



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
VET06035

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE 304-558-0492

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DIVISION OF VETERANS AFFAIRS
ATTENTION: C. PRATHER
SUITE 101
1321 PLAZA EAST
CHARLESTON, WV
25301-1400 558-3661

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2006				

BID OPENING DATE: 06/14/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		725-57		
DIGITAL/IP HYBRID TELEPHONE SYSTEM						
FOR THE WV VETERANS NURSING HOME IN CLARKSBURG. INSTALLATION TO BE COMPLETED NO LATER THAN 9/16/06						
A MANDATORY ON-SITE PRE-BID CONFERENCE WILL BE HELD ON MAY 25, 2006 AT 10:30 AM AT THE NURSING HOME. FAILURE TO ATTEND THE PRE-BID WILL RESULT IN DISQUALIFICATION OF THE BID.						
SPECIFICATIONS ARE ATTACHED						
CONTRACTORS LICENSE						
WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.						
WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.						
BIDDER TO COMPLETE: CONTRACTORS NAME -						
CONTRACTORS LICENSE NO. -						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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 \$45 fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) 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



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THE SUCCESSFUL BIDDER WILL REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT.						
WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR HARRISON COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)						
WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.						
EXHIBIT 10						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NOS.:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						

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<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS 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</p>						

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<p>() BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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;</p> <p>OR</p> <p>() 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 BIDDERS' 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.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & 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) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH</p>						

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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 TAX AND 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: -----						
DATE: -----						
SIGNED: -----						
TITLE: -----						
* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S)						

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IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)						
NOTICE						
AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:						
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
AN EXACT DUPLICATE MUST BE SUBMITTED TO:						
STATE AUDITOR'S OFFICE BID OBSERVER BUILDING 1, ROOM W114 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0230						
BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER: 41						
RFQ. NO.: VET06035						
BID OPENING DATE AND TIME						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ VET06035 ***** TOTAL: _____						

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WV BUREAU OF VETERANS AFFAIRS

The West Virginia Division of Veterans Affairs (WVDVA) is releasing this Request for Quotations (RFQ) for a new digital / IP hybrid telephone system for the WV Veterans Nursing Facility located adjacent to the **Louis A. Johnson VA Medical Center, One Medical Center Drive, Clarksburg , WV 26301.** This RFQ includes all the labor and materials for a complete install.

A mandatory pre-bid conference shall be conducted at the West Virginia Veterans Nursing Facility located adjacent to the **Louis A. Johnson VA Medical Center, One Medical Center Drive, Clarksburg , WV 26301, date, time and location to be determined.** All interested bidders are required to be present at this meeting. **Failure to attend the mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor**

The system must be a new digital / IP hybrid telephone system from a manufacturer that appears on the Gartner "Magic Quadrant for North American Corporate Telephony, 2005". The manufacturers that are listed are Alcatel, Avaya, Cisco Systems, Inter-Tel Mitel Networks, NEC, Nortel, ShoreTel, Siemens, 3Com, Toshiba, and Vertical Communications.

The system must be configured with two (2) ISDN PRI Centrex Circuits, eight (8) analog Centrex lines and two hundred (200) stations. It must be expandable to a minimum of three (3) ISDN PRI Centrex Circuits, sixteen (16) analog Centrex lines and two hundred fifty (250) stations with the use of cards, boards, etc. Two (2) of the stations must be PC consoles-that will provide the operator with call status and direct call transfer capability. The system must be installed with ninety five (95) stations that have a minimum of sixteen (16) programmable buttons a minimum 2 line by 16 characters LCD, a message waiting light and must be speakerphone capable for all internal and external calls. The system must be installed with one hundred (100) stations that are analog (2500 type) stations for resident and facilities use. The final three (3) stations must be full-duplex conference telephones.

This is a new building. Vendors must use installed wiring wherever possible. All wiring, new and re-used, becomes the responsibility of the successful vendor and must be covered by the system warranty and post-warranty maintenance agreement. All stations will be located in locations that are already wired. No new wire runs will need to be included in this procurement.

In addition to the previously mentioned requirements, all systems must meet the following requirements: Caller ID, minimum of 3 party conference calling, contain surge protection, volume control for the ringer, speaker phone and handset, hold button, last number redial, access to paging through the speakerphone, automatic line selection, headset adaptable, call pick-up group assignments, call forwarding of station within system, call ring-back on intra-office transfers which are unanswered, mute button, minimum of 10 speed dials per station, call park, remote

access to the Voice Processing system, and, button access to conference call feature. The features that require button access may be fixed feature buttons on the stations or may be programmed on programmable buttons.

The system must include an integrated voice processing system. The voice processing must include an Automated Attendant that will answer all incoming calls or be programmable answer calls after "x" number of rings (minimum 3 rings, maximum 6 rings). The Automated Attendant must allow the caller to enter a WVBVA employee's extension number and be transferred to that extension, or allow the caller to enter "zero" (0) and be transferred to a central answering position. The voice processing system must also include a voice mail system that will answer calls to extensions after "x" number of rings (minimum of 0 rings, maximum of 6 rings) and allow the caller to leave a message in a mailbox that is password protected to that extension user. The voice mail system must allow for outcall notification whenever a message has been left in a mailbox. The voice mail system must allow each mailbox to program two different greetings. The voice mail system must allow users to change their greetings and to forward messages to another mailbox on the system. The voice mail system must allow WVBVA staff to change greetings remotely from any touch tone telephone. The voice processing system must include a minimum of 6 ports and 120 hours of storage, and must be expandable to a minimum of 12 ports and 240 hours of storage. The voice processing system must be programmable by WVBVA staff for use on all incoming calls, as a back-up to live operators during business hours, or to work only after hours according to the circumstances of that particular time.

The system must include a Call Accounting System to provide, at a minimum, the following information: extension making the call; the number called; the duration of the call; the time and date of the call; and, the cost of the call. The Call Accounting System must store the information for a minimum of 7500 toll calls only. The vendors must include the cost of a computer and printer if one is necessary for the Call Accounting System. The Call Accounting System must be accessible by more than one computer within WVBVA or by any computer on WVBVA's internal network.

The proposed system must be adaptable to utilize IP Telephony station and/or Voice over IP trunk technology should the State of West Virginia decide to make use of such service at some point during the life of the proposed system. This technology must be fully integrated into the installed system. A third party add on unit is not acceptable.

The proposed system must include a UPS system that will power the complete telephone system, PC Consoles, voice processing system, and call accounting system for a minimum of four (4) hours in the event of a power outage. The system shall include lightning and surge protection. Any damage to the system caused by lightning and/or power surges must be covered by the system warranty and any post-warranty maintenance agreement.

Each vendor's proposed cost must include the complete training of all WVBVA staff on the use of the telephone system and voice processing system. The successful vendor must also include the training of four system administrators, which will include training on voice mail

administration and the administration of the telephone system including adding features to extensions. The System Administrator training must be manufacturer or “factory” based training at a vendor location.

The system must have the capability to extend system diagnostic abilities to a remote location. This permits the State’s centralized technicians to interrogate the switching system, determine its status, and run tests to determine the causes of faults or failures. The proposed system must allow access via the Statewide Backbone Network or modem over the public telephone network.

Response Time

Vendors must respond to a service call within the following guidelines:

Minor outage: 10% or less system outage

4 business hour callback from Technician

16 business hour system restored

Major outage: 11% or more system outage

2 business hour callback from Technician

8 business hour system restored

Optional equipment (Not included as part of the award)

As an option vendors are requested to include the cost of fifteen (15) Wireless telephones. These phones must meet or exceed the features and functionality of the SpectraLink i640 phones. Vendor’s response must include all information required to meet these minimum requirements.

Vendors shall quote a straight purchase price, including installation, training and minimum of one year warranty. **Vendor must include a detailed equipment list that at a minimum lists per item pricing, item part number, and part description.** Vendors shall also quote post-warranty maintenance for a five year life of the system. The WVBVA will not accept more than a two-year warranty as part of the purchase price. The successful vendor shall be the one with the lowest straight purchase price plus post-warranty maintenance for a five year life of the system.

WV BUREAU OF VETERANS AFFAIRS

Pricing Sheet

a) Installed system price: \$_____

b) 5 Year post-warranty maintenance: \$_____

a+b = total system price \$_____

• Optional equipment pricing: \$_____

A F F I D A V I T

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 owned 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.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____