



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
 DRS070007

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIV OF REHABILITATION SERVICES
 DISABILITY DETERMINATION SECT.
 1206 QUARRIER ST, SUITE 200
 2ND FLOOR MASON BLDG.
 CHARLESTON, WV
 25301 304-558-5340

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/13/2006				

BID OPENING DATE: 07/26/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		725-56		
<p>ADDENDUM NO. 1</p> <p>THIS ADDENDUM IS ISSUED TO EXTEND THE QUESTION PERIOD FOR THIS RFQ TO 07/14/2006 AT NOON. QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL AT KFERRELL@WVADMIN.GOV OR VIA FAX AT 304-558-4115. TECHNICAL QUESTIONS RECEIVED AFTER THIS DEADLINE MAY NOT BE ANSWERED. ONLY QUESTIONS CONCERNING BID SUBMISSION WILL BE ANSWERED AFTER THIS DEADLINE. QUESTIONS AND ANSWERS WILL BE ADDED BY ADDENDUM.</p> <p>ATTACHED IS A COPY OF THE ANSWERS FROM THE OPEN DISCUSSION AT THE MANDATORY PRE-BID CONFERENCE.</p> <p>BID OPENING DATE REMAINS: 07/26/2006 BOD OPENING TIME REMAINS: 1:30 PM</p> <p>***** END ADDENDUM NO. 1 *****</p> <p>TELEPHONE SYSTEMS (2-60 STATIONS)</p> <p>***** THIS IS THE END OF RFQ DRS070007 ***** TOTAL: _____</p>						

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 \$125.00 registration fee.
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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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

1. The growth requirements of the telephone system is amended to be expandable to 450 universal ports. The State is willing to buy telephone sets, cards, licenses and expansion cabinets as growth is needed but will not accept a new main cabinet/processor or any "forklift" upgrade.
2. The system shall be equipped to handle eight (8) analog central office lines in addition to the two (2) PRI's.
3. The requirement for Digital PAD is removed from the specifications of this RFQ. This will be handled through the network.
4. Vendors may quote IP telephone sets in place of digital sets provided that they install new cabling to the affected stations as well as new switches, routers and any other network equipment that could affect the performance of the telephone(s) and/or phone system.
5. The requirement for one reference to be a state agency is amended. One of the three references must be a government agency. This agency could be federal, state, county, city or municipality.
6. The required headsets could be corded or cordless.
7. The UPS quoted by vendors shall be enough to run all components of the telephone system except the conference phones for a minimum of four (4) hours. The conference phones shall remain operable for a minimum of one (1) hour in the event of a power outage. The four-hour requirement pertains to the computers that run the consoles, call accounting and voice mail systems as well as all headsets and other components.
8. The voice processing system must be capable of providing a minimum of 1000 user mailboxes.
9. The requirements for system administrator training shall also include factory or manufacturer based classroom training for up to 3 state employees on administering and maintaining the telephone system.
10. The requirements for Text-to-Speech and Interactive Voice Response are deleted from the voice processing system requirements. The Unified Messaging feature is something that the agency may request in the future. The system bid by vendors shall work with the Novell Groupwise and Microsoft Exchange email platforms.

11. The post-warranty maintenance costs that are quoted in response to this RFQ shall be held firm for the full five-year life of the system only if the state accepts the maintenance contract sometime during the first 12 months after the system warranty expires. After 12 months, the agency must obtain a new cost quote for a post-warranty maintenance contract.
12. The system must support, at a minimum, smart media or compact flash type backup data storage.
13. Vendors shall meet the external paging requirement by re-utilizing the existing Valcom paging system at DDS or by including the cost of a replacement 6-zone external paging system as part of your bid price.
14. The conference phones required in this RFQ shall be Polycom or equal conference phones with 2 extended microphones each. These conference phones shall be extensions off of the phone system.
15. Add-on modules are an acceptable way to achieve the number of programmable buttons required for any station on the system.