



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  
**BCF10039**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**ROBERTA WAGNER**  
**304-558-0067**

SUBJECT

RFQ COPY  
 TYPE NAME/ADDRESS HERE

E & R SERVICES  
 HC 33, BOX 986  
 PETERSBURG, WV 26847

SHIP TO

HEALTH AND HUMAN RESOURCES  
 VARIOUS LOCATIONS  
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/11/2009				

BID OPENING DATE: 10/20/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	450	EA		725-55	\$91.00	\$40,950.00
VISTA M22 AUDIO PROCESSOR WITH CLEARFINE AUDIO						
PART NUMBER: PLANTRONICS 43596-40 OR EQUAL						
0002	450	EA		725-55	\$11.50	\$5,175.00
COIL CABLE (OD TO MODULAR PHONE JACK)						
PART NUMBER: PLANTRONICS 40702-01 OR EQUAL						
0003	450	EA		725-55	\$78.40	\$35,280.00
H251N-UNC SUPRAPLUS HEADSET						
PART NUMBER: PLANTRONICS 79499-01 OR EQUAL						
0004	4	EA		725-55	\$50.00	\$200.00
SHIPPING AND HANDLING FOR 4 DIFFERENT LOCATIONS						
1. REGION 1/MARION CO. DHHR ATTN: RONDA COLANERO 9005 MIDDLETOWN MALL WHITE HALL, WV 26554						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* PHONE: 304-368-4420 FAX: 304-368-4193 TELEPHONE: 304-257-9675 DATE: 10-18-09

TITLE: Owner FERN: 16-1685764

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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
3. 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 fee
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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, the State may deem this contract null and void, and terminate such contract without further order
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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**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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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 Department of Administration  
 Purchasing Division  
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09/11/2009				

BID OPENING DATE: 10/20/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	LOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
2.				REGION II/KANAWHA CO. DHHR ATTN: JAMES KIMBLER 4190 W. WASHINGTON STREET CHARLESTON, WV 25313 PHONE: 304-746-2380; FAX: 304-558-1802 130 OF EACH		
3.				REGION III/TAYLOR CO. DHHR ATTN: RONALD ANDERSON PO BOX 29 (235 BARRETT STREET) GRAFTON, WV 26354 PHONE: 304-265-6103; FAX: 304-265-6484 100 OF EACH		
4.				REGION IV/MERCER CO. DHHR ATT: JOE BULLINGTON 200 DAVIS STREET PRINCETON, WV 24740 PHONE: 304-425-8738; FAX: 304-425-8915 110 OF EACH		

RECEIVED  
 OCT 20 A 11:44  
 PURCHASING DIVISION  
 STATE OF WV

NOTE: "OR EQUAL" EQUIPMENT IS EQUIPMENT THAT HAS AT A MINIMUM ALL OF THE SAME FEATURES, CONNECTORS, ACCESSORIES, FUNCTIONS AND ABILITY TO FUNCTION IN THE SAME MANNER AS THE EQUIPMENT SPECIFIED. "OR EQUAL" EQUIPMENT SHALL BE GUARANTEED TO FUNCTION WITH ALL OF THE SAME MANUFACTURES AND MODELS AS IS THE SPECIFIED EQUIPMENT. MANUFACTURE AND MODEL MUST BE SPECIFIED ON ALL "OR EQUAL" EQUIPMENT BID, OTHER THAN PLANTRONICS EQUIPMENT.

CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM

SIGNATURE: *James Alt* TELEPHONE: 304-257-9675 DATE: 10-18-09  
 TITLE: Owner FEIN: 16-1685764 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</p> <p><b>BANKRUPTCY:</b> IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID. AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p><b>INQUIRIES:</b>            WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON <b>9/29/2009</b>. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET EAST            CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115</p> <p>E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Daniel Alt</i>	TELEPHONE 304-257-9675	DATE 10-18-09
TITLE <i>Owner</i>	FERN 16-1685764	ADDRESS CHANGES TO BE NOTED ABOVE

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 Department of Administration  
 Purchasing Division  
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PAGE  
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 ROBERTA WAGNER  
 304-558-0067

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E & R SERVICES  
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09/11/2009							
BID OPENING DATE	10/20/2009						
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	BID OPENING TIME	UNIT PRICE	AMOUNT
					01:30PM		

REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4 (F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.

**NOTICE**

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 BUILDING 15  
 2019 WASHINGTON STREET, EAST  
 CHARLESTON, WV 25305-0130

PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: ----- RW/FILE 22 -----

RFQ NO.: ----- BCF10039 -----

BID OPENING DATE: ----- 10/20/2009 -----

BID OPENING TIME: ----- 1:30 PM -----

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

FEIN

TELEPHONE

DATE

*David A. ...*  
 Owner

16-1685764

304-257-9675

10-18-09

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 ADDRESS CHANGES TO BE NOTED ABOVE



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08/11/2009				

BID OPENING DATE: **10/20/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
CONTACT PERSON (PLEASE PRINT CLEARLY): <i>Daniel Alt</i> 304-257-9675 Ph/fax 304-668-9675 cell						
***** THIS IS THE END OF RFQ BCF10039 ***** TOTAL:						<u>\$81,605.00</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Daniel Alt</i>	TELEPHONE 304-257-9675	DATE 10-18-09
TITLE Owner	FEBN 16-1685764	ADDRESS CHANGES TO BE NOTED ABOVE

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**“Or Equal” – “Or Equal” equipment is equipment that has at a minimum all of the same features, connectors, accessories, functions and ability to function in the same manner as the equipment specified. “Or equal” equipment shall be guaranteed to function with all of the same manufactures and models as is the specified equipment. Manufacture and model must be specified on all “Or Equal” equipment bid**

### **Delivery Locations and Quantities**

**REGION I/Marion Co. DHHR  
Attn: Ronda Colanero  
9005 Middletown Mall  
White Hall, WV 26554  
Phone: 368-4420 Fax: 368-4193  
110 of each**

**REGION II/Kanawha Co. DHHR  
Attn: James Kimbler  
4190 W Washington Street  
Charleston, WV 25313  
Phone: 746-2380 Fax: 558-1802  
130 of each**

**REGION III/Taylor Co DHHR  
Attn: Ronald Anderson  
PO Box 29  
(235 Barrett Street)  
Grafton, WV 26354  
Phone: 265-6103 Fax: 265-6484  
100 of each**

**REGION IV/Mercer Co DHHR  
Attn: Joe Bullington  
200 Davis Street  
Princeton, WV 24740  
Phone: 425-8738 Fax: 425-8915  
110 of each**

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:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor must make said affirmation with its bid submission. Further, 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.

### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid 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. 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/noticeConfidentiality.pdf>

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

Vendor's Name: E \* R Services  
Authorized Signature: [Signature] Date: 10-18-09