



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
SMC21063

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS
 ST. MARYS CORRECTIONAL CENTER
 2880 N PLEASANTS HWY
 ST. MARYS, WV
 26170 304-684-5500

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/18/2006				

BID OPENING DATE: 10/19/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		725-57		
<p>REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE ST. MARY'S CORRECTIONAL CENTER TO PROVIDE A COMPLETE TELECOMMUNICATIONS SYSTEM PER THE SPECIFICATIONS.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. SPECIFICATIONS 2. BID FORM 3. AFFIDAVIT <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</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



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<p>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> <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</p>						

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<p>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 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.</p> <p>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.</p> <p>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.</p> <p>BIDDER: -----</p> <p>DATE: -----</p>						

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SIGNED: ----- TITLE: ----- * CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) 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 A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: _____ RFQ. NO.: _____ BID OPENING DATE: _____						

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SMC21063 - SPECIFICATIONS

TELEPHONE SYSTEM – ST. MARY’S CORRECTIONAL CENTER

System requirements: The system shall be installed to handle eighteen (18) central office lines and one hundred sixty (160) digital station ports. The system shall be expandable to a maximum of eighty (80) central office lines and four hundred (400) digital ports. Caller ID is required on all central office lines for all stations that receive incoming, transferred or forwarded calls. The proposed system shall be controlled by one central CPU. The networking of systems together is not an option. The system must support smart media/compact flash storage with stored program control design. The system programming must be able to be accessed remotely with access to the phone system, call accounting and voice processing system through dial up modem or across the State of West Virginia IP network. IP trunking compatible, TR-1 PRI Ethernet. In addition to the above requirements, the system shall include the following: 6 party conferencing, a minimum of 30 station and 800 system speed dial, 16 group paging through phones, account codes for toll calling, multiple directory numbers, auto off-hook selection, ringing line preference, digital PAD, multiple MOH interfaces, two color LED’s, full feature prompting soft-key integration with system and voice mail, enhanced 911 capabilities, ring down, auto night service activation, system-wide and station call forward External/Internal.

STATION REQUIREMENTS: One (1) station shall be a PC attendant console position. The PC attendant consoles must consist of an IBM-compatible personal computer, Microsoft Windows software, flat panel monitor and mouse, along with a custom keyboard, handset cradle/station, wireless headset, and all special manufacturer-proprietary software. Consoles must (when deemed necessary) automatically share the load of in-coming calls on a call-by-call rotation basis. The PC console must include Caller ID, ANI, DNIS, answer prompting, loop hold display with timer, reminder notes, message center, internal name/extension directory, name or number dialing, DSS/BLF, an outgoing speed dial directory, auto day/night mode switching, feature on-line help, incoming call statistics, Windows multi-tasking, transfer to voice mail, employee profile information and lockout.

Thirteen (13) digital desk sets shall be Executive stations consisting of the following features: 14 programmable buttons for Intercom, Multiple Directory Numbers, Centrex lines and features. Fixed buttons for Hold, Message Light, Conference/Transfer, Speed Dial, Redial, Volume Control for handset, ringer and Speaker. LCD display (day, date, time, call duration) minimum of 8 lines 24 characters with Multiple Level Feature Menus and the ability to be tilted to various levels. Headset Adapters and speakerphone for all internal and external calls are required. Sets shall also have the ability to provide Off Hook Call Announce thru the speaker as well as the handset with the purchase of additional software or hardware.

One hundred and thirty-seven (137) digital desk sets shall consist of the following features: minimum of 10 programmable buttons for Intercom, Multiple Directory Numbers, BLF’s, Centrex lines and features. Fixed buttons for Hold, Message Light, Conference/Transfer, Redial, Volume Control for handset, ringer and speaker. LCD display (day, date, time, call duration) minimum of 2 lines 24 characters with Multiple

SMC21063 - SPECIFICATIONS

Level Feature Menus. Sets must have adjustable tilt stands and speakerphone for all internal and external calls. Sets shall also have the ability to provide Off Hook Call Announce thru the speaker as well as the handset with the purchase of additional software or hardware. Two (2) Cordless phones shall have 900 MHZ digital spread spectrum technology and be capable of using the same port as a digital station, mimicking the extension number or in a stand-alone scenario. Four programmable buttons are required for features and multiple line access. Hold, Message, LED, Conference/Transfer, and a LCD are required. The Phone must be headset compatible with three ring modes; silent, vibrate, audible. In addition to the stations that will be connected at installation, the vendor shall also provide one additional 14 button digital desk set and one additional 10 button digital desk set for the facility to keep as spares.

VOICE PROCESSING/CALL COVERAGE: The system shall include an integrated Windows based voice processing system with Automated Attendance and Voice Mail. System integration must support Call Recording and Voice Mail Soft Keys on the station LCD. The automated Attendant shall allow a caller to input a first or last name to be connected to an extension. The Voice Mail shall include the ability for guest mailboxes, time and date stamp on receipt of messages, outcall notification, interface to light the message waiting lamp on the telephone sets, and a minimum of 7 personal greetings:

- Currently Unavailable
- Out of the office for the day
- Out to lunch and returning at ?
- In a meeting
- On vacation
- O-(or other extension) option for call coverage
- Today is day/date (specific details)

The Voice Processing System shall be upgradeable to the following capabilities: Fax Server, Unified Messaging, Text-to-Speech, and Interactive Voice response. The Voice Processing System shall be installed with a minimum of 16 ports and 600 hours of storage. It must be expandable to a maximum of 32 ports.

CALL ACCOUNTING SYSTEM: Vendor must include a Call Accounting System that fully integrates with the quoted system. This system must allow various customizable reports that include, but not limited to time, date, extension making call, duration, and cost. System must allow monitoring calls per day by extension or department and provide trunk analysis. The Call Accounting System shall be accessible by more than one computer or by any computer on the internal network. The Call Accounting System shall be windows based software and will reside on a PC provided by St. Marys Correctional Complex.

SYSTEM WIRING: Vendor is to quote wiring of the campus with copper backbone with the potential for growth three times the installed stations per building, with a minimum of 50 pairs per building. The cabling shall be in underground conduit and shall be direct buried cable. The cabling shall be lightning and surge protected within 50 feet of entry into the building with gas tube or carbon style protectors. If continuation of the backbone

SMC21063 - SPECIFICATIONS

is needed beyond the 50 foot then CMP rated backbone cable shall be used. The successful vendor shall be a BICSI trained or equivalent structured cabling installer.

UPS/BATTERY BACK UP: The system shall include a power failure backup that will run the telephone system for a minimum of 4 hours in the event of a commercial power failure.

QUALIFICATIONS: The vendor shall have sold, serviced, and maintained the quoted product line for five years. Three technicians must be certified on the proposed system. The vendor must provide three references of installations comparable in size of the quoted system. One must be a state agency. List agency or company name, contact information, system size and install date.

TRAINING: Training shall be provided by the successful vendor in a classroom setting with live stations for demonstration and hands-on learning. The successful vendor shall have a representative on site for the first two week days after the cut over to assist in training and programming issues.

STATE OF WEST VIRGINIA
PURCHASING CONTINUATION SHEET

Vendor: Buyer:
Page: 7 Req. or P.O. No.:

Spending Unit: St. Marys Correctional Center

Shall be a minimum of one (1) year on parts and labor. Post warranty maintenance for years 2, 3, 4, and 5 must be quoted separately

Vendor must attach to the bid response an equipment list of all hardware and software included in the system and must list quantities and model numbers of items for the system.

Vendor must complete the attached form to include in bid response.

A mandatory pre-bid meeting is scheduled at the St. Mary's Correctional Center on October 5, 2006 @ 11:00 a.m. Please contact Tony Lemasters @ 304-684-5500 at least two (2) days prior to the meeting to schedule security clearance.

SMC21063 - BID FORM

Name of Telephone System: _____

Model No.: _____

1. Straight purchase price of telephone system including installation, training, and one year full maintenance warranty:

\$ _____

2. If agency chooses to obtain maintenance at a later date, the cost of the full maintenance service will be as follows:

<u>Year</u>	<u>Cost/ Month</u>	X 12 =	<u>Annual Cost</u>
Year #2	\$ _____	X 12 =	\$ _____
Year #3	\$ _____	X 12 =	\$ _____
Year #4	\$ _____	X 12 =	\$ _____
Year #5	\$ _____	X 12 =	\$ _____
Total:			\$ _____

3. Hourly Charge for non-routine maintenance: \$ _____/hour

4. Charge per service call: \$ _____
 Per Hour Travel: \$ _____

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: _____