PC

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Mobile Workstation	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.8 Mobile Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	20" Monitor	1500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.1.1 20" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	24" Monitor	10000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.9.1.2 24" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	27" Monitor	1900.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**

3.1.9.1.3 27" Monitor

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Digital Signature Pad	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.2 Digital Signature Pad

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Docking Station for Standard Laptop	2500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.3 Docking Station for Standard Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Docking Station for Power Laptop	9000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.4 Docking Station for Power Laptop

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Docking Station for Tablet	2200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.5 Docking Station for Tablet

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Docking Station for Mobile Workstation	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.6 Docking Station for Mobile Workstation

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	SSD SATA 1TB 2.5"	600.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.7 SSD SATA 1TB 2.5"

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	SSD M.2 1TB NVME 2280	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.8 SSD M.2 1TB NVME 2.5"

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	USB DVD/RW Drive	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.9 Optional USB DVD/RW Drive

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	USB Smart Card Reader	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.10 USB Smart Card Reader

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Four-Year Accidental Damage Coverage	500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43210000			

**Extended Description:**  
3.1.9.11 Four-Year Accidental Damage Coverage

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by November 21, 2022 at 10:00 AM ET	2022-11-21

**SOLICITATION NUMBER: CRFQ SWC2300000010**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as CRFQ SWC2300000010 (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

- 1) To Attach Vendor Questions and Answers
- 2) To change the bid opening date from 12/06/2022 to 12/13/2022. Bid opening time remains the same at 1:30 PM ET.

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

**Terms and Conditions:**

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ SWC2300000010**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

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Company

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Authorized Signature

---

Date

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

# SWC2300000010 Addendum #1

## Vendor Questions and Answers

**Q1)** Is this solicitation for manufacturers (OEM's) only?

**A1)** Yes. OEMs are permitted to employ whatever means necessary to fulfill their contractual obligations; however, the OEM and the State of WV will have the only contractual relationship and the OEM will be fully and wholly responsible for all activities under the resulting contract.

**Q2)** In order to provide the State with the most comprehensive and competitive-priced CRFQ response, we request that the due date is extended for 2 weeks after final Answers to all vendor questions are provided, though no less than a 2-week extension with a new closing date of December 20, 2022 at 1:30 p.m.?

**A2)** The State will extend the bid opening by one week.

**Q3)** We understand that the State seeks bids from interested original equipment manufacturers (OEM). Will the State permit OEMs to utilize their partners/resellers approved by the State to issue quotes, fulfill purchase orders, issue invoices, and process payments under the resultant OEM contract, subject to the same contract terms/pricing as the OEM?

**A3)** OEMs are permitted to employ whatever means necessary to fulfill their contractual obligations; however, the OEM and the State of WV will have the only contractual relationship and the OEM will be fully and wholly responsible for all activities under the resulting contract.

**Q4)** Would the State consider a 2-week extension for RFQ responses and allow a closing date of Dec 20<sup>th</sup> at 1:30PM ET?

**A4)** See Answer #2.

**Q5)** Under Purpose and Scope Section 1 States: "The purpose of this RFQ is to seek bids from interested original equipment manufacturers (OEM) capable of providing desktops, laptops, netbooks, tablet PCs (without integrated cellular service), monitors, and other peripheral equipment for those products." Would the State consider Indirect Bids or Partner Submissions or only OEM direct submissions?

**A5)** See Answer #3.

**Q6)** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown. Would the State consider sharing monthly historical data from 2019-2022 (end of October) as to quantities purchased to allow for inventory projections and help eliminate shortages?

**A6)** Quantities listed in the solicitation are based on the current contract's usage.

**Q7)** Will Intel-equivalent processors be accepted (e.g. AMD)?

**A7)** No

**Q8)** For Standard desktops, would the State provide details on its request for the 2 PCIe full-height expansion cards? Is the need for two x16 expansion slots? Or, would one x16 and one x1 expansion be acceptable?

**A8)** A minimum of one (1) x16 slot is required.

**Q9)** For Fixed Workstation, would the State provide details on it's request for the 4 PCIe full-height expansion cards? Is there a need for a specific configuration, such as a certain number of x16s and x8s?

**A9)** A minimum of two (2) x16 slots are required.

**Q10)** For all Laptops, regarding the identified optical drive option – internal, since the industry is moving away from internal optical drives, would an external optional drive be acceptable?

**A10)** The Internal Optical Drive is optional, as stated in the CRFQ for the Standard and Power Laptops and Mobile Workstation.

**Q11)** For Monitors, would HDMI cables and functionality be acceptable in lieu of Displayport functionality and cable, especially if it's a cost savings to the State?

**A11)** Yes, if an adapter from DisplayPort to HDMI is included

**Q12)** In observance of the Holidays, would the State consider extending the due date of the Proposal Response?

**A12)** See Answer #2.

**Q13)** Would the State consider any leasing or payment solutions for its procurement of these goods and services under this RFP?

**A13)** No, the State will not consider leasing solutions and payment terms are contained in the solicitation documents.

**Q14)** Is the 12<sup>th</sup> Gen Intel processor a requirement for All Systems Requested? or will 11<sup>th</sup> Gen be accepted?

**A14)** The latest gen Intel processor is required; 11th Gen will not be accepted.

**Q15)** Regarding RAM, is DDR5 required for All Systems Requested? or is DDR4 acceptable?

**A15)** Either DDR4 or DDR5 are acceptable.

**Q16)** Would the State prefer the Vendor integrate a VGA port into the Desktops? or offer a conversion cable option?

**A16)** VGA ports may be integrated only if dual monitor support via integrated HDMI and/or DisplayPort is also available. If the VGA port is not integrated, an adapter must be included, per the RFQ requirements.

**Q17)** Would All End-Users require the use of Smartcards? Would the State prefer All Notebooks have built in Smartcard readers, rather than USB external readers?

**A17)** No and no.

**Q18)** Regarding the Standard PC Requirement, is OEM Registration (*SerialNumber + OEMManufacturerName + ModelName*) an acceptable alternative to Hardware Hash requirement? (3.1.2.16)

**A18)** If OEM Registration enables the registration of the device in MS Autopilot, this is acceptable.

**Q19)** Regarding the Power PC Requirement, is OEM Registration (*SerialNumber + OEMManufacturerName + ModelName*) an acceptable alternative to Hardware Hash requirement? (3.1.2.17)

**A19)** See Answer #19

**Q20)** Regarding the Fixed Workstation Requirement, is OEM Registration (*SerialNumber* + *OEMManufacturerName* + *ModelName*) an acceptable alternative to Hardware Hash requirement? (3.1.4.18)

**A20)** See Answer #19

**Q21)** Regarding the Standard Laptop Requirement, Please clarify the USB Port Requirement?

- Is it three USB-A ports requested? (3.1.5.6)

**A21)** At least one of the 3 USB ports must be USB-A.

**Q22)** Regarding the Standard Laptop, Please clarify the "AC Adapter" Requirement?

- Can it be AC over USB-C or is a barrel connector required? (3.1.5.10)

**A22)** Either is acceptable

**Q23)** Regarding the Standard Laptop Requirement, Please clarify if an External Optical Drive is acceptable (3.1.5.16)

**A23)** Yes

**Q24)** Regarding the Standard Laptop Requirement, is OEM Registration (*SerialNumber* + *OEMManufacturerName* + *ModelName*) an acceptable alternative to Hardware Hash requirement? (3.1.5.17)

**A24)** See Answer #19

**Q25)** Regarding the Power Laptop Requirement, Please clarify the USB Port Requirement?

- Is it three USB-A ports requested? Or just three total USB ports (could be A or C)? (3.1.6.7)

**A25)** The 3 total USB ports can be any combination of USB-A and USB-C, as long as there is at least one of each type.

**Q26)** Regarding the Power Laptop, Please clarify the "AC Adapter" Requirement?

- Can it be AC over USB-C or is a barrel connector required? (3.1.6.12)

**A26)** See Answer #22

**Q27)** Regarding the Power Laptop Requirement, Please clarify if an External Optical Drive is acceptable (3.1.6.18)

**A27)** See Answer #23

**Q28)** Regarding the Power Laptop Requirement, is OEM Registration (*SerialNumber* + *OEMManufacturerName* + *ModelName*) an acceptable alternative to Hardware Hash requirement? (3.1.6.19)

**A28)** See Answer #19

**Q29)** Regarding the Tablet PC Requirement, Please clarify the "AC Adapter" Requirement?

- Can it be AC over USB-C or is a barrel connector required? (3.1.7.12)

**A29)** See Answer #22

**Q30)** Regarding the Tablet PC Requirement, is OEM Registration (*SerialNumber* + *OEMManufacturerName* + *ModelName*) an acceptable alternative to Hardware Hash requirement? (3.1.7.19)

**A30)** See Answer #19

**Q31)** Will a USB-A adapter dongle satisfy the requirement for a minimum of one USB-A port? (3.1.8.8)

**A31)** No

**Q32)** Regarding the Mobile Workstation Requirement, Please clarify the "AC Adapter" Requirement?

- Can it be AC over USB-C or is a barrel connector required? (3.1.8.12)

**A32)** See Answer #22

**Q33)** Regarding the Mobile Workstation Requirement, Please clarify if an External Optical Drive is acceptable (3.1.8.19)

**A33)** See Answer #23

**Q34)** Regarding the Mobile Workstation Requirement, is OEM Registration (**SerialNumber** + **OEMManufacturerName** + **ModelName**) an acceptable alternative to Hardware Hash requirement? (3.1.8.20)

**A34)** See Answer #19

**Q35)** Will a third-party offering be accepted? Or is OEM required for submission? (3.1.9.2)

**A35)** Unless indicated on some of the optional components, OEM is required for all equipment.

**Q36)** Given this RFP was released 2 business days before a holiday week and provide only 11 business days to respond We formally request West Virginia extend the deadline to December 22nd. This allows all competitors to provide responsible responses.

**A36)** See Answer #2.

**Q37)** Under "Contract Award" the state says "The Contract shall be awarded to the vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown in wvOASIS"- To clarify will an award be given to the lowest bid in each category (I.E "Power PC", "Fixed Workstation", "Laptop" ETC) or awarded to the lowest aggregate bid?

**A37)** Contract will be awarded to the lowest total bidder.

**Q38)** Under computing products, Stated Intel i5 or equivalent, does this allow for AMD processors?

**A38)** See Answer #7

**Q39)** For laptops under Optional Optical Drive Internal DVD/RW, Will you allow an external DVD/RW drive as most laptops do not have optical drives built in any more.

**A39)** See Answer #23

**Q40)** Under WWAN: Mobile Broadband Card with micro-SIM slot, will you also accept a Nano-SIM slot?

**A40)** Yes

**Q41)** On multiple laptop categories under memory it states single DIMM, will you also accept soldered memory?

**A41)** Soldered memory is only acceptable for the Tablet PC. All other laptops must use DIMMs.

**Q42)** Section 3.1.4.5 Mentions Storage drives but there is no mention of the Boot Drive. Do you want the boot drive to be part of that RAID array or separate from the storage array?

**A42)** The OS should be installed on the RAID array, it should not be a separate drive.

**Q43)** There is no weight requirement, Is weight going to be used in judging the response?

**A43)** No

**Q44)** Section 3.1.6.7 calls out USB charging. In our laptop solutions. we meet the spec with a single 32GB DIMM and upgradable to 64 then the power required to run that has to have a Square Tip adapter to charge it. Is this acceptable?

**A44)** As long as the laptop is capable of using a square tip adapter after the memory upgrade, this is acceptable.

**Q45)** Section 3.1.4.4 – RAM: The request is for Min. 64 GB but expandible to 256 or greater. Is it required to upgrade to 256 without removing or replacing the original 64GB of memory?

**A45)** Yes

**Q46)** Will the State of WV accept bids from resellers that would propose an OEM specified solution? Or are you only accepting responses from OEM's direct?

**A46)** See Answer #3