



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:  
 GSD086412

PAGE:  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 KRISTA FERRELL  
 304-558-2596

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 12/06/2007   |               |          |        |               |

BID OPENING DATE: 01/09/2008 BID OPENING TIME 01:30PM

| LINE   | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
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| 0001   | 1        | EA  |        | 990-05      |            |        |
| <p>FIRE ALARM ENABLING AND MONITORING SERVICES</p> <p>REQUEST FOR QUOTATION<br/>           OPEN END CONTRACT</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH FIRE ALARM ENABLING AND MONITORING SERVICES FOR VARIOUS STATE BUILDINGS AS DEFINED IN THE ATTACHED SPECIFICATIONS.</p> <p>SITE VISITS TO THE VARIOUS BUILDINGS MAY BE MADE BY BY CONTACTING DAVID PARSONS AT 304-558-0689.</p> <p>ALL TECHNICAL QUESTIONS FOR THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS LISTED IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KFERRELL@WVADMIN.GOV. TECHNICAL QUESTIONS INCLUDE: SCOPE OF WORK, SPECIFICATION CLARIFICATIONS, QUESTIONS CONCERNING THE CURRENT EQUIPMENT/BUILDINGS, ETC. THE DEADLINE FOR ALL TECHNICAL QUESTIONS IS 12/21/2007 AT THE CLOSE OF BUSINESS. IT IS THE VENDOR'S RESPONSIBILITY TO SUBMIT APPLICABLE QUESTIONS RESULTING FROM VISITS TO VARIOUS SITES PRIOR TO THIS DEADLINE. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE PROCESS BY WHICH A VENDOR MAY</p> |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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| SIGNATURE | TELEPHONE | DATE                              |
| TITLE     | FEIN      | ADDRESS CHANGES TO BE NOTED ABOVE |

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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 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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| <p>SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT. THESE QUESTIONS INCLUDE, BUT ARE NOT LIMITED TO: FORMS, HOW/WHEN/WHERE TO SUBMIT A BID, # OF ADDENDUMS, ETC.</p> <p>EXHIBIT 1</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</p> |          |     |          |             |            |        |

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| <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</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. 9/98</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 10</p> |          |     |        |             |            |        |

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|      |          |     |        | REQUISITION NO. : .....  |            |        |
|      |          |     |        | ADDENDUM ACKNOWLEDGEMENT   |            |        |
|      |          |     |        | I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, 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) MAY BE CAUSE FOR REJECTION OF BIDS.  |            |        |
|      |          |     |        | VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL 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. |            |        |
|      |          |     |        | .....<br>SIGNATURE   |            |        |
|      |          |     |        | .....<br>COMPANY   |            |        |

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|      |          |     |        | .....<br>DATE   |            |        |
|      |          |     |        | REV. 11/96  |            |        |
|      |          |     |        | VENDOR PREFERENCE CERTIFICATE   |            |        |
|      |          |     |        | CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).   |            |        |
|      |          |     |        | A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:  |            |        |
|      |          |     |        | ( ) 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   |            |        |
|      |          |     |        | ( ) 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 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 |            |        |
|      |          |     |        | ( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH  |            |        |

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| <p>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;<br/> OR<br/> ( ) 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 YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; 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</p> |          |     |        |             |            |        |

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|   |          |     |         |             |            |        |
| <p>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> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* 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".</p> |          |     |         |             |            |        |

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|      | (REV. 12/00)  |                        |        |             |            |        |
|      | NOTICE  |                        |        |             |            |        |
|      | A SIGNED BID MUST BE SUBMITTED TO:  |                        |        |             |            |        |
|      | DEPARTMENT OF ADMINISTRATION<br>PURCHASING DIVISION<br>BUILDING 15<br>2019 WASHINGTON STREET, EAST<br>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:  | KRISTA FERRELL-FILE 21 |        |             |            |        |
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|      | PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  |                        |        |             |            |        |
|      | -----   |                        |        |             |            |        |

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|--------------|---------------|----------|--------|---------------|
| 12/06/2007   |               |          |        |               |

BID OPENING DATE: 01/09/2008 BID OPENING TIME 01:30PM

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| CONTACT PERSON (PLEASE PRINT CLEARLY):              |          |     |        |             |            |        |
| -----   |          |     |        |             |            |        |
| ***** THIS IS THE END OF RFQ GSD086412 ***** TOTAL: |          |     |        |             |            |        |

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'

**REQUEST FOR QUOTATIONS #GSD086412  
FIRE ALARM MONITORING SERVICE**

The Department of Administration, General Services Division (GSD) invites you to submit a quotation for services to perform Fire Alarm Monitoring Services in various Department of Administration-owned facilities located throughout the State of West Virginia. Current services are being provided at two locations in Charleston and Huntington, WV., it is the desire of GSD to expand those services to additional locations through the award of this contract. The General Services Division has within the buildings covered under this request fire alarm panels of differing manufacture, differing age, and differing states of disrepair. Each of these panels will have different requirements to enable it to communicate with different vendors' monitoring systems. In recognition that some facilities will require modest equipment modification or addition to enable communications between the Building and the monitoring center, a provision for such work is included on a time and materials basis. The contract awarded as a result of this request will be for the labor and materials necessary to enable communication between existing GSD-owned fire panels and the successful vendor's monitoring system, plus the monthly fees for said monitoring once it is enabled.

Services for monitoring will be identified by location and billed monthly.

Any services contracted for prior to receipt of the signed purchase order shall be at the Bidder's risk.

Successful Bidder will be given thirty (30) calendar days from the award of contract to complete the evaluation, enabling and additions for the buildings listed herein, and to begin providing services as specified.

The Bidder agrees that this Bid shall not be withdrawn for a period of ninety (90) consecutive calendar days following the date for receipt of bids.

Questions regarding the bid documents may be directed to Krista Ferrell, Senior Buyer, State Purchasing Division, (304) 558-2596, or e-mail [kferrell@wvadmin.gov](mailto:kferrell@wvadmin.gov)

**GENERAL SPECIFICATIONS**

1. All work will be performed in compliance with all applicable safety regulations, subject to verification and inspection by GSD safety representatives.
2. Work schedules will be reviewed and approved by GSD. Contractor will be afforded access as required to complete work on schedule.
3. Scheduled work may not begin until successful vendor has received a signed purchase order and written notice from GSD to begin any onsite work.
4. All work will be performed in accordance with State of West Virginia Office of Technology Policy WVOT-NT1000 infrastructure standards, subject to inspection and approval by GSD prior to approval and payment of invoices.

5. Any areas identified requiring asbestos abatement will be completed by GSD under a separate abatement/ re-insulation contract.
6. Two copies (one original and one copy) of invoice will be submitted for payment and shall be mailed to the following address:

General Services Division  
1900 Kanawha Blvd. E.  
Building 1, Room MB-60  
Charleston, WV 25305  
Attn: Business Manager

### **DETAILED SPECIFICATIONS**

The successful vendor will provide services to monitor designated locations for Fire Alarms, to provide materials and labor to connect panels (enable protocols) for service, and to notify designated call list per location provided such services.

The contractor will:

1. Upon issuance of a release order (by building) to the successful vendor by the General Services Division, evaluate existing fire alarm panels to determine if enabling is possible. If enabling is possible, the successful vendor will provide the labor and materials, at the rates herein, necessary to enable communication to their monitoring system.
2. If enabling of the panel is impossible due to the existing state of disrepair of the fire panel, the successful vendor will notify the General Services Division in writing. If enabling of the panel for communication is impossible, no monitoring services will apply for that building until such time that the General Services Division provides for a new or repaired fire panel system for which enabling is possible (this fire panel system repair or replacement is not covered under this contract). The General Services Division will issue a release order to the vendor to begin the enabling process again once the work outside the scope of this contract has been completed.
3. Provide said monitoring services at a fixed fee per month for designated locations which have become enabled for such services. Services will be provided on a pro-rated basis once enabling has been confirmed in writing to the General Services Division.
4. Any and all equipment installed to a State of West Virginia facility will become the property of the State of West Virginia upon payment of invoice for said equipment.
5. The successful vendor will verify designated call list per location with the General Services Division. This list will be provided to the vendor by the General Services Division following the award of a contract and will

include, but not be limited to: the local "911" emergency system for the area, a representative of the General Services Division, and a representative of the tenant agency or agencies.

**ADDITIONAL INFORMATION:**

1. Contract will be awarded to the qualified bidder with the lowest overall cost for project. "Qualified bidder" is defined as one that has met all WV licensing or registration requirements to include WV Contractors License as applicable.
2. Successful vendor must be registered or be willing to become registered with The WV State Purchasing Division. This may require payment of an annual fee of \$125.00. For information on vendor registration contact WV Vendor Registration at (304) 558-2311.
3. Vendor must guarantee payment of applicable prevailing wage rates as directed by the wage schedule for Kanawha County from the West Virginia Dept. of Labor.
4. Successful bidder must possess a valid State of West Virginia Contractor's License or waiver from the West Virginia Division of Labor.
5. Prospective bidders may arrange site visits by contacting David Parsons, Operations and Maintenance Manager, at (304)558-0689. Mr. Parsons will arrange site visits through his Building Maintenance Supervisors.

**Attachment 1.**

**VENDORS QUOTE FOR MONITORING SERVICES RFQ:GSD086412**

|   |          |           |
|---|----------|-----------|
| Bldg 32, DHHR 2699 Park Av, Huntington, WV                | \$ _____ | per month |
| Bldg 37 DEP, 610 57 <sup>th</sup> St, Charleston, WV      | \$ _____ | per month |
| Bldg 22 Tax & Revenue, 1001 Lee St, Chas, WV              | \$ _____ | per month |
| Bldg 36 One Davis Square, Charleston WV                   | \$ _____ | per month |
| Bldg 25 DHHR, 5 <sup>th</sup> & Avery Sts, Parkersburg WV | \$ _____ | per month |
| Bldg 34 DHHR, 100 Municipal Plaza, Weirton WV             | \$ _____ | per month |
| Bldg 23 Office Cntr, 407 Neville St, Beckley WV           | \$ _____ | per month |
| Bldg 97 DHHR, 203 E 3 <sup>rd</sup> Ave, Williamson WV    | \$ _____ | per month |
| Bldg 21 Office Cntr, 109 Adams St, Fairmont WV            | \$ _____ | per month |
| Bldg 11 Central Plant, 218 California Av, Chas WV         | \$ _____ | per month |
| Bldg 4 112 California Avenue, Charleston WV               | \$ _____ | per month |
| Bldg 17, 2101 Washington St E, Charleston WV              | \$ _____ | per month |
| Bldg 15, 2019 Washington St E, Charleston WV              | \$ _____ | per month |
| Bldg 16, 2100 Washington St E, Charleston WV              | \$ _____ | per month |

**A. Total Monthly Cost** \$ \_\_\_\_\_ per month

**B. Cost to provide Labor** per hour to enable systems for monitoring \$ \_\_\_\_\_ **Hr.**  
(Travel time and expenses are excluded)

**C. Markup of materials** to enable systems as a percentage of invoice \_\_\_\_\_ %  
Vendor will be required to furnish copies of all invoices from  
Suppliers and calculate mark-up on invoice- Tax and shipping are excluded  
Incidentals or shop supplies, fuel charges , truck charges or all others not  
included in labor rate will be excluded.

The contract will be awarded to the qualified bidder submitting the lowest bid using the following formula:

|  |                   |
|--|-------------------|
| Total Monthly Cost (A) x 12 =                              | \$ _____          |
| +  |                   |
| Hourly Labor Rate (B) x 100 (estimated for bid only)       | +\$ _____         |
| +  |                   |
| Materials Markup (C) x \$10000.00 (estimated for bid only) | +\$ _____         |
| <b>Total Vendor Bid =</b>                                  | <b>= \$ _____</b> |

Vendors Name: \_\_\_\_\_

FEIN: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ /  
\_\_\_\_\_ (printed name)

RFQ No. \_\_\_\_\_

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 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](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: \_\_\_\_\_