


NOTICE

Please note that this bid from Access Systems for ISC17*16 was received at the Purchasing Division office prior to the established bid opening date and time on February 22, 2017, as indicated in the attached documentation, but was not loaded properly at the public bid opening. This bid has since been loaded and is now posted.



Diane Holley-Brown
Assistant Purchasing Director



February 23, 2017

02/22/2017 13:30 Public Bid Reading

BACKGROUND

Solicitations and solicitation responses are maintained in Vendor Self Service (VSS) and the wvOASIS Financial System by a cycle of synchronizing interfaces which run at intervals through the day.

ISSUE

At the 02/22/2017 13:30 Bid Closing, Purchasing Division staff noted the completion of the VSS sync cycle and proceeded with the public reading of solicitation responses. At the time, the Purchasing Division staff observed that there were no electronic solicitation responses (ESRs), and the public bid reading was concluded. However, looking in each procurement folder later, Purchasing Division staff noted multiple ESRs were received.

ANALYSIS

At the conclusion of the VSS sync, an automatic batch process runs to link ESR documents to the procurement folder. The linking occurs quickly and is unnoticeable for a typical cycle. However, due to a large volume of ESRs and their corresponding attachments, the linking process was not completed until several minutes after the Public Bid Reading.

CONCLUSION

The list of ESR documents below were all submitted by the vendors in VSS prior to the solicitation closing date and time of 02/22/2017 13:30, and should be included in the evaluation of bids by Purchasing Division staff. Furthermore, wvOASIS staff will modify the VSS sync cycle to ensure that the linking process is complete prior to displaying such information to procurement users.

SR_DOC_ID	SO_DOC_CD	SO_DOC_DEPT	SO_DOC_ID
ESR02061700000003648	CRFQ	0210	ISC1700000016
ESR02211700000003976	CRFQ	0210	ISC1700000016
ESR02221700000003985	CRFQ	0210	ISC1700000016
ESR02201700000003937	CRFQ	0211	GSD1700000012
ESR02141700000003810	CRFQ	0212	SWC1700000011
ESR02221700000003986	CRFQ	0212	SWC1700000011
ESR02221700000003991	CRFQ	0212	SWC1700000011
ESR02211700000003964	CRFQ	0212	SWC1700000011
ESR02201700000003932	CRFQ	0212	SWC1700000012
ESR02211700000003958	CRFQ	0212	SWC1700000012
ESR02211700000003948	CRFQ	0212	SWC1700000012
ESR02221700000003984	CRFQ	0212	SWC1700000012
ESR02221700000003983	CRFQ	0608	COR1700000006
ESR02221700000003990	CRFQ	0608	COR1700000006



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 278908

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0210

Vendor ID: 000000206345

SO Doc ID: ISC1700000016

Legal Name: ACCESS SYSTEMS

Published Date: 1/31/17

Alias/DBA:

Close Date: 2/22/17

Total Bid: \$0.00

Close Time: 13:30

Response Date: 02/22/2017

Status: Closed

Response Time: 9:45

Solicitation Description: Post Warranty Toshiba Telephone Maintenance (OT16143)

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
 Solicitation Response

Proc Folder : 278908

Solicitation Description : Post Warranty Toshiba Telephone Maintenance (OT16143)

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-02-22 13:30:00	SR 0210 ESR02221700000003985	1

VENDOR

000000206345
 ACCESS SYSTEMS

Solicitation Number: CRFQ 0210 ISC1700000016

Total Bid : \$0.00 Response Date: 2017-02-22 Response Time: 09:45:30

Comments: total bid \$16,055.00 based on 240 normal hrs 2 major outage 5 minor outage
 240x\$65.00=\$15600.00
 2 x \$65.00=\$130.00
 5x\$65.00 = \$325.00
 total \$16,055.00

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Service # 1: Post Warranty Maintenance	0.00000	HOUR	\$65.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81161708			

Extended Description : The Vendor must provide post-warranty maintenance on all Toshiba phone systems currently being used by the State and any purchased during the life of this contract.

Comments: 240 hrs x \$65.00= \$15600.00

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Service # 2: Major Outage Response	0.00000	HOUR	\$65.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81161708			

Extended Description : The Vendor must respond to major outage request 24 hours a day, 7 days a week, and 365 days out of the year.

Comments: 2 hrs x \$65.00=\$130.00

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Contract Service # 3: Minor Outage Response	0.00000	HOUR	\$65.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81161708			

Extended Description : The Vendor must respond to minor outage request during Business Hours.

Comments: 5 hrs x \$65.00=\$325.00



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

State of West Virginia
 Request for Quotation
 35 - Telecomm

Proc Folder: 278908

Doc Description: Post Warranty Toshiba Telephone Maintenance (OT16143)

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-01-31	2017-02-22 13:30:00	CRFQ 0210 ISC1700000016	1

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:

Access Systems
 4108 MacCoekle Ave SE
 Charleston WV 25304
 304-340-4288

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature

FEIN # 55-068-4486

DATE 2/21/17

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish an open-end contract for post-warranty maintenance and Moves, Adds, and Changes to Toshiba telephone systems in state government.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - CHIEF FINANCIAL OFFICER DEPARTMENT OF ADMINISTRATION BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Service # 1: Post Warranty Maintenance	0.00000	HOUR	# 65.00	

Comm Code	Manufacturer	Specification	Model #
81161708			

Extended Description :

The Vendor must provide post-warranty maintenance on all Toshiba phone systems currently being used by the State and any purchased during the life of this contract.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - CHIEF FINANCIAL OFFICER DEPARTMENT OF ADMINISTRATION BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Service # 2: Major Outage Response	0.00000	HOUR	# 65.00	

Comm Code	Manufacturer	Specification	Model #
81161708			

Extended Description :

The Vendor must respond to major outage request 24 hours a day, 7 days a week, and 365 days out of the year.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - CHIEF FINANCIAL OFFICER DEPARTMENT OF ADMINISTRATION BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Contract Service # 3: Minor Outage Response	0.00000	HOUR	\$ 65.00	

Comm Code	Manufacturer	Specification	Model #
81161708			

Extended Description :
The Vendor must respond to minor outage request during Business Hours.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions Due	2017-02-10

ISC170000016	Document Phase Final	Document Description Post Warranty Toshiba Telephone Maintenance (OT16143)	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

REQUEST FOR QUOTATION
Post Warranty Toshiba Telephone Maintenance

- 10.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 10.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 10.5. Vendor shall inform all staff of Agency's security protocol and procedures.

11. VENDOR DEFAULT:

11.1. The following shall be considered a vendor default under this Contract.

- 11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 11.1.2. Failure to comply with other specifications and requirements contained herein.
- 11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 11.1.4. Failure to remedy deficient performance upon request.

11.2. The following remedies shall be available to Agency upon default.

- 11.2.1. Immediate cancellation of the Contract.
- 11.2.2. Immediate cancellation of one or more release orders issued under this Contract.
- 11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

12.1. **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: JASON A. KNAPP

Telephone Number: 304-340-4288

REQUEST FOR QUOTATION
Post Warranty Toshiba Telephone Maintenance

Fax Number:

304-340-4293

Email Address:

tech@accesswv.com

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Access Systems

Signed: [Signature]

Date: 2-21-17

Title: Vice President of operations

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Access Systems

Authorized Signature: [Signature] Date: 2/21/17

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 21 day of February, 2017

My Commission expires 2/9/2021, 2021.

[Signature]

AFFIX SIGNATURE

NOTARY PUBLIC




Purchasing Affidavit (Revised 07/01/2012)

EXHIBIT A – Pricing Page
Post Warranty Toshiba Phone Maintenance

Contract Item	Description	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
5.1.1	Contract Service #1: Post Warranty Maintenance on Toshiba Telephone Systems	Per Hour	240	\$65 per hr	0.00 \$15,600.00
5.1.2	Contract Service #2: Major Outage Response	Per Hour	2	\$65 per hour	0.00 \$130.00
5.1.3	Contract Service #3: Minor Outage Request	Per Hour	5	\$65 per hour	0.00 \$325.00
				Total Cost	0.00 \$16,055.00

Vendor Signature:



Date:

2-21-17