

COMMLINK SYSTEMS 20021 Leitersburg Pike PO Box 2035 Hagerstown, MD 21742 301-733-6000 Voice 301-739-7733 Fax www.commlinksystems.com

## FACSIMILE TRANSMITTAL SHEET

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20021 Leitersburg Pike
PO Box 2035

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www.commlinksystems.com





TO: Department of Administration, Purchasing Divison.

From: Jason Long Date: 3/19/09

#### For: Berkeley Springs Bath House

Proposal for section 16710 Structured Telecommunications Systems

Commlink System will provide the following parts and labor for a complete install of Voice and Data systems:

#### Parts:

- 3,000' AMP Cat 5e
- 11 AMP Blue Data jacks
- 11 AMP Almond Voice jacks
- 11 AMP 2-Port Faceplates
- 1 AMP 24-Port Patch Panels
- 1 AMP 100-Pair 110 Block
- 1 Wall Mount Bracket

#### Labor:

- Labor to install voice and data cables from telecommunications backboard to outlet locations as per drawings
- Labor to Install wall mount bracket on telecommunications backboard
- Labor to terminate outlet locations and patch panel
- Labor to test and label
- The total cost for commlink systems to install, test, and label the aforementioned parts and labor will be: \$ 6,065.00



If this p	roposal	is acc	ceptable	please	sign	and	date	below.
Please	Provide	PO <sub>r</sub>	iumber i	<b>FApplic</b>	able.			

Accepted By	<i>r</i> .	Date:

Thanks, Jason Long Estimator / Project Manger jlong@commlinksystems.com 1-301-739-7707 ext 315





## **BERKELEY SPRINGS BATH HOUSE**



Emmy Vollmer Sales Engineer 20021 Leitersburg Pike Hagerstown, Maryland 21742 301-733-6000

March 19, 2009

## **Equipment Configuration**

The ESI 100 solution for the Berkeley Springs Bath House includes the following equipment and software, configured as follows:

	Equipment Configuration
Quantity	Description
1	ESI 100 digital phone system with an 8x140 voice mail. This phone system is equipped to provide the customer at the time of the install with 6 phone lines and 12 stations. This phone system can expand to 42 phone lines, 48 digital stations, and 28 analog ports. This all in one phone system is very user-friendly. Voice mail, music-on-hold, and automated attendant are all built into the system.
11	ESI 48 Key Digital Feature Phone with display
1	Administrative Training
1	Warranty – 5 year parts/1 year labor



## **Investment Analysis**

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Outright Purchase Price including installation	\$7,050.00
New Customer Discounts	\$550.00
Trade-in	\$0
Total Quoted Price	\$6,500.00

#### All quotations include:

- 1. Installation and Programming
- 2. Mark, Program, and Installation of telephones on existing cable (unless new cable is quoted)
- 3. On-Site Training for all staff plus Administrative Training on Programming
- 4. Power and Business Line Protection
- 5. 500 VA Line Interactive UPS

#### Cash Orders:

50% deposit with order 50% payment upon completed installation

Lease to purchase plans are available.



#### COMMLINK SYSTEMS WARRANTY

#### Warranty:

COMMLINK Systems includes with each IVX System a five (5) year parts warranty and a one (1) year labor warranty.

#### Service Response:

All warranty service is performed between the hours of 8 a.m. to 5 p.m. Monday through Friday. All routine service calls are responded to within twenty-four (24) hours, major service calls are responded to within four (4) hours. If equipped, service response can be performed via a remote maintenance modem.

#### Training:

The COMMLINK SYSTEMS warranty provides for <u>30 days</u> of on-site follow-up training after installation. COMMLINK SYSTEMS provides one training guide per telephone set, and one voice mail guide per voicemail box activated.

COMMLINK SYSTEMS also provides Help Desk Support for system operational questions.

#### Software Support:

COMMLINK SYSTEMS warranty covers any software changes or reconfigurations required during the warranty period.

#### **Network Problems:**

COMMLINK SYSTEMS recommends maintaining a service contract with your network provider to handle any network problems.

#### Non-Warranty Coverage:

The above warranty does not include repairs made due to mis-use, abuse (liquid spills, dirt, physical damage etc.), lightning/power damage, or other Acts of God. This warranty does not cover any consumables (paper, print ribbons, batteries, etc.), music or right to



use fees, and any existing or customer provided equipment/cable that is connected to the telephone system.

#### IMPLEMENTATION & TRAINING PROGRAM

Once you have made the decision to own an IVX System, a detailed implementation program is initiated. As described below, the program is completely planned, including programming, testing, installation, training, and final acceptance. The primary importance of the plan is the assignment of responsibilities and target dates for completion. With the plan, everyone is aware of what needs to be done, when it needs to be done, and who need to complete what task.

We have trained technicians and support personnel available to ensure the timely installation and smooth cut-over of your proposed system.

Upon your order, COMMLINK SYSTEMS will process and coordinate your order to final acceptance and ensure that critical schedules are properly met.

The following outlines the primary activities involved in the implementation of your system:

#### **Pre-installation Planning**

- A Customer Service Representative is assigned to the project
- An internal meeting is held among the Installation Supervisor, Sales Representative, and the Customer Service Representative to discuss the system design, and unique needs, and to plan the installation schedule
- The Customer Service Representative meets with your firm (system size dependant) to review programming options, discuss any system changes necessary, and establish a training program.
- The final system configuration is reviewed and approved to ensure proper system installation.



• Any required pre-training is scheduled (system size dependant).

#### Installation

- Any necessary cable is installed.
- System is delivered and all software is installed and tested.
- All station equipment is installed and tested.
- Telephone layout, programming, and labeling are completed.
- Further customer training is conducted on actual instruments for all station users and operators. (System size dependant)
- System is implemented with final line configuration.

#### Post Installation

- Customer Service Representative works with your staff to insure they understand system operation.
- Re-training is arranged if necessary
- A final quality assurance walk-through is conducted by Customer Service Representative and Sales Representative.
- Customer approves final Acceptance if there are no outstanding issues.





**COMMLINK SYSTEMS** 

P.O. Box 3799 Hagerstown, MD 21742-3799 (301) 733-6000 TOLL FREE (800) 486-6565 FAX (301) 739-7733

Department of Administration Purchasing Division 2019 Washington St East Charleston, WV 25305

Commlink Systems is proposing two separate prices for the Berkeley Springs Bath House. If you decide to award Commlink Systems with both jobs we will offer an additional 5% discount. Those prices are broken down below.

Voice and Date cabling: \$6,065.00

ESI digital phone system: \$6,500.00

Total cost without discount: \$12,565.00

Total cost with 5% discount: \$11,936.75

Voice/Data Network Design, Installation, Service



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FRANK WHITTAKER 304-558-2316

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FRANK WHITTAKER

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

STATE OF WEST VIRGINIA,				
COUNTY OF, TO-WIT:				
I,, after being first duly sworn, depose and state as follows:				
1. I am an employee of (Company Name); and,				
2. I do hereby attest that (Company Name)				
maintains a valid written drug free workplace policy and that such policy is in compliance with <b>West Virginia Code</b> §21-1D-5.				
The above statements are sworn to under the penalty of perjury.				
(Company Name)	<del></del>			
By: <u>Grant Course</u> Title: <u>Figure Paragones</u>	<b>-</b>			
Date: <u>************************************</u>	ud.			
Taken, subscribed and sworn to before me this 🚈 day of 💯 🔆 🗀	<u>G</u> O			
By Commission expires				
(Seal)				
(Notary Public)				
THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF	<u> </u>			
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#### STATE OF WEST VIRGINIA Purchasing Division

## **PURCHASING AFFIDAVIT**

### VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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 owed is an amount greater than one thousand dollars in the aggregate

## PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bld is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid

#### LICENSING:

Vendors 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 agencies or political subdivision Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities

#### 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 is in compliance with the requirements as stated.

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Authorized Signature: _	J. 10.000 14		Date:	<u>C</u>
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Purchasing Affidavit (Revised	07/01/08)			



COMMLINK SYSTEMS
20021 Leitersburg Pike
PO Box 2035
Hagerstown, MD 21742
301-733-6000 Voice
301-739-7733 Fax
www.commlinksystems.com

## FACSIMILE TRANSMITTAL SHEET

Fax Number: Phone Number:	From: SILVILLA VOIVILLA  Date: 3/2/19  Total Pages: 2
Message:	
MP juiller,	
Thank you again too your held.	

PFQ NUMBER-DNR-209090





ENDOF

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

Commlink Systems

20021 Leitersburg Pike

Hagerstown, MD21742

## Request for Quotation

DNR209090

ADDRESS CORRESPONDENCE TO ATTENTION OF

PAGE 1

FRANK WHITTAKER

DIVISION OF NATURAL RESOURCES ELKINS OFFICE RANDOLPH CENTER - SUITE 222 1200 HARRISON AVENUE ELKINS, WV

SH-P HO

26241 DATE PRINTED TERMS OF SALE SHIP VIA F.O.B FREIGHT TERMS 03/18/2009 BID OPENING DATE: 03/26/2009 OPENING TIME 01:30PM LINE QUANTITY UOP ITEM NUMBER AMOUNT UNIT PRICE \*\*\*\*\*\*\*\*\*\*\*\*\*\* ADDENDUM NO. 7 THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED corrections/additions to the project manual CORRECTIONS/ADDITIONS TO THE PROJECT DRAWINGS ASBESTOS TOTALS ALTERATIONS AND ADDITIONS BID OPENING DATE AND TIME ARE CHANGED TO 03/26/2009 AT 1:30 PM. 968-42 0001 LS 1 GENERAL CONSTRUCTION 1/2 THIS IS THE END OF RFQ DNR209090 \*\*\*\*\*\* TOTAL: STATE OF 3

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE JAMES TO BE NOTED ABOVE

TITLE

ADDRESS CHANGES TO BE NOTED ABOVE