



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
<b>BHS80102</b>

PAGE
<b>1</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF
<b>ROBERTA WAGNER 304-558-0067</b>

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**HEALTH AND HUMAN RESOURCES  
 BBH/HF  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>04/29/2008</b>				

BID OPENING DATE: **05/15/2008**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM NO. 2</b> <b>1. QUESTIONS AND ANSWERS ATTACHED.</b> <b>2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</b>  <b>EXHIBIT 10</b>  <b>REQUISITION NO.: BHS80102</b>  <b>ADDENDUM ACKNOWLEDGEMENT</b>  <b>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</b>  <b>ADDENDUM NO.'S:</b> <b>NO. 1 .....</b> <b>NO. 2 .....</b> <b>NO. 3 .....</b> <b>NO. 4 .....</b> <b>NO. 5 .....</b>  <b>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</b>  <b>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL</b>						

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 may be deemed null and void, and 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.

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**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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 Department of Administration  
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PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
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RFQ COPY  
 TYPE NAME/ADDRESS HERE

PROPERTY

SHIP TO

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 BBH/HF  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/29/2008				

BID OPENING DATE: 05/15/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 2</p>						

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BID OPENING DATE: **05/15/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		285-95		
INSTRUMENT MANAGER CORE SOFTWARE (LATEST VERSION)						
***** THIS IS THE END OF RFQ BHS80102 ***** TOTAL: _____						

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**STATE OF WEST VIRGINIA**  
**PURCHASE CONTINUATION SHEET**

Vendor: RFQ

Buyer:	Page:	Requisition or P.O. No.:	4
RW		BHS80102	
Spending Unit:			
DHHR/BHFF			

Addendum #2 to respond to questions received from vendors

Q #1: Is this request for 2 quotes with the items requested for each hospital?

Response: Both hospitals are connected to the main CPRS server. We believe it should be one quote to address both hospitals' needs to avoid equipment duplication on the server side. The quantities listed are to encompass the combined need of both facilities; thus only one quote is actually needed. If the proposing vendor prefers to show each facility as a separate line item on their bid response, it is acceptable. We realize that each facility has some different lab equipment but the overall process of connecting the equipment, installing and configuring the software, and maintenance of the same for both facilities is the same.

Q #2: You have our part numbers listed on the request. Do you have an original quote that I can update?

Response: The only quote is the one the DHHR MIS obtained when determining the need and criteria to accomplish the project. Any 'quote' that was provided previously to DHHR and to any of its entities is null and void and is not to be considered. The item numbers used in this solicitation are believed to be commercially acceptable part numbers.

Q #3: There is a request for cables but not for device servers. If we do not supply the device server (Lantronix 1 Port Device servers) we will not provide the cables. Do you want Device servers on the quote?

Response: No, we do not want device servers; both facilities have already purchased the Lantronix 16 ports device. DHHR will make the award based on the lowest responsive and responsible bidder who meets all of the needs of the request. We do not understand why cables would not be provided separately as no indication as to 'why' this would be a problem came to us with the question.