



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

RFQ COPY

TYPE NAME/ADDRESS HERE

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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
10/11/2006				

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

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO REVISE THE BID FORM AND MAKE CHANGES, ADDITIONS, AND/OR DELETIONS PER THE ATTACHED ADDENDUM REQUIREMENTS.						
ATTACHMENTS:						
1. ADDENDUM REQUIREMENTS 2. REVISED BID FORM 3. ADDENDUM ACKNOWLEDGEMENT						
***** END OF ADDENDUM #01 *****						

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

ADDENDUM – SMC21063

1. There is currently fiber between the buildings, but it is not available for use by the successful vendor. The requirement for new copper wiring between buildings in the original RFQ shall remain as stated.
2. Vendors shall assume that all new wiring will be required for each station. Each station will replace an existing station. No wire runs are needed to stations that currently do not have a telephone.
3. The phone system shall provide paging capability through the speaker phone. The system shall allow for a minimum of 16 page groups. One of the page groups shall be an “all-page” consisting of every telephone on the system. Other page groups may consist of all phones within a particular building, the largest of which would be 39 stations.
4. The requirement for 2-color LED shall remain as stated in the original RFQ.
5. Growth requirements of the system shall remain as stated in the original RFQ. Expansion may be done by adding cards, cabinets, stations, etc. but shall not be done by a “forklift” upgrade.
6. The requirement for Music on Hold shall consist of a one port. The vendor must provide one On-Hold Plus Music-On-Hold player with CD Player Model # OHP7000 or equal for the music source.
7. The requirement for 7 personal greetings on the voice mail is changed to a minimum of 4 personal greetings.
8. All wiring personnel shall be BICSI trained and shall have current, up-to-date BICSI certification. This applies to employees of the successful vendor and any subcontractors.
9. Vendors shall include, as an option, the cost for a 100 foot Category 5 cable run in the Administration building.
10. The number of stations on the system shall be increased from 160 to 173. The number of stations per building is as follows: Laundry Building (1 station), Central Control (16 stations), Building 9 (18 stations), Building 5 (16 stations), Maintenance (3 stations), Security Tower (1 station), Building 10 (26 stations), Prison Industries (9 stations), Administration (39 stations), Dining Room (2 stations), Building 11 (22 stations) and the four cottages (5 stations each).

11. The purpose of the requirement for digital PAD in the original RFQ is to ensure that the telephone system can compensate for analog central office lines that have too strong of a signal.
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SMC21063 - BID FORM - REVISED

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: \$ _____

RFQ award shall be based on the following:

Total Straight Purchase Price \$ _____
 Total 5 Year Maintenance \$ _____
 Total 15 hours of non-routine maintenance \$ _____
 Total 5 Service Calls \$ _____
 Total 10 Hours Travel \$ _____

TOTAL EVALUATED PRICE \$ _____

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer: 32	Page 5	Req. or P. O. No.: SMC21063
Vendor:	Spending Unit: Div. of Corrections		

Requisition No.: SMC21063

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