



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
 EHS80367

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 CAPITOL AND WASHINGTON STREETS
 1 DAVIS SQUARE, SUITE 200
 CHARLESTON, WV
 25301-1798 304-558-2981

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/22/2007				
BID OPENING DATE: 09/20/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		655-78		
<p>REQUEST FOR INFORMATION - IDENTIFICATION CARD SYSTEM</p> <p>THE OFFICE OF ENVIRONMENTAL HEALTH SERVICES IS REQUESTING INFORMATION FOR THE CREATION OF AN IDENTIFICATION CARD SYSTEM WITH PHOTO AND SWIPE CAPABILITIES FOR WEST VIRGINIA PUBLIC WATER SYSTEM OPERATORS PER THE ATTACHED SPECIFICATIONS.</p> <p>VENDORS ARE ENCOURAGED TO PROVIDE INFORMATION ON THEIR SYSTEM CAPABILITIES THAT THEY CONSIDER APPROPRIATE TO MEET THE OBJECTIVES OF THE AGENCY.</p> <p>PLEASE NOTE: THIS INFORMATION WILL BE USED TO ASSIST IN THE DEVELOPMENT OF SPECIFICATIONS ONLY.</p> <p>NO AWARD WILL BE MADE FROM THIS REQUEST FOR INFORMATION. THE INFORMATION GATHERED WILL BE USED TO ASSIST THE OFFICE OF ENVIRONMENTAL HEALTH SERVICES IN DEVELOPING A REQUEST FOR QUOTATION (RFQ) OR A REQUEST FOR PROPOSAL (RFP) WHICH WILL BE ISSUED LATER. ALL INFORMATION GATHERED DURING THIS PROCESS, INCLUDING PRICING, WILL BE MADE AVAILABLE FOR PUBLIC ACCESS UPON THE AWARD OF THE RESULTING RFQ OR RFP.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS RFI MUST BE SUBMITTED IN WRITING TO ROBERTA WAGNER IN THE WEST</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



State of West Virginia
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 Purchasing Division
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PROPERTY

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 BPH ENVIRO HLTH SERVICES
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 1 DAVIS SQUARE, SUITE 200
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 25301-1798 304-558-2981

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08/22/2007				

BID OPENING DATE: 09/20/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VIRGINIA PURCHASING DIVISION VIA EMAIL AT RWAGNER@WVADMIN.GOV OR VIA FAX AT 304-558-4115.</p> <p>DEADLINE FOR TECHNICAL QUESTIONS IS 9/4/2007. QUESTIONS REGARDING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY BE SUBMITTED AT ANY TIME PRIOR TO THE END DATE FOR THIS REQUEST IN ANY FORMAT.</p> <p>ALL TECHNICAL QUESTIONS RECEIVED (IF ANY) WILL BE ANSWERED BY ADDENDUM AFTER THE 9/4/2007 DEADLINE.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----RW/FILE 22-----</p> <p>RFQ. NO.:-----EHS80367-----</p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING DATE: ----09/20/2007----- BID OPENING TIME: ----1:30 PM----- PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ EHS80367 ***** TOTAL: _____						

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Identification Card System with Photo and Swipe Capabilities

The State of West Virginia, Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) is requesting information on the creation of an identification card system with photo and swipe capabilities for West Virginia public water system operators (approximately 2,300 statewide). State regulation 64CSR4 requires all certified operators to have their certification card upon them at all times the operator is operating the public water system. This card will also serve as a way to electronically track operator attendance at courses and exams at multiple times and locations throughout the state.

OEHS' objectives of an identification card system are to:

- Identify and validate certified operators at public water systems.
- Identify and validate public water system operators at exam locations.
- Facilitate tracking of continuing educational hours (CEH) at training classes.
- Assist in the data entry of public water system operator information within OEHS.

By having an identification card system, OEHS expects the following outcomes:

- Identification and validation of operators will be improved.
- Time spent on tracking CEH hours will be reduced.
- Professionalism will be increased.

The identification card will have:

- A color photo to visually reference with operator to validate the individual's presence.
- Visually readable text information printed on it such as name, certification number, and expiration date.
- Electronic or magnetic information that can be swiped or scanned via barcode or magnetic strip by portable readers at multiple locations.
- Multiple portable readers for different locations across the state. Estimating 8 total - 1 reader at each 5 district offices, 1 for central office, and 2 for loan to multiple, large training events.
- Software to enable card read information to be electronically transferred to a database.

Vendors interested in this RFI needs to be able to respond to questions and provide information on the following:

- Photo ID software compatible with Microsoft Windows XP.
- Digital camera package and color card printer.
- Multiple readers.
- Interface software for exchange of electronic information from card to database.
- Installation of equipment and on-site training.
- Service and support via on-site service technician and help desk support.

STATE OF WEST VIRGINIA
Purchasing Division

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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 owed 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 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: _____