



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
PSC737

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

PUBLIC SERVICE COMMISSION
 OF WEST VIRGINIA
 201 BROOKS STREET

 CHARLESTON, WV
 25301 340-0323

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/22/2006				

BID OPENING DATE: 05/31/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-24		
ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO MAKE CLARIFICATIONS TO THE COURT REPORTING SPECIFICATIONS. PAGE 12 OF THE ORIGINAL SPECIFICATIONS: "AWARDED VENDOR MUST BE A REGISTERED VENDOR AND HAVE THE CAPABILITY TO ACCEPTING VISA AS PAYMENT ON ALL INVOICES." VENDOR DOES NOT HAVE TO HAVE A "SWIPING" MACHINE, BUT MUST BE ABLE TO ACCEPT PAYMENT VIA FAX. MINIMUM APPEARANCE FEES: PLEASE SEE THE ATTACHED REVISED SPECIFICATION PAGES NUMBERED 15 AND 17. BID OPENING DATE IS EXTENDED TO: 05/31/2006 BID OPENING DATE REMAINS: 1:30 PM ***** END ADDENDUM NO. 1 *****						
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'

**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.

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

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.

Rates for the following shall be bid:

1. Per half day of attendance at hearings prescribed by the Commission.

(A half-day's attendance is defined as the reporter's presence being required either in the a.m. or p.m. hours of any given calendar day (Monday thru Sunday) or anytime the hearing does not exceed four (4) hours.) This fee will be a flat fee - no variance of this fee will be accepted.
2. Per day attendance for each full day of attendance at hearings prescribed by the Commission. (A full day's attendance is defined as the reporter's presence being required in both the a.m. and the p.m. hours of any given calendar day (Monday thru Sunday) or anytime that the hearing exceeds four (4) hours.) This fee will be a flat fee - no variance of this fee will be accepted.
3. Per page for an original and two copies of each transcript furnished to the Commission, per normal delivery, within 8 to 14 calendar days of the hearing.
4. Per page for an original and two copies of each transcript delivered within two (3) to seven (7) calendar days from the date of the hearing, if so ordered by the Commission or Judge.
5. Per original page for an original and two copies of each transcript delivered within forty eight (48) hours from the date of the hearing.
6. Per computer diskette of each transcript, one formatted in Word and one in PDF format.

A Form of Bid has been provided for the bidder's use and convenience. Please complete the attached form and provide all information requested.

PSC737 - FORM OF BID
COURT REPORTER SERVICES

Note: The following estimates are for use in evaluation purposes only. They are in no way intended to reflect actual anticipated quantities. Actual quantities may be more or less contingent upon the needs of the PSC.

	Quantity	Unit Price	Extended Price
Half Day Attendance	10	\$	\$
Transcript in 8 - 14 days (Each transcript includes: 10 original pages and (2) copies)	10	\$	\$
Computer Diskettes	20	n/a	n/a
Subtotal			\$
Half Day Attendance	10	\$	\$
Transcript in 3 - 7 days (Each transcript includes: 10 original pages and (2) copies)	10	\$	\$
Computer Diskettes	20	n/a	n/a
Subtotal			\$
Half Day Attendance	10	\$	\$
Transcript in 48 hours (Each transcript includes: 10 original pages and (2) copies)	10	\$	\$
Computer Diskettes	20	n/a	n/a
Subtotal			\$
Whole Day Attendance	10	\$	\$
Transcript in 8 - 14 days (Each transcript includes: 10 original pages and (2) copies)	10	\$	\$
Computer Diskettes	20	n/a	n/a
Subtotal			\$
Whole Day Attendance	10	\$	\$
Transcript in 3 - 7 days (Each transcript includes: 10 original pages and (2) copies)	10	\$	\$
Computer Diskettes	20	n/a	n/a
Subtotal			\$
Whole Day Attendance	10	\$	\$
Transcript in 48 hours (Each transcript includes: 10 original pages and (2) copies)	10	\$	\$
Computer Diskettes	20	n/a	n/a
Subtotal			\$
Grand Total			\$

Note 1: Transcript unit price is determined based on 10 original pages plus (2) copies. The unit price is then multiplied by the quantity listed to get the extended price. This pricing will be used to determine a per page rate.