



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

State of West Virginia
 Request for Quotation

Proc Folder: 113312

Doc Description: Addendum # 2 - Cisco IP Phone Equipment

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-07-06	2015-07-21 13:30:00	CRFQ 0702 TAX1500000010	3

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Advanced Technical Solutions
 152 Erbking Lane
 Scott Depot, WV 25580

07/17/15 10:35:56
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Laura E Hooper
 (304) 558-0468
 laura.e.hooper@wv.gov

Signature X *Michael Martin*

FEIN # 55-0772 695

DATE 7/13/15

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

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748		OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER	
CHARLESTON WV25339-1748		1001 LEE ST E, STE 3 CHARLESTON WV 25301-1725	
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cisco Unified IP Conference Phones or Equal	10.00000	EA	881.05	8810.50

Comm Code	Manufacturer	Specification	Model #
43191511	Cisco		CP-8831-K9=

Extended Description :

Cisco Unified IP Conference Phone Model 8831. Part Number CP-8831-K9 or Equal

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748		OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER	
CHARLESTON WV25339-1748		1001 LEE ST E, STE 3 CHARLESTON WV 25301-1725	
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Cisco IP Phone 8800 Key Expans or Equal	35.00000	EA	309.47	10,831.45

Comm Code	Manufacturer	Specification	Model #
43191511	Cisco		CP-BEKEM=

Extended Description :

Cisco IP Phone Expans Module, Model 8800, Part Number CP-BEKEM or Equal

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Tax Department to establish a contract for the one time purchase of Cisco IP Phone equipment or Equal and for the Internet Protocol Voice (VOIP) network/telephone hardware and software platform/system architecture.

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748		OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER	
CHARLESTON WV25339-1748		1001 LEE ST E, STE 3 CHARLESTON WV 25301-1725	
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Cisco Power Cube, PN CP-PWR-CUBE-4 or Equal	12.00000	EA	41.05	492.60

Comm Code	Manufacturer	Specification	Model #
43191511	Cisco		CP-PWR-CUBE-4=

Extended Description :

CISCO Power Cube, PN CP-PWR-CUBE-4 or Equal. Item must be compatible with Cisco 8800 Series Telephones.

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON US	WV25339-1748	OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 3 CHARLESTON US	WV 25301-1725

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Cisco Wall Mount Kit, PN CP-8800-WMK or Equal	50.00000	EA	47.37	2368.50

Comm Code	Manufacturer	Specification	Model #
43191511	Cisco		CP-8800-WMK=

Extended Description :

Cisco Wall Mount Kit, PN CP-8800-WNK or Equal. Item must be compatible with Cisco 8841 & 8851 model phones.

Addendum # 2

To correct 2 errors in the revised specifications on Addendum 1. Please see the attached specifications.

- 1) The header title CRQS TAX150000014 should read CRFQ TAX150000010
- 2) 3.1.4 PN: CP-8800-WNK should read PN: CP-8800-WMK

To notify vendors of Buyer Contact Change:

Buyer: Laura Hooper
Email: laura.e.hooper@wv.gov

No further changes.

SOLICITATION NUMBER: TAX1500000010

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("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:

To correct 2 errors in the revised specifications on Addendum 1. Please see the attached specifications.

- 1) The header title CRQS TAX1500000014 should read CRFQ TAX1500000010
- 2) 3.1.4 PN: CP-8800-WNK should read PN: CP-8800-WMK

To notify vendors of Buyer Contact Change:
Buyer: Laura Hooper
Email: laura.e.hooper@wv.gov

No further changes.

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.

ATTACHMENT A

REQUEST FOR QUOTATION
CRFQ TAX1500000010 - Cisco IP Phone Equipment

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Tax Department to establish a contract for the one time purchase of Cisco IP Phone equipment or equal for the Internet Protocol Voice (VOIP) network/telephone hardware and software platform/system architecture.
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. **“Contract Item”** means Cisco IP Phone Equipment or equal.
 - 2.2. **“Pricing Section”** means the pages upon which Vendor should list its proposed price for the Contract Items in the manner requested.
 - 2.3. **“CRFQ”** means the official request for quotation published by the Purchasing Division and identified as TAX1500000014.
3. **GENERAL REQUIREMENTS:**
 - 3.1. **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below and must be compatible with the Cisco infrastructure investment as the office will be going from a Private Branch Exchange (PBX) phone system to a VOIP System. Verizon will be installing and maintaining equipment through the VOIP13 Contract.
 - 3.1.1 **COMMODITY LINE 1:** Vendor must provide Cisco Unified IP Conference Phone Model 8831 in Charcoal, PN: CP-8831-K9 or equal.
 - 3.1.2 **COMMODITY LINE 2:** Vendor must provide Cisco IP Phone 8800 Key Expanse Module in Charcoal, PN: CP- BEKEM or equal.
 - 3.1.3 **COMMODITY LINE 3:** Vendor must provide Cisco Power Cube, PN: CP-PWR-CUBE-4 or equal.
 - 3.1.4 **COMMODITY LINE 4:** Vendor must provide Cisco Wall Mount Kit, PN: CP-8800-WMK or equal.

4. **CONTRACT AWARD:**

- 4.1. **Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that

REQUEST FOR QUOTATION
CRFQ TAX1500000010 - Cisco IP Phone Equipment

provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Section.

- 4.2. Pricing Section:** Vendor should complete the Pricing Section by entering the Unit Price for each commodity line. The system will calculate the Unit Price by the Quantity to arrive at the Total for each Contract Item#. Vendor should complete the Pricing Section in full as failure to complete the Pricing Section in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Section to prevent errors in the evaluation.

5. PAYMENT:

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

6. DELIVERY AND RETURN:

- 6.1. Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order. Vendor shall deliver the Contract Items within 30-working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to the Agency at WV Tax Department, 1001 Lee Street, Charleston, WV 25301.

- 6.1.1 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.1.2 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

- 6.1.3 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

REQUEST FOR QUOTATION
CRFQ TAX150000010 - Cisco IP Phone Equipment

utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. 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.

- 6.1.4 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. 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 MISCELLANEOUS:

- 7.1 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: Michael Martin
Vendor's Address: 152 Erskin Lane
Scott Depot WV 25560
Telephone Number: 304-757-6542
Fax Number: _____
Email Address: mmartin@atsnetworking.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TAX1500000010

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 checked="" 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 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.

Advanced Technical Solutions
Company

Michael Martin
Authorized Signature

7/13/15
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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

State of West Virginia
 Request for Quotation

Proc Folder: 113312

Doc Description: Addendum # 3 - Cisco IP Phone Equipment

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-07-06	2015-07-21 13:30:00	CRFQ 0702 TAX1500000010	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Laura E Hooper
 (304) 558-0468
 laura.e.hooper@wv.gov

Signature X *Michael Martin* FEIN # 55-0772695 DATE 7/13/15

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Comm Code	Manufacturer	Specification	Model #
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Extended Description :
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SOLICITATION NUMBER: TAX1500000010
Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as (“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:

To upload the Addendum 2 attachments to VSS Oasis, which were inadvertently omitted.

No further changes.

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:

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Company

Michael Martin
Authorized Signature

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