



System Proposal For

West Virginia Department of Administration



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PROCUREMENT DIVISION
STATE OF WV

PREPARED BY: Robert Brennan

NOVEMBER 8, 2011

This proposal includes information that shall not be disclosed outside the customer and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offer or quoter as a result of or in connection with the submission of this information, the customer shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the customer's right to use information contained in this proposal or quotation if it is obtained from another source without restriction. The information subject to this restriction is contained on sheets with the following disclosure legend: "Use or disclosure of information contained on this sheet is subject to the restriction on the title page of this proposal."



WEST VIRGINIA DEPARTMENT OF ADMINISTRATION PROPOSAL

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Ms. Shelly Murray

*West Virginia Department of Administration
2019 Washington Street, East
Charleston, West Virginia 25305*

Dear Ms. Murray,

This proposal is respectfully submitted to the West Virginia Department of Administration. This is an initial proposal based on our initial appointment; we can adjust to accommodate your budget.

Trinity is an experienced audio/visual communications and enterprise-wide videoconferencing systems integrator that provides comprehensive design, implementation, operations and life-cycle maintenance services. Trinity holds a secret facility clearance and maintains offices in Louisville, KY and Sterling, VA and is not limited by network classification levels or physical geography in support of our customers.

Founded in 2000, Trinity Video Communications, an SBA certified small business, has strong, long-term partner relationships with AMX, Crestron, Extron, Tandberg, Polycom, LifeSize and a wide range of vital audio/visual component and peripheral manufacturers to deliver fully featured, completely integrated conference room systems and operations centers. Our enterprise-wide videoconferencing relationships have allowed us to design, build and support fully functional Video Operations Centers with MCU Gateways, Management Systems and streaming capabilities to support operations on Unclassified, Secret and Top Secret Networks. Most notably, Trinity Video Communications currently provides all audio/visual and videoconferencing services, systems, custom conference rooms, operations centers and operations staff to the FBI.

Thank you in advance for your time and consideration. Please feel free to contact me should you have any questions.

Kindest Regards,

A handwritten signature in black ink, appearing to read 'R. Brennan', written over the 'Kindest Regards,' text.

Robert Brennan
Commercial Sales Executive
513-543-8760

November 8, 2011

1 GLOSSARY OF ABBREVIATIONS AND ACROYNMS

Abbreviation/Acronym	Definition
AV	Audio Visual
DSP	Digital signal processing
HDTV	High Definition Television
QA	Quality Assurance

2 TRINITY BACKGROUND

For commercial, educational, or government organizations that need to improve communications, stay connected and improve productivity, Trinity brings a wealth of solutions to the table. From the simple to the elegant, from portable to large integrated solutions, Trinity Video Communications (Trinity) provides state-of-the art, simple-to-use audio/visual technology backed by first class service.

Innovation

The characteristic that truly sets Trinity apart from most companies in the audio-visual (A/V) industry is the fact that we have always been early innovators and trendsetters in the industry because we listen to our customers and understand their needs. From being one of the first companies to create a large-screen VTC system to creating the first secure VTC touch screen control system on the market, Trinity has demonstrated technology innovation throughout our history. We develop custom solutions that meet the specific business requirements of our customers.

Service

Trinity focuses on providing value added services to a wide variety of manufactured products. But more importantly, we absolutely live by our slogan, "Delivering the best customer service possible each and every day". Our emphasis on listening to the customer and providing the service they need to keep their systems operational and their communication lines open is of greatest importance to us.

Experience

Trinity brings a wealth of experience in both the private and public sector to every project. Our team has vast experience in the DOJ and DOD, both the Metro Washington DC area as well as across the United States. Our experience is diverse, from the A/V and IT industries, and we bring this broad perspective to each customer. Our goal is not to provide you with a boilerplate solution, but to provide you with the unique solution for your specific need.

Secure

Trinity personnel maintain high levels of security clearances commensurate with the needs of our clients. We have made a commitment to maintaining a workforce with 80% of employees possessing a TS or higher clearance. We currently possess a Top Secret facility clearance for our Louisville, Kentucky, office.

Trinity is headquartered in Louisville, Kentucky with offices in Sterling, Virginia (Dulles area) and Cincinnati, Ohio. We have employees located across the Mid-Atlantic, Midwest and Southeast and serve customers across the United States.

Our products and services include:

- Custom Room Design
- Command and Control Centers
- Full turnkey A/V Solutions
- Streaming Video
- Touch Screen Control Systems
- Digital Signage
- Unified Communications
- Video Conferencing
- Managed Services

3 SCOPE OF WORK

REQUESTED PRICING PROVIDED FOR THE FOLLOWING: (42) 65" PANASONIC PLASMA TELEVISIONS, MODEL # P65VT30; (4) 55" PANASONIC TELEVISIONS, MODEL # P55VT30; (33) POLYCOM VIDEO CONFERENCE STATIONS, MODEL # CX5000.

4 PRICING PROPOSALS

Unit / Description	Qty.	Section Subtotal
Section		\$ 240,562.00
65" Plasma TV	42	
55" Plasma TV	4	
Video Conference Station	33	
Vendor Required Assurance Maintenance		\$ 14,387.00
Polycom CX5000, Premier Service, 1yr.	33	
Trinity Depot Repair Service	1	\$ 1,812.00
Depot Repair	1	
Freight		\$ 12,390.00
Shipping and Handling	1	
Total System Cost (not including options or taxes)		\$ 269,151.00

TRINITY DEPOT REPAIR SERVICE

We have included our Trinity Depot Repair Service in these quotes. This includes:

Asset Management

Trinity maintains an **Asset Management System** of all customer installations. This system is used to track the following equipment information: model numbers, serial numbers, software versions, firmware versions, location, POC, etc. .

Depot Repair

All service calls are automatically cross referenced to a specific location, equipment type and serial number of the specific piece of equipment. The customer is responsible for shipping equipment to Trinity, where the equipment is either repaired or replaced, then shipped back to the customer.

Time & Materials Service Calls

On-site support is covered on a time and materials basis. Costs are inclusive of time and travel expenses from "portal to portal". An estimate of these costs will be provided to the customer prior to initiating travel.

Ungradeable

The customer has the option to upgrade to Trinity's First Class Service, which includes full next day, on-site support at any time.

PAYMENT TERMS

- Invoiced after customer acceptance/signoff. Net 30 Day Payment Terms
- Applicable sales tax charged unless tax exemption forms are provided

5 CONTRACT AGREEMENT

I have read this proposal and agree that the listed tasks due to be performed by West Virginia Department of Administration will be done prior to the start of work by Trinity Video Communications. I agree that the tasks to be performed by Trinity Video Communications and the functionality listed above are in accordance with representations made by Trinity Video Communications and the expectations of West Virginia Department of Administration.

West Virginia Department of Administration

Date

Trinity Video Communications Representative

11/8/2011

Date



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:
 DRS120241

PAGE:
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 SHELLY MURRAY
 304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

*Trinity Video Communication
 11400 Decimat Drive
 Louisville, Kentucky
 40299*

DIV OF REHABILITATION SERVICES
 VARIOUS LOCALES AS
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/18/2011				

BID OPENING DATE: 11/22/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	QAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	43 MINIMUM 65"	EA		840-60 PLASMA TELEVISION		
0002	4 MINIMUM 55"	EA		840-60 PLASMA TELEVISION		
0003	33	EA		205-43 CONFERENCE STATION		

REQUEST FOR QUOTATION
 (RFQ)

THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF REHABILITATION SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH TELEVISIONS AND VIDEO CONFERENCING STATIONS PER THE ATTACHED SPECIFICATIONS.

TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO SHELLY MURRY AND ALAN CUMMINGS IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT SHELLY.L.MURRY@WV.GOV AND ALAN.W.CUMMINGS@WV.GOV.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
 Department of Administration
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<p>DEADLINE FOR ALL TECHNICAL QUESTIONS IS NOVEMBER 8, 2011 AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO. 'S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE</p>						

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<p>SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p><i>[Signature]</i> SIGNATURE <i>TRINITY VIDEO COMMUNICATIONS</i> COMPANY <i>11/8/2011</i> DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL</p>						

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<p>WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>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 TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>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.</p>						

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<p>BANKRUPTCY: 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>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.</p> <p>REV. 05/26/2009</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>REV 07/16/2007</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

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<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SHELLY MURRAY - FILE 31</p> <p>RFQ. NO.: DRS120241</p> <p>BID OPENING DATE: 11/22/2011</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <i>502 240 6440</i></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): <i>ROBERT BRENDAN</i></p> <p>***** THIS IS THE END OF RFQ DRS120241 ***** TOTAL:</p>						

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RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING 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 owed 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 exceeds 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.

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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Trinity Video Communication

Authorized Signature: [Signature] Date: 11/21/11

State of OHIO

County of Clermont, to-wit:

Taken, subscribed, and sworn to before me this 21ST day of NOVEMBER, 2011.

My Commission expires MAY 31, 2015.

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]