



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  
**COR61363**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JOHN ABBOTT**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS  
 MOUNT OLIVE CORRECTIONAL  
 CENTER  
 ONE MOUNTAINSIDE WAY  
 MT. OLIVE, WV  
 25185 304-442-7216

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/16/2007				

BID OPENING DATE: **08/15/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>REQUEST FOR QUOTATION</b>						
<p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF CORRECTIONS TO PROVIDE ALL LABOR, MATERIAL AND EQUIPMENT NECESSARY TO INSTALL A NEW FIRE ALARM MONITORING SYSTEM OR UPGRADING THE EXISTING SYSTEM; AND INSTALL A NURSE CALL SYSTEM.</p> <p>MANDATORY ON-SITE PRE-BID:            MOUNT OLIVE CORRECTIONAL            1 MOUNTAINSIDE WAY            MT. OLIVE, WV</p> <p>PRE-REGISTRATION: VENDORS ATTENDING THE PRE-BID MEETING SHOULD CONTACT TIM WHITTINGTON AT (304) 442-7216, TWO DAYS PRIOR TO THE PRE-BID DATE.</p> <p>DATE: 8/9/2007; 1:30 PM</p> <p>ATTACHMENTS: 1. SPECIFICATIONS            2. PURCHASING AFFIDAVIT</p>						
0001	1	LS		340-16		
FIRE ALARM SYSTEM & NURSE CALL STATION SYSTEM						
EXHIBIT 5						
NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 90 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**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.

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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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<p><b>PROCEED.</b></p> <p><b>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</b></p> <p><b>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR FAYETTE COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</b></p> <p><b>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</b></p> <p><b>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</b></p> <p><b>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</b></p> <p><b>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</b></p> <p><b>( ) BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</b></p>						

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<p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A PERFORMANCE AND LABOR &amp; MATERIAL BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPCTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>( ) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS &amp; STEEL IN PUBLIC WORKS PROJECTS</p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES</p>						

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<p>IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p> <p>REV. 3/88</p> <p>EXHIBIT 9</p> <p>NOTICE FOR ISSUANCE &amp; ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED</p>						

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<p>TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p> <p>REV. 11/96</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p>						

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ADDENDUM NOS.:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.						
					SIGNATURE	
					COMPANY	
					DATE	
REV. 11/96						
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.						

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<p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: .....</p> <p>CONTRACTORS LICENSE NO.: .....</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULE AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p>						

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<b>NOTICE</b>						
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: JOHN ABBOTT-----						
REQ. NO.: COR61363-----						
BID OPENING DATE: 8/15/2007-----						
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:						
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***** THIS IS THE END OF RFQ COR61363 ***** TOTAL: _____						

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## Specification Cover Page

Project Name : Mount Olive Fire Alarm System

Project Scope : This project is to replace the current Simplex 2120 fire panel located within Central Control with a new network display unit. The new panel must communicate to all existing Simplex 4100+ fire alarm panels utilizing the new fiber optic cables put in place by Mt. Olive Correctional. Network display units being provided not capable of this, will require new panels, notification devices, and initiating devices throughout the facility and meet the specifications located herein to provide an addressable networked system.

## PART 1 – GENERAL

### 1.1. SUMMARY NETWORK FIRE ALARM CONTROL PANEL (NODE)

- A. Network fire alarm control panels shall include all features as described in this specification for stand-alone FACPs and shall have network communication to the new Network Display Panel in Central Control as described herein.
  - 1. All points monitored and controlled by a single node shall be capable of being programmed as "Public". Each point made public to the network may be programmed to be operated by any other node connected to the network.
  - 2. Network communications shall be capable of supporting "point lists" that can be handled as though they were a single point.
- B. The network shall provide a means to log into any node on the system via a laptop computer or CRT/Keyboard and have complete network access (Set Host) for diagnostics, maintenance reporting, and information gathering of all nodes in the system. Systems not meeting this requirement must provide all diagnostic tools required to support this function from selected points on the network. This Section covers fire alarm systems, including initiating devices, notification appliances, controls, and supervisory devices.
- C. Work covered by this section includes the furnishing of labor, equipment, and materials for installation of the fire alarm system as indicated on the drawings and specifications.
- D. The Fire Alarm System shall consist of all necessary hardware equipment and software programming to perform the following functions:
  - 1. Fire alarm and detection operations
  - 2. Control and monitoring of elevators, smoke control equipment, door hold-open devices, fire suppression systems, emergency power systems, and other equipment as indicated in the drawings and specifications.

### 1.2. ACCEPTABLE MANUFACTURERS

- A. Manufacturers: The equipment and service described in this specification are those supplied and supported by SimplexGrinnell or EQUAL and represent the base bid for the equipment.
  - 1. Subject to compliance with requirements, if system bid is other than Simplex Grinnell, vendor must state manufacturer of

system proposed and include in response documentation that system proposed is an equal to all the following specifications contained herein.

- B. Being listed as an acceptable Manufacturer in no way relieves obligation to provide all equipment and features in accordance with these specifications.
- C. The Manufacturer shall be a nationally recognized company specializing in fire alarm and detection systems. This organization shall employ factory trained and NICET certified technicians, and shall maintain a service organization within 100 miles of this project location. The Manufacturer and service organization shall have a minimum of 10 years experience in the fire protective signaling systems industry.

### 1.3. RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this section.
- B. The work covered by this section is to be coordinated with related work as specified elsewhere in the specifications. Requirements of the following sections apply:
  1. Division 16: "Basic Electrical Materials and Methods."
  2. Division 16: "Wiring Methods."
  3. Division 13: "Fire Suppression"
  4. Division 15: "Fire Protection"
  5. Division 15: "HVAC Systems"
  6. Division 13: "Building Automation and Control"
- C. The system and all associated operations shall be in accordance with the following:
  1. Guidelines of the following Building Code:
  2. NFPA 72, National Fire Alarm Code
  3. NFPA 70, National Electrical Code
  4. NFPA 101, Life Safety Code
  5. NFPA 90A, Standard for the Installation of Air Conditioning and Ventilating Systems
  6. Other applicable NFPA standards
  7. Local Jurisdictional Adopted Codes and Standards

## 8. ADA Accessibility Guidelines

### 1.4. SYSTEM DESCRIPTION

- A. General: Provide a complete, non-coded, addressable, microprocessor-based fire alarm system with initiating devices, notification appliances, and monitoring and control devices as required for each panel being replaced and as specified herein. A replaced panel must have all initiating and notification devices replaced.
- B. Software: The fire alarm system shall allow for loading and editing instructions and operating sequences as necessary. The system shall be capable of on-site programming to accommodate system expansion and facilitate changes in operation. All software operations shall be stored in a non-volatile programmable memory within the fire alarm control unit. Loss of primary and secondary power shall not erase the instructions stored in memory. System shall be capable of storing dual configuration programs with one active and one in reserve. Panel shall be capable of full system operation during a new configuration download.
- C. History Logs: The system shall provide a means to recall alarms and trouble conditions in chronological order for the purpose of recreating an event history. A separate alarm and trouble log shall be provided.
- D. Recording of Events: Record all alarm, supervisory, and trouble events by means of system printer. The printout shall include the type of signal (alarm, supervisory, or trouble) the device identification, date and time of the occurrence. The printout differentiates alarm signals from all other printed indications.
- E. Wiring/Signal Transmission:
  - 1. Transmission shall be via fiber optic cabling.
  - 2. System connections for initiating, signaling line circuits and notification appliance circuits shall be Class B.
  - 3. Circuit Supervision: Circuit faults shall be indicated by a trouble signal at the FACP. Provide a distinctive indicating audible tone and alphanumeric annunciation.
- F. Remote Access:
  - 1. FACP shall have the capability to provide Remote Access through a Dial-Up Service Modem using the public switched telephone system of a private switched telephone system.

2. A personal computer or technician's laptop, configured with terminal emulation software shall have the ability to access the FACP for diagnostics, maintenance reporting and information gathering.
3. FACP shall have the capability to provide third party access through a serial interface connection and be agency listed for specific interfaces and for the purpose.
4. FACP shall provide remote access via an Internet/Intranet Interface. The Internet interface shall provide an alternative access to system information using the familiar interface of a standard Internet browser. A remotely located fire professional can use this access to analyze control panel status during non-alarm conditions and can also use this information to assist local fire responders during alarm conditions.

G. Network communication:

1. Network node communication shall be through a token ring configuration.
2. A single open, ground or short on the network communication loop shall not degrade network communications. Token shall be passed in opposite direction to maintain communications throughout all network nodes. At the same time the status of the communication link shall be reported.
3. If a group of nodes becomes isolated from the rest of the network due to multiple fault conditions, that group shall automatically form a sub-network with all common interaction of monitoring and control remaining intact. The network shall be notified with the exact details of the lost communications.
4. The communication method shall be NFPA 72 style 7.

H. Required Functions: The following are required system functions and operating features:

1. Priority of Signals: Fire alarm events have highest priority. Subsequent alarm events are queued in the order received and do not affect existing alarm conditions. Priority Two, Supervisory and Trouble events have second-, third-, and fourth-level priority respectively. Signals of a higher-level priority take precedence over signals of lower priority even though the lower-priority condition occurred first. Annunciate all events regardless of priority or order received.
2. Noninterfering: An event on one zone does not prevent the receipt of signals from any other zone. All zones are manually resettable from the FACP after the initiating device or devices

are restored to normal. The activation of an addressable device does not prevent the receipt of signals from subsequent addressable device activations.

3. Transmission to Remote Central Station: Automatically route alarm, supervisory, and trouble signals to a remote central station service transmitter provided under another contract.
4. Annunciation: Operation of alarm and supervisory initiating devices shall be annunciated at the FACP and the remote annunciator, indicating the location and type of device.
5. Selective Alarm: A system alarm shall include:
  - a) Indication of alarm condition at the FACP and the annunciator(s).
  - b) Identification of the device /zone that is the source of the alarm at the FACP and the annunciator(s).
  - c) Operation of audible and visible notification devices on the fire floor, floor above and floor below until silenced at FACP.
  - d) Selectively closing doors normally held open by magnetic door holders on the fire floor, floor above and floor below.
  - e) Unlocking designated doors.
  - f) Shutting down supply and return fans serving zone where alarm is initiated.
  - g) Closing smoke dampers on system serving zone where alarm is initiated.
  - h) Initiation of smoke control sequence through the building temperature control system.
  - i) Notifying the local fire department.
  - j) Initiation of elevator recall in accordance with ASME/ANSI A17.1, when specified detectors or sensors are activated.
6. Supervisory Operations: Upon activation of a supervisory device such as fire pump power failure, low air pressure switch, and tamper switch, the system shall operate as follows:
  - a) Activate the system supervisory service audible signal and illuminate the LED at the control unit and the remote annunciator.
  - b) Pressing the Supervisory Acknowledge Key will silence the supervisory audible signal while maintaining the Supervisory LED "on" indicating off-



- normal condition.
- c) Record the event in the FACP historical log.
  - d) Transmission of supervisory signal to remote central station.
  - e) Restoring the condition shall cause the Supervisory LED to clear and restore the system to normal.
7. Alarm Silencing: If the "Alarm Silence" button is pressed, all audible and visible alarm signals shall cease operation.
8. System Reset
- a) The "System Reset" button shall be used to return the system to its normal state. Display messages shall provide operator assurance of the sequential steps ("IN PROGRESS", "RESET COMPLETED") as they occur. The system shall verify all circuits or devices are restored prior to resetting the system to avoid the potential for re-arming the system. The display message shall indicate "ALARM PRESENT, SYSTEM RESET ABORTED."
  - b) Should an alarm condition continue, the system will remain in an alarmed state.
9. A manual evacuation (drill) switch shall be provided to operate the notification appliances without causing other control circuits to be activated.
10. WALKTEST: The system shall have the capacity of 8 programmable passcode protected one person testing groups, such that only a portion of the system need be disabled during testing. The actuation of the "enable one person test" program at the control unit shall activate the "One Person Testing" mode of the system as follows:
- a) The city circuit connection and any suppression release circuits shall be bypassed for the testing group.
  - b) Control relay functions associated to one of the 8 testing groups shall be bypassed.
  - c) The control unit shall indicate a trouble condition.
  - d) The alarm activation of any initiation device in the testing group shall cause the audible notification appliances assigned only to that group to sound a code to identify the device or zone.
  - e) The unit shall automatically reset itself after signaling

is complete.

- f) Any opening of an initiating or notification appliance circuit wiring shall cause the audible signals to sound for 4 seconds indicating the trouble condition.

I. Analog Smoke Sensors:

1. Monitoring: FACP shall individually monitor sensors for calibration, sensitivity, and alarm condition, and shall individually adjust for sensitivity. The control unit shall determine the condition of each sensor by comparing the sensor value to the stored values.
2. Environmental Compensation: The FACP shall maintain a moving average of the sensor's smoke chamber value to automatically compensate for dust, dirt, and other conditions that could affect detection operations.
3. Programmable Sensitivity: Photoelectric Smoke Sensors shall have 7 selectable sensitivity levels ranging from 0.2% to 3.7%, programmed and monitored from the FACP.
4. Sensitivity Testing Reports: The FACP shall provide sensor reports that meet NFPA 72 calibrated test method requirements. The reports shall be viewed on a CRT Display or printed for annual recording and logging of the calibration maintenance schedule.
5. The FACP shall automatically indicate when an individual sensor needs cleaning. The system shall provide a means to automatically indicate when a sensor requires cleaning. When a sensor's average value reaches a predetermined value, (3) progressive levels of reporting are provided. The first level shall indicate if a sensor is close to a trouble reporting condition and will be indicated on the FACP as "ALMOST DIRTY." This condition provides a means to alert maintenance staff of a sensor approaching dirty without creating a trouble in the system. If this indicator is ignored and the second level is reached, a "DIRTY SENSOR" condition shall be indicated at the FACP and subsequently a system trouble is reported to the Central Monitoring Station. The sensor base LED shall glow steady giving a visible indication at the sensor location. The "DIRTY SENSOR" condition shall not affect the sensitivity level required to alarm the sensor. If a "DIRTY SENSOR" is left unattended, and its average value increases to a third predetermined value, an "EXCESSIVELY DIRTY SENSOR" trouble condition shall be indicated at the control unit.
6. The FACP shall continuously perform an automatic self-test on each sensor which will check sensor electronics and ensure the

accuracy of the values being transmitted. Any sensor that fails this test shall indicate a "SELF TEST ABNORMAL" trouble condition.]

J. Fire Suppression Monitoring:

1. Water flow: Activation of a water flow switch shall initiate general alarm operations.
2. Sprinkler valve tamper switch: The activation of any valve tamper switch shall activate system supervisory operations.
3. WSO: Water flow switch and sprinkler valve tamper switch shall be capable of existing on the same initiating zone. Activation of either device shall distinctly report which device is in alarm on the initiating zone.

K. Power Requirements

1. The control unit shall receive AC power via a dedicated fused disconnect circuit.
2. The system shall be provided with sufficient battery capacity to operate the entire system upon loss of normal AC power in a normal supervisory mode for a period of 24 hours with 15 minutes of alarm operation at the end of this period. The system shall automatically transfer to battery standby upon power failure. All battery charging and recharging operations shall be automatic.
3. All circuits requiring system-operating power shall be 24 VDC and shall be individually fused at the control unit.
4. The incoming power to the system shall be supervised so that any power failure will be indicated at the control unit. A green "power on" LED shall be displayed continuously at the user interface while incoming power is present.
5. The system batteries shall be supervised so that a low battery or a depleted battery condition, or disconnection of the battery shall be indicated at the control unit and displayed for the specific fault type.
6. The system shall support NAC Lockout feature to prevent subsequent activation of Notification Appliance Circuits after a Depleted Battery condition occurs in order to make use of battery reserve for front panel annunciation and control.
7. The system shall support 100% of addressable devices in alarm or operated at the same time, under both primary (AC) and secondary (battery) power conditions.
8. Loss of primary power shall sound a trouble signal at the FACP.

FACP shall indicate when the system is operating on an alternate power supply.

## 1.5. SUBMITTALS

A. General: Submit the following according to Conditions of Contract and Division 1 Specification Sections.

1. Product data sheets for system components highlighted to indicate the specific products, features, or functions required to meet this specification. Alternate or as-equal products submitted under this contract must provide a detailed line-by-line comparison of how the submitted product meets, exceeds, or does not comply with this specification.
2. Wiring diagrams from manufacturer.
3. Shop drawings showing system details including location of FACP, all devices, circuiting and details of graphic annunciator.
4. System Power and battery charts with performance graphs and voltage drop calculations to assure that the system will operate per the prescribed backup time periods and under all voltage conditions per UL and NFPA standards.
5. System operation description including method of operation and supervision of each type of circuit and sequence of operations for all manually and automatically initiated system inputs and outputs. A list of all input and output points in the system shall be provided with a label indicating location or use of IDC, NAC, relay, Sensor, and auxiliary control circuits.
6. Operating instructions for FACP.
7. Operation and maintenance data for inclusion in Operating and Maintenance Manual. Include data for each type product, including all features and operating sequences, both automatic and manual. Provide the names, addresses, and telephone numbers of service organizations.
8. Product certification signed by the manufacturer of the fire alarm system components certifying that their products comply with indicated requirements.
9. Record of field tests of system.

B. Submission to Authority Having Jurisdiction: In addition to routine submission of the above material, make an identical submission to the authority having jurisdiction. Include copies of shop drawings as required to depict component locations to facilitate review. Upon receipt of comments from the Authority, make resubmissions if required to make clarifications or revisions to obtain approval.

## 1.6. QUALITY ASSURANCE

- A. Installer Qualifications: A factory authorized installer is to perform the work of this section.
- B. Each and all items of the Fire Alarm System shall be listed as a product of a single fire alarm system manufacturer under the appropriate category by Underwriters Laboratories, Inc. (UL), and shall bear the "UL" label.

## 1.7. MAINTENANCE SERVICE

- A. Maintenance Service Contract: Provide maintenance of fire alarm systems and equipment for a period of 12 months, using factory-authorized service representatives.
- B. Basic Services: Systematic, routine maintenance visits on a quarterly basis at times scheduled with the Owner. In addition, respond to service calls within 24 hours of notification of system trouble. Adjust and replace defective parts and components with original manufacturer's replacement parts, components, and supplies.
- C. Additional Services: Perform services within the above 12-month period not classified as routine maintenance or as warranty work when authorized in writing. Compensation for additional services must be agreed upon in writing prior to performing services.
- D. Renewal of Maintenance Service Contract: No later than 60 days prior to the expiration of the maintenance services contract, deliver to the Owner a proposal to provide contract maintenance and repair services for an additional one-year term. Owner will be under no obligation to accept maintenance service contract renewal proposal.

## 1.8. EXTRA MATERIALS

- A. General: Furnish extra materials, packaged with protective covering for storage, and identified with labels clearly describing contents as follows:
  - 1. Break Rods for Manual Stations: Furnish quantity equal to 15 percent of the number of manual stations installed; minimum of 6 rods.
  - 2. Strobe Units: Furnish quantity equal to 10 percent of the number of units installed, but not less than one of each installed.

3. Smoke Detectors or Sensors, Fire Detectors, and Flame Detectors: Furnish quantity equal to 10 percent of the number of units of each type installed but not less than one of each type installed.
4. Detector or Sensor Bases: Furnish quantity equal to 2 percent of the number of units of each type installed but not less than one of each type installed.
5. Printer Ribbons: Furnish 6 spare printer ribbons if a new printer is installed.

## PART 2 – PRODUCTS

### 2.1. FIRE ALARM CONTROL PANEL (FACP)

- A. General: Comply with UL 864, "Control Units for Fire-Protective Signaling Systems."
- B. The following FACP hardware shall be provided:
  1. Power Limited base panel with cabinet and door, 120 VAC input power.
  2. 2,000 point capacity where (1) point equals (1) monitor (input) or (1) control (output).
  3. 2,000 points of Network Annunciation at FACP Display when applied as a Network Node
  4. 2000 points of annunciation where one (1) point of annunciation equals:
    - a) 1 LED driver output on a graphic driver or 1 switch input on a graphic switch input module.
    - b) 1 LED on panel or 1 switch on panel.
  5. From all battery charging circuits in the system provide battery voltage and ammeter readouts on the FCP LCD Display.
  6. Municipal City Circuit Connection with Disconnect switch, 24VDC Remote Station (reverse polarity), local energy, shunt master box, or a form "C" contact output .
  7. One Auxiliary electronically resetable fused 2A @24VDC Output, with programmable disconnect operation for 4-wire detector reset.
  8. One Auxiliary Relay, SPDT 2A @32VDC, programmable as a trouble relay, either as normally energized or de-energized, or as an auxiliary control.
  9. Where required provide Intelligent Remote Battery Charger for charging up to 110Ah batteries.

10. Power Supplies with integral intelligent Notification Appliance Circuit Class B for system expansion.
11. Four (4) form "C" Auxiliary Relay Circuits (Form C contacts rated 2A @ 24VDC, resistive), operation is programmable for trouble, alarm, supervisory or other fire response functions. Relays shall be capable of switching up to ½ A @ 120VAC, inductive.
12. The FACP shall support (6) RS-232-C ports and one service port.
13. Remote Unit Interface: supervised serial communication channel for control and monitoring of remotely located annunciators and I/O panels.
14. Modular Network Communications Card.
15. Programmable DACT for either Common Event Reporting or per Point Reporting.
16. Service Port Modem for dial in passcode access to all fire control panel information.

- C. Cabinet: Lockable steel enclosure. Arrange unit so all operations required for testing or for normal care and maintenance of the system are performed from the front of the enclosure. If more than a single unit is required to form a complete control unit, provide exactly matching modular unit enclosures.
- D. Alphanumeric Display and System Controls: Panel shall include an 80 character LCD display to indicate alarm, supervisory, and component status messages and shall include a keypad for use in entering and executing control commands.

## 2.2. REMOTE CRTS, PC ANNUNCIATOR AND PRINTERS

- A. Fire Alarm Control Unit shall be capable of operating remote CRT's and/or printers; output shall be ASCII from an RS-232-C connection with an adjustable baud rate.
- B. Fire Alarm Control Unit shall be capable of operating a PC Annunciator which provides status annunciation and limited system control using a convenient and familiar Microsoft Windows® 2000 operating system based interface. PC Annunciator shall provide the following functions:
  1. Login/logout password protection with time duration selectable automatic logout
  2. Displays Alarm, Supervisory, Priority 2, and Trouble conditions with numerical tallies for each

3. Displays first and last alarms
  4. Different event types have separate visible indicators with a common audible indicator
  5. Event logs can be searched and printed
  6. View and/or print TrueAlarm status reports and service reports (printing requires an available local or network printer)
  7. Alarm Silence; System Reset; and Priority 2 Reset
  8. Global and individual point acknowledge
  9. Set system time and date; and clear event log
  10. Individual point access for control or parameter revisions
- C. Each RS-232-C port shall be capable of supporting and supervising a remote Printer; the FACP shall support as many as two (2) remote displays. The Fire Alarm Control Panel shall support five (5) RS-232-C ports.

### 2.3. REMOTE LCD ANNUNCIATOR

- A. Provide where required a remote LCD Annunciator with the same "look and feel" as the FACP operator interface. The Remote LCD Annunciator shall use the same Primary Acknowledge, Silence, and Reset Keys, Status LEDs and LCD Display as the FACP.
- B. Annunciator shall have super-twist LCD display with two lines of 40 characters each. Annunciator shall be provided with four (4) programmable control switches and associated LEDs.
- C. Under normal conditions the LCD shall display a "SYSTEM IS NORMAL" message and the current time and date.
- D. Should an abnormal condition be detected the appropriate LED (Alarm, Supervisory or Trouble) shall flash. The unit audible signal shall pulse for alarm conditions and sound steady for trouble and supervisory conditions.
- E. The LCD shall display the following information relative to the abnormal condition of a point in the system:
  1. 40 character custom location label.
  2. Type of device (e.g., smoke, pull station, waterflow).
  3. Point status (e.g., alarm, trouble).
- F. Operator keys shall be key switch enabled to prevent unauthorized use. The key shall only be removable in the disabled position.



Acknowledge, Silence and Reset operation shall be the same as the FACP.

#### 2.4. NETWORK DISPLAY UNIT

- A. Central Control will receive a new Network Display Unit and shall contain the following features:
  - 1. Communicate to all fire alarm panels located in the facility via fiber optic cable using the token-ring network required.
  - 2. 80 column by 2 line back-lighted LCD readout of point status.
  - 3. Capacity to annunciate 12,000 network point and/or point lists.
  - 4. Historical event logs shall maintain separate 600 Alarm and 600 Trouble events.
  - 5. The network shall provide a means to log into any node on the system via a laptop computer or CRT/Keyboard and have complete network access (Set Host) for diagnostics, maintenance reporting, and information gathering of all nodes in the system. Systems not meeting this requirement must provide all diagnostic tools required to support this function from selected points on the network.

#### 2.5. EMERGENCY POWER SUPPLY

- A. General: Components include battery, charger, and an automatic transfer switch.
- B. Battery: Sealed lead-acid or nickel cadmium type. Provide sufficient capacity to operate the complete alarm system in normal or supervisory (non-alarm) mode for a period of 24 hours. Following this period of operation on battery power, the battery shall have sufficient capacity to operate all components of the system, including all alarm indicating devices in alarm or supervisory mode for a period of 15 minutes.

### PART 3 – EXECUTION

#### 3.1. INSTALLATION, GENERAL

- A. Install system components and all associated devices in accordance with applicable NFPA Standards and manufacturer's recommendations.
- B. Installation personnel shall be supervised by persons who are qualified and experienced in the installation, inspection, and testing of fire alarm systems. Examples of qualified personnel shall include, but not be limited to, the following:

1. Factory trained and certified personnel.
2. National Institute of Certification in Engineering Technologies (NICET) fire alarm level II certified personnel.
3. Personnel licensed or certified by state or local authority.

### 3.2. EQUIPMENT INSTALLATION

- A. Furnish and install a complete Fire Alarm System as described herein and as shown on the plans. Include sufficient control unit(s), annunciator(s), manual stations, automatic fire detectors, smoke detectors, audible and visible notification appliances, wiring, terminations, electrical boxes, and all other necessary material for a complete operating system.
- B. Existing Fire Alarm Equipment shall be maintained fully operational until the new equipment has been tested and accepted.
- C. Equipment Removal: After acceptance of the new fire alarm system, disconnect and remove the existing fire alarm equipment. Package operational fire alarm and detection equipment that has been removed and deliver to the Owner. Remove from the site and legally dispose of the remainder of the existing material.
- D. Water-Flow and Valve Supervisory Switches: Connect for each sprinkler valve required to be supervised.
- E. Device Location-Indicating Lights: Locate in the public space immediately adjacent to the device they monitor.

### 3.3. WIRING INSTALLATION

- A. System Wiring: Wire and cable shall be a type listed for its intended use by an approval agency acceptable to the Authority Having Jurisdiction (AH) and shall be installed in accordance with the appropriate articles from the current approved edition of NFPA 70: National Electric Code (NEC).
- B. Contractor shall obtain from the Fire Alarm System Manufacturer written instruction regarding the appropriate wire/cable to be used for this installation. No deviation from the written instruction shall be made by the Contractor without the prior written approval of the Fire Alarm System Manufacturer.
- C. Color Coding: Color-code fire alarm conductors differently from the normal building power wiring. Use one color code for alarm initiating device circuits wiring and a different color code for supervisory circuits. Color-code notification appliance circuits

differently from alarm-initiating circuits. Paint fire alarm system junction boxes and covers red.

### 3.4. FIELD QUALITY CONTROL

- A. **Manufacturer's Field Services:** Provide services of a factory-authorized service representative to supervise the field assembly and connection of components and the pretesting, testing, and adjustment of the system.
- B. **Service personnel shall be qualified and experienced in the inspection, testing, and maintenance of fire alarm systems. Examples of qualified personnel shall be permitted to include, but shall not be limited to, individuals with the following qualifications:**
  - 1. Factory trained and certified.
  - 2. National Institute for Certification in Engineering Technologies (NICET) fire alarm certified.
  - 3. International Municipal Signal Association (IMSA) fire alarm certified.
  - 4. Certified by a state or local authority.
  - 5. Trained and qualified personnel employed by an organization listed by a national testing laboratory for the servicing of fire alarm systems.
- C. **Pretesting:** Determine, through pretesting, the conformance of the system to the requirements of the Drawings and Specifications. Correct deficiencies observed in pretesting. Replace malfunctioning or damaged items with new and retest until satisfactory performance and conditions are achieved.
- D. **Final Test Notice:** Provide a 10-day minimum notice in writing when the system is ready for final acceptance testing.
- E. **Minimum System Tests:** Test the system according to the procedures outlined in NFPA 72.
- F. **Retesting:** Correct deficiencies indicated by tests and completely retest work affected by such deficiencies. Verify by the system test that the total system meets the Specifications and complies with applicable standards.
- G. **Report of Tests and Inspections:** Provide a written record of inspections, tests, and detailed test results in the form of a test log.
- H. **Final Test, Certificate of Completion, and Certificate of Occupancy:**

1. Test the system as required by the Authority Having Jurisdiction in order to obtain a certificate of occupancy.

### 3.5. CLEANING AND ADJUSTING

- A. Cleaning: Remove paint splatters and other spots, dirt, and debris. Clean unit internally using methods and materials recommended by manufacturer.
- B. Occupancy Adjustments: When requested within one year of date of Substantial Completion, provide on-site assistance in adjusting sound levels and adjusting controls and sensitivities to suit actual occupied conditions. Provide up to three visits to the site for this purpose.

### 3.6. TRAINING

- A. Provide the services of a factory-authorized service representative to demonstrate the system and train Owner's maintenance personnel as specified below.
  1. Train Owner's maintenance personnel in the procedures and schedules involved in operating, troubleshooting, servicing, and preventive maintaining of the system. Provide a minimum of 8 hours' training.
  2. Schedule training with the Owner at least seven days in advance.

### 3.7 Name of System/Manufacturer Proposed:

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**Bid Price of System:** \_\_\_\_\_

**Bidder shall also quote maintenance costs as follows:**

**1<sup>st</sup> year maintenance:** \_\_\_\_\_  
**2<sup>nd</sup> year maintenance:** \_\_\_\_\_  
**3<sup>rd</sup> year maintenance:** \_\_\_\_\_

**Maintenance costs will be factored in bid cost by the State for evaluation of lowest cost bid.**

The above is the Base Proposal.

Following is Alternate Proposal:

Provide all labor, equipment and materials necessary for hardware upgrade, software upgrade and technical expertise of the current SimplexGrinnell 2120 Fire Alarm and Monitoring Control System to a new Simplex 4100U system and provide upgrade to the Nurses Call System with a new Model NC30011.

Fire alarm panels in the pods to remain as is, however, a new fiber card must be added to each pod for a more reliable system. All pod fire alarm panels communicate back to the central office panel.

This upgrade will utilize the fiber optic cable system in place by Mt. Olive Correctional Complex.

Bidder shall detail response by hardware and software provided in scope of work.

Bidder shall also provide maintenance program and response time.

Bid Price for Alternate: \_\_\_\_\_

1<sup>st</sup> year maintenance: \_\_\_\_\_

2<sup>nd</sup> year maintenance \_\_\_\_\_

3<sup>rd</sup> year maintenance \_\_\_\_\_

For bid evaluation purposes, cost of maintenance will be included to determine lowest cost bid.

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**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 exceed 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:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State’s Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**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](http://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: \_\_\_\_\_