



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  
**COR6319**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 32**  
**304-558-0492**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**DIVISION OF CORRECTIONS**  
**617 LEON SULLIVAN WAY**  
**CHARLESTON, WV**  
**25301**                      **304-558-8045**

DATE PRINTED <b>06/18/2006</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/28/2006**                      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM #01</b>						
<p>THIS ADDENDUM IS ISSUED TO: 1. ALLOW BIDDERS TO SUBMIT A BID FOR QUARTERLY UPDATES AND/OR ANNUAL; QUARTERLY UPDATE BIDS WILL BE CALCULATED TO DETERMINE AN ANNUAL BID IN ORDER TO ESTABLISH LOW BIDDER.</p> <p>2. REFERENCE IS MADE TO THE ORIGINAL REQUEST FOR QUOTATION DATED 6/1/2006; WHEREAS EXHIBIT 1, LIFE OF CONTRACT, PARAGRAPH 2, WHICH STATES "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>CHANGE MADE TO THIS REQUIREMENT IS AS FOLLOWS:          BIDDERS MAY SUBMIT AN OPTIONAL BID FOR RENEWAL SHOULD THE AGENCY ELECT TO EXERCISE ITS RIGHT TO RENEW THE CONTRACT AT THE RENEWAL PERIOD(S).</p> <p>3. REVISED BID FORM.          4. EXTEND THE BID OPENING DATE TO 6/28/2006, 1:30 PM.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> <li>1. ADDENDUM 01</li> <li>2. REVISED BID FORM</li> <li>3. ADDENDUM ACKNOWLEDGEMENT</li> </ol> <p>NOTE: REMINDER TO INCLUDE THE COMPLETED AFFIDAVIT WITH THE REVISED SUBMITTED BID. PLEASE USE THE BID FORM - ANY OTHER FORM OF BID MAY RESULT IN AUTOMATIC DISQUALIFICATION. PLEASE ALSO USE THE PINK BIDDER'S MAILING LABEL ENCLOSED.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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 registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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, this contract is automatically null and void, and is terminated 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 Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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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 cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices 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.

**ORIGINAL SIGNED BID TO:**

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

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.

COR6319 - BID FORM BID OPENING 6/28/2006, 1:30 PM									
FACILITY	NUMBER OF STATIONS	PRICE FOR INITIAL SUBSCRIPTION PER STATION	* SUBTOTAL	ANNUAL UPDATE PRICE PER STATION	* SUBTOTAL	** QUARTERLY UPDATE PRICE PER STATION	* SUBTOTAL	** EXTENDED LINE TOTALS	* SUBTOTAL
Anthony Correctional Center	1	\$	\$	1.0	\$	2.0	\$	2.0	\$
Denmar Correctional Center	2	\$	\$	1.0	\$	2.0	\$	2.0	\$
Huttonsville Correctional Facility	12	\$	\$	1.0	\$	2.0	\$	2.0	\$
Lakin Correctional Facility	4	\$	\$	1.0	\$	2.0	\$	2.0	\$
Martinsburg Correctional Facility	2	\$	\$	1.0	\$	2.0	\$	2.0	\$
Mount Olive Correctional Facility	12	\$	\$	1.0	\$	2.0	\$	2.0	\$
Northern Correctional Facility	4	\$	\$	1.0	\$	2.0	\$	2.0	\$
Ohio County Correctional Facility	1	\$	\$	1.0	\$	2.0	\$	2.0	\$
Pruntytown Correctional Facility	2	\$	\$	1.0	\$	2.0	\$	2.0	\$
St. Marys Correctional Facility	6	\$	\$	1.0	\$	2.0	\$	2.0	\$
		<b>GRAND TOTAL</b>						<b>GRAND TOTAL</b>	

**BIDDER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Fax #: \_\_\_\_\_ / \_\_\_\_\_

Email Address: \_\_\_\_\_

SUBTOTAL Column - Bidders shall multiply the number of stations by their bid price / \*\* Quarterly Update Price Per Station shall be calculated for an annual price, then multiplied by the number of stations / \*\*\* Extended Line Totals should be the Subtotals columns only added together.

WV-36a <b>STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET</b>	Buyer:	Page	Req. or P. O. No.:
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Vendor:	Spending Unit:
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Requisition No.: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum No.'s:**

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date