



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 |
| SOS75108 |

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| PAGE |
| 1 |

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| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| RON PRICE 304-558-0492 |

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

SECRETARY OF STATE
 BUILDING 1, ROOM 157K
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0770 558-6000

| | | | | |
|------------------------------|---------------|------------------|--------|---------------|
| DATE PRINTED 11/27/2007 | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
| BID OPENING DATE: 12/04/2007 | | BID OPENING TIME | | 01:30PM |

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| ADDENDUM NO. 1 | | | | | | |
| CHANGE THE BID OPENING DATE FROM 11/29/07 TO 12/04/07 | | | | | | |
| Q. VERIFY THAT THE BREAKER SERVING THE UPS FROM PANEL BOX AA IS SIZED APPROPRIATELY | | | | | | |
| A. SECTION 3.3 BILL OF MATERIALS LISTING, THE QUANTITY OF ITEM 3 NEEDS TO BE CHANGED FROM TWO (2) TO THREE (3) FOR THE LIEBERT FOUNDATION INTEGRATION SYSTEM, MODEL RK78050000KV874 | | | | | | |
| 0001 | 1 | LS | | 287-54 | | |
| UNINTERRUPTABLE POWER SUPPLY | | | | | | |
| ***** THIS IS THE END OF RFQ SOS75108 ***** 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'

**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.

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

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: 50979108

Date:

Nov 14, 2007

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

| | |
|---------------------------|------------------------------------|
| Firm Name: | Summit Electric |
| Firm Address: | P.O. Box 254 Hurricane WV 25526 |
| Representative Attending: | Jason Covinger |
| Phone Number: | 304 562-7087 |
| Fax Number: | 304 562-7137 |
| Email Address: | Kathy.Hicks@Suddenlink.net |

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|---------------------------|--|
| Firm Name: | Burdette Electric Inc. |
| Firm Address: | 6444 Sissonville Drive Sissonville, WV. 25320 |
| Representative Attending: | Jack Linnville |
| Phone Number: | 984-0123 |
| Fax Number: | 984-0124 |
| Email Address: | burdetteelectric@verizon.net |

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| Firm Name: | Mason & Barry Inc |
| Firm Address: | 101 Smiley Dr St. Albans WV 25107 |
| Representative Attending: | Matt Duncan |
| Phone Number: | 755 0781 |
| Fax Number: | 755 4010 |
| Email Address: | m.duncan@masonbarry.com |

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| Firm Name: | PROGRESSIVE ELECTRIC INC |
| Firm Address: | 1019 Young St CHARLESTON WV 25301 |
| Representative Attending: | HAYM GIZESHAM |
| Phone Number: | 304-345-1253 |
| Fax Number: | 304-345-1256 |
| Email Address: | HGIZESHAM@WVPOWERL4.COM |

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|---------------------------|--|
| Firm Name: | |
| Firm Address: | |
| Representative Attending: | |
| Phone Number: | |
| Fax Number: | |
| Email Address: | |

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| Firm Name: | Purcell Walker |
| Firm Address: | WV Office of Tech 304-558-8121 PurcellWalker@WV.gov |
| Representative Attending: | |
| Phone Number: | |
| Fax Number: | |
| Email Address: | |

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: 30575108

Date: Nov 14, 2007

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|---------------------------|------------------------|
| Firm Name: | <u>WV SOS</u> |
| Firm Address: | <u>Capitol Complex</u> |
| Representative Attending: | <u>Ray Adams</u> |
| Phone Number: | <u>(304) 558-6000</u> |
| Fax Number: | |
| Email Address: | |

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|---------------------------|---------------------------|
| Firm Name: | <u>GSO</u> |
| Firm Address: | <u>Capitol MB-60</u> |
| Representative Attending: | <u>F. Scott Mason</u> |
| Phone Number: | <u>558-0897</u> |
| Fax Number: | |
| Email Address: | <u>SMASON@WVADMIN.GOV</u> |

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| Firm Name: | <u>Office of Technology</u> |
| Firm Address: | <u>One Davis Square Charleston WV.</u> |
| Representative Attending: | <u>Rob Norvell</u> |
| Phone Number: | <u>304-558-5472</u> |
| Fax Number: | <u>304-558-0136</u> |
| Email Address: | <u>R.Norvell@WVAdmin.gov</u> |

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| Firm Name: | |
| Firm Address: | |
| Representative Attending: | |
| Phone Number: | |
| Fax Number: | |
| Email Address: | |

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| Firm Name: | |
| Firm Address: | |
| Representative Attending: | |
| Phone Number: | |
| Fax Number: | |
| Email Address: | |

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| Firm Name: | |
| Firm Address: | |
| Representative Attending: | |
| Phone Number: | |
| Fax Number: | |
| Email Address: | |