



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
 ISCH0047

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - CHIEF FINANCIAL OFFICER
 1 DAVIS SQUARE

CHARLESTON, WV 25301 304-558-5472

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
09/06/2007				

BID OPENING DATE: 10/02/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-45		
UNINTERRUPTIBLE POWER SOURCE						
REQUEST FOR QUOTATION						
<p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH QUOTES TO SUPPLY AND INSTALL A NEW LIEBERT SERIES 610 150KVA 120KW THREE-PHASE MULTI-MODULE UNINTERRUPTIBLE POWER SYSTEM WITH THE RELATED HARDWARE PER THE ATTACHED SPECIFICATIONS</p> <p>THIS SYSTEM IS TO BE INSTALLED AT THE STATE CAPITOL COMPLEX BUILDING 6 IN CONJUNCTION WITH AN EXISTING LIEBERT SERIES 610 150KVA/120KW SYSTEM.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON SEPTEMBER 18, 2007 AT 1:30 PM AT BUILDING #6 LOCATED ON THE WEST VIRGINIA CAPITOL COMPLEX IN CHARLESTON, WV. CONTRACTORS ARE ASKED TO MEET IN THE BUILDING LOBBY. ALL GENERAL CONTRACTORS INTERESTED IN SUBMITTING A BID FOR THIS PROJECT MUST ATTEND THIS MEETING. SUBCONTRACTORS AND MATERIAL SUPPLIERS ARE WELCOME TO ATTEND; HOWEVER, ATTENDANCE IS NOT MANDATORY. ANY GENERAL CONTRACTOR FAILING TO ATTEND THIS MEETING WILL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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 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



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 Purchasing Division
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VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - CHIEF FINANCIAL OFFICER
 1 DAVIS SQUARE

CHARLESTON, WV
 25301 304-558-5472

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BID OPENING DATE: 10/02/2007		BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KFERRELL@WVADMIN.GOV. TECHNICAL QUESTIONS INCLUDE, BUT ARE NOT LIMITED TO, SCOPE OF WORK, MATERIALS, LABOR, HARDWARE REQUIREMENTS, ETC. TECHNICAL QUESTIONS MAY ALSO BE SUBMITTED VERBALLY DURING THE MANDATORY PRE-BID MEETING. DEADLINE FOR ALL TECHNICAL QUESTIONS IS FRIDAY, SEPTEMBER 21, 2007 AT 9:00 AM. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS FOR SUBMITTING A BID TO THE STATE OF WEST VIRGINIA MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND ARE NOT CONSIDERED TECHNICAL IN NATURE. THESE QUESTIONS INCLUDE, BUT ARE NOT LIMITED TO, HOW/WHEN/WHERE TO SUBMIT THE BID, NUMBER OF ADDENDUMS ISSUED, FORMS, ETC.</p> <p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 60 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>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</p>						

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<p>WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>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.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:</p> <p>(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.</p> <p>() 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.</p> <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.</p>						

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<p>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 & MATERIAL BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE 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 & 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 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>						

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<p>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> <p>ADDENDUM NOS.:</p> <p>NO. 1</p> <p>NO. 2</p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	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. SIGNATURECOMPANYDATE 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. WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID. BIDDER TO COMPLETE:						

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PURCHASING

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CONTRACTORS NAME: CONTRACTORS LICENSE NO.: THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT APPLICABLE LAW 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. 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. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER. REV. 1/2005 NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION						

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	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: KRISTA FERRELL-FILE 21					
	REQ. NO.: ISCH0047					
	BID OPENING DATE: OCTOBER 2, 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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West Virginia office of Technology
Request for Quotation (RFQ)
ISCH0047

The West Virginia Purchasing Division for the agency, WVOT requests quotes to Supply and Install a new Liebert Series 610 150kVA 120kW Three-phase Multi-module Uninterruptible Power System (or Equal) with the following related hardware and specifications:

This System is to be installed at the State Capitol Complex Building 6 in conjunction with an existing Liebert Series 610 150kVA/ 120kW system and must be compatible with this system.

System AC input voltage 480V (three-phase, three wires plus ground)
System AC bypass voltage 208V (three-phase, three or four wire plus ground)
System AC output voltage 208V (three phase, three or four wire plus ground)

(1) Supply and Install a 150kVA / 120kW, Multi Module Unit Model U39MM154AOCB (or Equal), with the following features and characteristics:

Module AC input voltage 480V (three phase, three-wire plus ground)
Module AC output voltage 208V (three phase, four-wire plus ground)

- On-line reverse transfer configuration
- Capability for top and bottom cable entry of conductors
- Input circuit breaker
- 6-pulse phase-controlled rectifier/ charger
- Input filter with 7% THD at full output load
- 6-step/PWM (pulse-width modulated) transistorized inverter, output transformer and filter.
- Output circuit breaker
- Microprocessor based monitoring with LCD display (English)
- Automatic equalize charger timer.
- Input current limit
- Site Scan Monitoring interface.
- Redundant cooling fans
- ETL listed to UL 1778 standard, CSA22.2, No.107.1

(2) Supply and Install One (1) Liebert Battery Power Pack System (or Equal) rated for 14 minutes at a 120kW load, Model U36BP150WJBNUUU with the following features:

- Each system consists of one cabinet.

- Each battery cabinet includes a circuit breaker to isolate the battery during maintenance.
- The cabinet utilizes valve regulated lead acid battery cells in flame retardant cases.
- ETL listed to UL 1778 standard
- The battery is provided with a 1 year full and a 9 year pro-rated warranty.

(3) Supply and Install One 150kVA Liebert Precision Power Center, Model PPC150C325 (or Equal), with the following features and characteristics: This hardware is to be installed in the main computer room in building 6 and feed from the UPS distribution panel.

- AC input voltage 208V (three phase) with natural and bonding ground
- AC output voltage 208V/ 120V (three phase)
- Input main power junction box with ten foot input cable
- Standard double shielded isolation transformer suitable for non-linear loads
- Power Monitor Panel with communication interface to a Liebert site monitor and local Emergency Power Off
- Qty (3) 42 pole panel boards for GE bolt-in circuit breakers w/ 22kAIC
- Side panels painted Z0430 and accent covers painted Z0430
- Casters and leveling feet.

(4) Supply and Install a 75kW transformer with 480 Volt three phase input and 208 Volt three phase output in the basement of building 6 feed from the main generator distribution panel. (This transformer needs to be installed on a 6 inch high concrete platform supplied by the successful vendor)

(5) Install a 42 pole 225 Amp 208 Volt three phase distribution panel in the printer room area feed from the 208 75kW transformer above.

(6) Install electrical Circuits from the above distribution panel

- 2- 60 Amp 208 Volt 3 Phase circuits
- 1- 50 Amp 208 Volt 3-Phase circuit
- 3- 30 Amp 208 Volt 3-Phase circuits
- 2- 50 Amp 208 Volt Single Phase circuits
- 1- 20 Amp 208 Volt Single Phase circuit

(Locations for these circuits will be covered in the pre-bid conference and walk through)

(7) Relocate a 125 Amp distribution panel with two small circuits from the basement hallway of building 6 and reinstall it and both circuits in the UPS room.

(The location for this will be covered in the pre-bid conference and walk through.)

ADDITIONAL SERVICES TO BE PROVIDED BY THE VENDOR

The vendor must describe any power interruptions necessary for the installation of this hardware at the time of bid. If it is found necessary for an additional power outage to occur, the Data Center Manager must be notified at least two weeks before the occurrence. The vendor must submit a schedule of dates and times of interruptions in advance so that we can have adequate time to notify end-users.

The vendor shall be responsible for all necessary permits, licenses, and inspections as required.

The vendor shall supply detailed documentation on all equipment and circuits installed.

The vendor shall be responsible for the maintenance and warranty for all hardware and labor for a period of 24 hours per day, 7 days per week, for one year. A live attendant shall be on site within 4 hours from a trouble call being placed.

The vendor shall provide training to designated State personnel (not to exceed 6 employees) on the operations of all hardware.

All installation shall be completed within 60 day after receiving of purchase order.

The 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 \$250,000.00.

Bidders must use West Virginia Division of Labor prevailing wages for Kanawha County on all labor performed on this contract.

HOURS OF WORK

The normal working hours for the Office of Technology are 7:30 AM to 5:00 PM, Monday through Friday. However, designated State holidays, weekends, and after hours schedules will be accommodated if given advance notice and permission by the Office of Technology.

PERSONNEL

The Vendor shall be responsible for providing sufficient numbers and classifications of personnel, including supervisory personnel to accomplish this work in the designated time frame. The Vendor must submit a proposed staffing

plan. It is preferred that the vendor include this information in the bid response. The agency reserves the right to request this information. Vendors must submit any requested information within 48 hours of request.

EQUAL EMPLOYMENT OPPORTUNITY

The successful vendor must be an Equal Opportunity Employer, and shall take all employment actions without regard to an individual's race, color, national origin, ancestry, sex, religion, age, physical handicap, disability, or political affiliation.

CONDUCT AND MANAGEMENT

While employed on this contract, all personnel will remain employees of the vendor. The vendor shall make this condition clearly known to his or her employees and shall be responsible for their conduct and management. The State of West Virginia shall not be considered a re-employer. If a vendor employee displays improper work conduct, unsatisfactory performance, or is deemed to be unqualified to perform the assignment, the Office of Technology may request a replacement employee from the vendor. The Vendor shall be solely responsible for conformity with all applicable health, safety and sanitation standards, laws and regulations at the State's facilities.

SMOKE FREE / DRUG FREE / ALCOHOL FREE

In keeping with the policies of the State of West Virginia, the Vendor must maintain a drug free / alcohol free work environment.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

By submitting this response, the vendor certifies that it does not and will not, during the performance of the contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

METHOD OF PAYMENT / COMPENSATION

After all work has been satisfactorily completed and accepted by the State of West Virginia as outlined in this contract, the vendor shall transmit an invoice for payment in the amount of the original purchase order. The vendor shall be responsible for all salaries, wages, and related costs. The vendor will be responsible for paying any and all insurance, taxes, overtime, holiday pay, and other unnamed payroll costs, which may arise. If the contractor has not completed the work within the prescribed time frame, the contractor shall be assessed liquidated damages until the work is completed. Liquidated damages shall comprise of a daily penalty of five (5) percent of the total contract award per day until the work is satisfactorily completed.

SAVE HARMLESS CLAUSE

The vendor agrees to protect, defend, indemnify, exonerate and hold the State of West Virginia harmless from and against any and all suits, claims, liability, losses, liens and demands, fines, costs, civil and criminal penalties, causes of action or any other obligations arising out of or in any manner connected with the work being performed under this contract, including without limitation incidents involving bodily injury, death, property damage, or any violation or alleged violation of any Federal, State, or Local law or regulation.

SUBCONTRACTING

It is the intent of this contract that all personnel would be employees of the Vendor; however, the Vendor may subcontract a portion of the work with the written approval of the State of West Virginia. This sub-contracting does not relieve the Vendor of any of the obligations or responsibilities specified herein.

SUPPORT

The Office of Technology will have an employee available during all installation. Additionally, the Office of Technology will provide a list of contact and support personnel that will be available to the vendor.

PRE-BID CONFERENCE

A mandatory pre-bid conference will be held at, Building #6, State Capitol Complex, Charleston WV. at 01:30 PM on 09/18/07. At this time a tour of the facility will be conducted. **Bids shall not be accepted from any vendor not represented at this mandatory pre-bid meeting. An individual may represent only one (1) vendor at the meeting.**

