

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

Request for Quotation

RFQ NUMBER HHR70032

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER 304-558-0067

*324105600 304-525-2651 BLACK BOX NETWORK SERVICES WV VENDOR 629 1ST ST

HUNTINGTON WV 25701-1816

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

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division.
- 4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
- 5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
- 6. Payment may only be made after the delivery and acceptance of goods or services.
- 7. Interest may be paid for late payment in accordance with the West Virginia Code.
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 13. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
- 14. HIPAA Business Associate Addendum The West Viginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

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

SIGNED BID TO:

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



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*324105600 304-525-2651 BLACK BOX NETWORK SERVICES WV 629 1ST ST

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VENDOR

***324105600**

629 IST ST

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BLACK BOX NETWORK SERVICES WV

HUNTINGTON WV 25701-1816

304-525-2651

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ADDRESS CORRESPONDENCE TO ATTENTION OF::

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE **ROOM 313**

350 CAPITOL STREET CHARLESTON, WV

25301-3713

304-558-4957 SHIP VIA FOR FREIGHT TERMS TERMS OF SALE DATE PRINTED 10/10/2006 BID OPENING DATE: 11/09/2006 BID OPENING TIME 01:30PM CAT QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT: LINE IT IS UNDERSTOOD AND AGREED THE STATE SPENDING UNIT. 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. ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT. IN THE EVENT THE VENDOR/CONTRACTOR FILES BANKRUPTCY: FOR BANKRUPTICY PROTECTION, THIS CONTRACT IS AUTOMATI-CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER. THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM. VENDOR PREFERENCE CERTIFICATE CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR

> APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR

PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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ADDRESS CHANGES TO BE NOTED ABOVE



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SIGNATURE

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*324105600

629 1ST ST

HUNTINGTON WV

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HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE **ROOM 313**

ADDRESS CHANGES TO BE NOTED ABOVE

350 CAPITOL STREET CHARLESTON, WV

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SEE REVERSE SIDE FOR TERMS AND CONDITIONS



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AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

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

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

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

EXCEPTION:

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

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: Black Box Network Services		
Authorized Signature: B. M. D. W.	Date:	8/06
Additionized Signature.		

No Debt Affidavit Revised 02/08/06

HHR70032 SPECIFICATIONS

The Department of Health and Human Resources (DHHR) is soliciting bids to provide Telephone Maintenance and Equipment for its offices located in Charleston, WV at the following addresses:

350 Capitol Street, currently 1251 telephone sets in use.

The State Capitol Complex, 1900 Kanawha Blvd. E, Buildings 3 (2nd, 4th, and 5th floors) and Building 6 (8th floor), currently 272 telephone sets in use.

The Office of Health Facility, Licensure and Certifications, One Davis Square, currently 52 telephone sets in use.

The Office of Environmental Health Services, One Davis Square, currently 98 telephone sets in use.

The DHHR will contract for post warranty maintenance for Integrated Services Digital Network (ISDN) and Centrex telephone equipment, new and existing, and for new telephone equipment listed below for a period of one year, with the option of two (2) one year renewal periods. New equipment installed will have a one year warranty with coverage forwarding to maintenance for the extension of the time of this contract. Post warranty maintenance shall be on-site only. Maintenance will include troubleshooting and problem resolution, adds, moves and changes. The contract will not cover new or existing Nortel telephone equipment.

The contract will cover approximately 1673 existing telephone sets consisting of various models, such as: Lucent I2021 and I2022, Cortelco 18 and 30 buttons, Fujitsu, ISDN 6504, 6508 AT&T, 7506 AT&T, and Polycom speaker phones as well as any additional telephone sets installed during the contract period. existing telephone is inoperable and manufacturer discontinued it will be replaced with a new comparable phone.

All new ISDN telephone stations shall have at a minimum, the following features

- Fixed or programmable buttons (a minimum of 8 buttons) for hold, conference and transfer
- Distinctive Ringing
- Volume control for handset and ringer
- 2 line by 16 character LCD alphanumeric display for enhanced caller ID, time, date and call duration.
- Full 2-way speaker phone for all internal and external calls
- User-controlled volume control for speaker phone
- Message waiting light for voice mail messages.

HHR70032 SPECIFICATIONS

Vendor shall also provide price quotes for the following:

- Hourly Rates 8am to 5pm, Monday through Friday, and overtime hours for service covered by the maintenance contract as well as services performed that are outside of covered maintenance.
- Rack mounted NT-1 Network Termination Units
- Internal Batteries for New and Existing Rack Mounted NT-1 Network Termination Units.
 - NT-1 Cards
- Phone Sets (16 button, and 32 buttons.) All sets will be black. All analog sets will have speaker phone capability.
- APC Smart-UPS 2200 (SUA2200) series uninterruptible power supplies "or equal".
- APC UPS Network Management Card (AP9619) "or equal".

All New equipment provided by the successful vendor shall be new (unused) and shall not be manufacturer discontinued or refurbished.

The Office of Management Information Services (OMIS) staff will be responsible for first level troubleshooting (ensuring the unit has power and verifying cable connections), intra-floor moves (a move that requires moving patch cables within a single switch room), and ordering of installation and tagging for wiring of new telephone lines coming into switch rooms. If a problem cannot be resolved then MIS staff will submit a trouble ticket to successful vendor. It will be the successful vendor's responsibility to patch the lines to the jacks at the individual workstations and ensure the lines and phone sets are operational, and to do all second level troubleshooting and problem resolution.

The vendor shall respond to a service ticket from DHHR within 30 minutes of notification on a major outage with a technician on-site within 1.5 hours. The vendor will have the system up and running within 6 hours. A major outage is defined as failure of a central answering position, power supply failure, or more than 25% of stations within a bulk power supply unit. Response times for all other outages will be 1 hour call back, 3 hours on-site and 8 hours up and running. Response time for other adds, moves or changes will be 8 hours.

The Office of Management Information Services (OMIS) will provide the successful vendor a list of numbers which we deem Central Answering Positions. This list will be updated periodically by OMIS.

HHR70032 SPECIFICATIONS

OMIS will require one monthly invoice from the vendor. An itemized list of service tickets submitted and the associated cost of each shall appear on the invoice. One original invoice is to be mailed to:

West Virginia DHHR OMIS, Attn: Terry Young 350 Capitol St. Rm. 313 Charleston, WV 25301-3713

Vendor shall provide a firm fixed price per unit for monthly maintenance service and support. Each year, the telephone equipment shall be inventoried by the successful vendor and the quantities adjusted to recognize changes in the volume of equipment receiving maintenance support services.

Vendor shall provide a firm price for the maintenance services for each of the following:

each lucent power rack 300 NT-1 network termination
unit to include batteries .50 cents Each = \$8.50

708 Lucent NT1B-300 NT1 Card.......50..cenEach = \$ 354.00

84 AT&T NT1U-200 NT1 cards.... Each = $\frac{42.00}{}$

TOTAL Month Price \$2499.25/mo.

Vendor shall provide the pricing for additional service for parts and equipment that may be required for add-ons, changes and /or movement of the telephone systems HHR70032 SPECIFICATIONS

GOODS/SERVICES	PRICE
Labor 8am to 5pm weekdays	\$ 55.00 per hr.
Labor After hours and weekends	\$_82.50 per hr.
AT&T NT1U-200 NT1 card (No longer sold new, replay TIS-300 NTI Unit)	lace\$ <u>125.00</u> each.
ISDN telephone set, 16 button Brand/Model# <u>i 2021 Lucent</u>	\$ <u>278.00</u> each.
ISDN telephone set, 32 button Brand/Model#12022 Lucent	\$354.00 each.
Polycom Sound Station Speaker phone-Sound Station 2 no expandable.	on- \$421.00 each.
Batteries (see notes & optios on following page Model 1148C 2.5 AMP 1.2 hour battery 1 each APC Smart UPS2200 (SUA2200) Series power supply "compared to the supply of the	\$ 278.00 each.
1 each APC UPS Network Management Care (AP9619) "or equal	al" \$ <u>406.00</u> ea.

NOTE: Polycom Soundtation 2 w/o display has been proposed. If you wish theunit with display, the price is \$505.00 ea,

UPS- Price includes shipping.

Set and NTI units includig shipping

All equipment is priced new, re-furbished is available upon request.

TIS-NTI 300 Unit has replaced the NTIU-200. This is also the replacement for teh NTIB 300 unit.

SEE FOLLOWING PAGE

ISDN EQUIPMENT PRICING

Regarding the ISDN set and battery pricing for the NTI's there are options available to The State of WV.

ISDN Sets:

Lucent i2021 and 1 2022- The manufacture of these phones is still producing them new in California and per their past agreement with Lucent must still put the Lucent logo on the phones. However Lucent no longer provides these phones direct to the vendor. The phones come directly from the manufacture. The set proposed are new and not refurbished.

OPTONAL ISDN SETS:

Tone Commander also provides new ISDN sets that are compatible with the in place NTI units.

\$417 6220T 20 Button with Display

\$670 6220T with 32 Button Expansion

Batteries:

For the batteries that support NTI Units

Not sure if you were talking about the power supply or a true battery back up and for what amount of time you are requesting so we are providing multiple options.

-1145 Power Supply Kit	\$181
-1148C 2.5 AMP ½ Hour Battery	\$278
-1149C 5 AMP 1 Hour Battery	\$320
-1147C 8 AMP 2 Hour Battery	\$390

NTI Units

The TIS-NTI 300 Unit is replacing the NTI-200 unit. All components are interchangeable.

Bill Harper, Account Manager, Black Box Network Services Nov. 8 2006



DOUZE

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

Request for Quotation

RFQ NUMBER HHR70032

ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER 304-558-0067

304-525-2651 *324105600 BLACK BOX NETWORK SERVICES WV 629 1ST ST

HUNTINGTON WV 25701-1816

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hereby acknowledge receipt of the following che ne necessary revisions to my proposal, plans and	cked adde d/or specif	endum(s) ications,	and have made
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Exhibit 10 Rev. 11/96

S. C.

HHR70032 ADDENDUM #1

TO RESPOND TO VENDOR QUESTIONS AS FOLLOWS:

- 1. **QUESTION:** CAN YOU CONFIRM THAT THE POLYCOM PHONE IS THE BASIC SOUND STATION SPEAKER UNIT WITHOUT EXTENDED MICROPHONES, ETC?
 - ANSWER: YES, IT IS.
- 2. **QUESTION**: IS THE LISTED ITEM "BATTERIES" FOR THE POLYCOM PHONES?
 - ANSWER: IT IS FOR THE LUCENT NT-1 RACKS.
- 3. **QUESTION:** YOU SATE YOU USE LUCENT, FUJITSU, AT&T AND CORTELCO ISDN SETS. DO YOU HAVE A PREFERENCE OF THE TYPE ISDN SET YOU HAVE REQUESTED PRICING ON FOR THE 16 AND 32 BUTTON SET/

ANSWER: NO, SO LONG AS THE SETS YOU BID, MEETS OR EXCEEDS THE SPECS. AS PROVIDED.

NOTE: For the NTI batteries, please see the optional pricing: we have included in our response.