



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
ADJ09001

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV AIR NATIONAL GUARD
ADJUTANT GENERAL'S DEPARTMENT
EASTERN WV REGIONAL AIRPORT
222 SABRE JET BLVD-167 AW/CES
MARTINSBURG, WV
25401

DATE PRINTED 09/29/2008	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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BID OPENING DATE: **10/29/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		910-82		
<p>ELECTRICAL WIRING MAINTENANCE, INSTALLATION, AND REP</p> <p>CONTRACT TO PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO INSTALL THE ELECTRICAL AND LIGHTING SYSTEM AT THE MARTINSBURG WEST VIRGINIA ARMY NATIONAL GUARD, PER THE SPECIFICATIONS.</p> <p>MANDATORY ON-SITE PRE-BID: 10/16/2008; 1:30 PM WVARNG 222 SABRE JET BLVD. MARTINSBURG, WV 25404</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED PURCHASING AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED PURCHASING AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 45 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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<p>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 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 BERKELEY 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>						

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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 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 & 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</p>						

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<p>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 & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING</p>						

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<p>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		
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>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.</p> <p>.....SIGNATURE</p> <p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS</p>						

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<p>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.</p> <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 style="text-align: center;">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</p>						

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<p>FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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: JOHN ABBOTT-----</p> <p>REQ. NO.: ADJ09001-----</p> <p>BID OPENING DATE: 10/29/2008-----</p> <p>BID OPENING TIME: 1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p>						

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PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE: -----						
***** THIS IS THE END OF RFQ ADJ09001 ***** TOTAL: _____						

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**STATEMENT OF WORK
FOR
ELECTRICAL SYSTEMS AND LIGHTING - ARMY DTTP ROOM, BLDG 134**

1.0 LOCATION OF THE WORK: The location of the work is the 167th Airlift Wing, WVANG, Eastern West Virginia Regional Airport-Shepherd Field, Martinsburg, WV 25404-7704, Building #134, Room 174 (Army DTTP room).

2.0 DESCRIPTION OF WORK: The project consists of the work contained within this statement of work to furnish and install all labor, equipment, materials, means to install an electrical service; electrical outlets along perimeter; electrical outlets and communications conduits for cameras, projector, and data network in Room 174, the Army DTTP site, located in Building 134. See plans for layout and locations. Work to include the following:

1. Demolition of existing fixtures and other electrical equipment.
2. Furnish and install 480 volt breaker in existing switch gear.
3. Furnish and install all conduit and wiring from existing switch gear to a new sub-panel in the new Army DTTP room.
4. Furnish and install 480 volt sub panel, 208 volt sub panel, step down transformer, breakers. Size panels to have a minimum of 33% breaker space and capacity to facilitate future needs.
4. Furnish and install paracube lights, 227 volts, switches, providing a minimum of 100 foot-candles of illumination at locations shown on plans.
5. Furnish and install communications conduits and handi boxes with blank covers as shown on plans from the wall locations to above the drop ceiling.
6. Furnish and install electrical outlets at locations shown on plans.
7. Furnish and install conduit, disconnect, and wiring hookup from the existing electrical mechanical room and to extend out to the North side of the room where the new HVAC unit will be installed.
8. Furnish and install 30 amp twist lock receptacle for Uninterruptible Power Supply (UPS) on the communications rack.
9. Remove all debris resulting from the job and haul away.
10. Contractor is to meet all specifications in and/follow this statement of work and the requirements in the MMS-600 Site Planning and Preparation Guide (Attachment A).

11. Contractor will need to coordinate with base personnel and other contractors throughout the progress of work.

12. Projector, Cameras, Speakers, and Microphones to be installed by others.

3.0 TOUR OF THE JOB SITE: Arrange tours by contacting Lt Col Rodney E. Neely, Base Civil Engineer (BCE), 304-616-5198 or Major Paul A. Henry, Deputy Base Civil Engineer (DBCE), 304-616-5233. Normal duty hours are 0630-1600, Monday through Friday.

4.0 TIME AND COMPLETION: The entire work shall be accomplished within 45 calendar days after date of notice or award of contract or any other communication authorizing the contract to proceed.

5.0 PERFORMANCE:

5.1 Submission of a quotation by a contractor shall be expected as prima-face evidence that he has examined the specifications and has satisfied himself as to the nature and location under this contract. Any failure of the contractor to acquaint himself with all available information, including a physical survey of the site of the proposed work, will not relieve him from satisfactorily performing all the work required to be done for a complete and finished job.

5.2 The above brief outline of principal features of the work in no way limits the responsibility of the contractor to perform all work and furnish all labor and materials required by the specifications and plans referred to herein.

5.3 Contractor shall keep work area clean on a daily basis.

5.4 Work is to be completed during base normal duty hours unless otherwise coordinated/approved by the BCE/DBCE.

6.0 SECURITY: Contractors will need to provide a listing of work personnel to Security Forces for background checks and contractor badges according base procedures.

7.0 WARRANTY: Provide a written one year warranty from the date of substantial completion to promptly correct work that is found to have defects in materials or workmanship.

8.0 SPECIFICATIONS: All work must comply with the International Building Code, National Electrical Code, National Fire Protection Association Code, and all other applicable codes.

9.0 SUBMITTALS: Material Submittals are required to be submitted through Civil Engineering for approval. Contractor shall submit all manufacture material specification sheets (cut sheets) utilizing a completed AF Form 3000 for approval by the Base Civil Engineer prior to usage of the materials for each material. All other submittals, to include warranty and inspection reports, shall have a completed AF Form 3000 as a cover sheet.

10.0 PAYROLLS AND PAYMENT: Certified payrolls will be required. A paper copy of the invoice will provided to the Contracting office and approved before an invoice is placed in the Wide Area Workflow (WAWF) system.

ATTACHMENT A
MMS-600 Site Planning and Preparation Guide

**Distributive Training Technology Project
Army National Guard Division Support**

MMS-600 Site Planning and Preparation Guide

6537-SE-SITGU-001



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1. INTRODUCTION

This *Site Planning and Preparation Guide*, Version MMS 600, is distributed by the National Guard Bureau (NGB) Distributive Training Technology Project (DTTP) to assist state and local National Guard personnel in selecting and preparing a site for installation of a Multi-Media Scalable (MMS) Type 600 (MMS 600) classroom.

The MMS 600 classroom configuration is a flexible and uniform design that provides:

- Two classroom versions, Standard and Origination;
- A scalable design that can provide any number of student work stations from three to 18, depending on the needs, conditions, and resources of the NGB, state National Guard units, and local communities;
- LCD Projection System;
- A single-configuration for the classroom Network Rack, Integrated Information Services (IIS) Rack (if applicable), and Instructor Desk;

The MMS 600 installations will use the existing DTTP facilities. The sites will be modified as specified in this document to accommodate the MMS 600 installations.

Although the MMS 600 classroom design is scalable, the NGB is currently fielding the primary configuration described in the following table:

Components	MMS 600 classroom
1. Student workstations	Varies
2. Instructor Desk with Equipment	1
3. Network Rack	1
4. Projector Cart	1
5. IIS Rack (if applicable)	1
6. Chairs	Varies
7. Printer table	1
8. Additional tables	---

An electronic copy of this *Site Planning and Preparation Guide* and other DTTP documents may be found on the NGB DTTP web site at <http://www.dttp.ngb.army.mil>. Questions or comments regarding this document and the guidelines described herein should be directed to the following: Phone: 571-226-1814.

2. STRUCTURAL LAYOUT

A Multi-Media Scalable (MMS) Type 600 (MMS 600) classroom requires a single primary-use classroom. Secondary areas, such as administrative spaces, storage closets, and equipment/maintenance rooms are not included in the primary-use room(s).

DTTP classrooms should comply with applicable federal, state, local, and military building and fire codes and regulations. The facility layout should offer convenient access for administrators, students, and visitors. DTTP personnel should be able to greet and assist visitors promptly upon entering the building or classroom. If the DTTP does not have a separate outside entrance, a sign with clear directions to the DTTP facility should be placed immediately inside the primary entrance and, if necessary, along the route to the facility.

Adequate wall space to accommodate a projector screen in the front of the room needs to be available. The screen is mounted on a wall like a picture frame, and there can be no obstruction such as a white board.

It is recommended that the Network Rack provided with the MMS 600 classroom be placed in a separate room to reduce ambient noise and prevent overheating in the classroom. The room with the Network Rack should be no further than 250 feet from the MMS classroom.

The following table lists guidelines for the structural layout of a MMS 600 classroom facility:

Table 2. Structural Layout Guidelines for MMS-600 Classroom	
Item	MMS 600 Classroom
Space factors	Instructor: 33 sq ft Per student: 44 sq ft Equip racks: 16 sq ft Projector Cart: 9 sq ft Print area: 23 sq ft Projector Screen: 35 sq ft (wall space) Aisle space: 160 sq ft Site admin: 64 sq ft (Recommended)
Administrative office space	Recommended, 8 x 8 ft. min. with desk, chair, file cabinet
Total room size	241 sq ft + (# of workstations multiplied by 44 sq ft)
Class entrance	Easily accessible
Restrooms	Easily accessible
Furniture	Furniture will be centrally procured by the NGB unless otherwise contracted through the USP&FO Purchasing and Contracting Office.

Table 2. Structural Layout Guidelines for MMS-600 Classroom	
Item	MMS 600 Classroom
Handicap Access	<p>DTTP classroom requirements under the Americans with Disabilities Act (ADA) are handled on a case-by-case basis, depending on the requirements of the State where the classroom is located. Classrooms located in armories do not need to be ADA compliant. ADA requirements include but are not limited to:</p> <ul style="list-style-type: none"> • Wheelchair-accessible entrances, aisles, and restrooms • Restrooms equipped for use by disabled persons, including wide out-swinging stall door, required clearances at entry doors, grab bars, required heights of fixtures • Required door widths, wall switch heights, door latches, raised lettering for room identification, faucet handles, insulated hot water pipes
Paint	Quality interior semi-gloss or flat, latex-base, washable, durable, colorfast, uniform color (light pastel, preferably pastel blue and no excessive gray), no distinct patterns
Carpet	Extra-heavy traffic class with anti-shock treatment (e.g., BASF Zefstat), ADA compliant (0.6 min. static coefficient of friction), blue pattern preferable
Windows	Shades, curtains, blinds, tinting, etc., to reduce sunlight, glare, and noise

3. ACOUSTICS

Ambient noise in a DTTP classroom can distract students and prevent them from hearing and participating in learning activities. Where ambient noise exceeds the recommended level of 45-decibel (dB) design modifications should be made to reduce the noise or a new site should be selected.

Procedures that can help to reduce noise levels in a DTTP classroom are as follows:

- Constructing walls from varied materials, such as drywall (also called plasterboard or sheet rock) and wooden studs, rather than one solid substance, such as cement or metal
- Placing extra-thick or double sheets of drywall on wall surfaces
- Installing sound-absorbent materials on walls, floors, and ceilings; and acoustical lining in heating, ventilation, and air conditioning (HVAC) ductworks
- Installing "dog-leg" turns in HVAC ducts
- Sealing off all wall openings
- Placing rubber gaskets and insulating strips on door jambs
- Using sound-rated fluorescent light ballasts
- Locating the classroom far from noisy facilities, such as high-traffic corridors, streets, and parking lots; and vibration-generating equipment such as HVAC compressors and fans
- Adding shades, curtains, or blinds to windows
- Setting HVAC air velocity on low.

4. HEATING, VENTILATION, & AIR CONDITIONING

Heating, ventilation, and air conditioning (HVAC) equipment are essential for MMS configurations. Dedicated climate control equipment with independent controls for the classroom and equipment room is recommended. The room temperature should be in the normal range (72-76 degrees Fahrenheit), and a relative humidity of 30 to 50 percent is recommended.

The heat loads generated by DTTP classrooms vary depending on several factors, including the amount and type of DTTP equipment installed, the number and type of light fixtures, and the number of persons in the room. The approximate hourly heat loads generated by these primary load factors, given in British Thermal Units (BTUs), are listed in Table 3:

Table 3. Heat Load of Primary Classroom Components	
Primary Load Factor	Approximate Heat Load
1. Light fixtures	341 BTUs per 100 watts
2. Persons in room	330 BTUs per person
3. 1 workstation	900 BTUs per Hour (max)
4. Instructor Desk with Equipment	2000 BTUs per Hour (max)
5. LCD Projector	1000 BTUs per Hour (max)
6. Miscellaneous External Classroom Equipment	1600 BTUs per Hour (max)
7. Classroom Equipment Rack	12000 BTUs per Hour (max)
8. IIS Rack (if applicable)	1800 BTUs per Hour (max)

Given these values, the heat load for an MMS 600 classroom containing all the optional components can typically run as high as 48,000 BTUs per hour. Therefore, installation of a separate HVAC system for larger DTTP facilities is recommended.

5. LCD PROJECTOR AND SCREEN

Note: This section relates specifically to the installation of the Sony VPL-PX32 LCD projector. Other projectors may have different installation requirements.

A Sony LCD projector is the primary display of visual information in the classroom. The projector mounted from the ceiling is the normal configuration. An alternate configuration has the projector mounted from a mobile cart. Whether the projector will be mounted from the ceiling or on the floor, provisions need to be made for electrical, network drops, ventilation, and distance from screen.

A critical requirement for projector installation is the distance from the projector lens to the projector screen or (see Figure 5-1). The projector lens shall be no more than 136 inches or be no less than 104 inches in distance from the front of projector screen. The optimal distance is 120 inches or 10 feet. This is based on a projector screen of the size 60.5" X 46.5". If the projector is mounted on a mobile cart, then there is flexibility of adjustment. If the projector is mounted from the ceiling, extra care is needed in determining the proper location, due to the permanent and inflexible nature of a ceiling installation.

Remember that the distance is taken from the projector lens to the screen. Figure 5-2 shows an offset of 2-1/4" from the center of the lens to the center of the projector body. The projector is installed so that the projector lens is perpendicularly and horizontally centered to the projector screen, not the center of the projector body.

When mounting the projector from the ceiling, the projector needs one foot or more vertical distance between the projector and the ceiling surface. This is to accommodate ventilation needs. Refer to Figure 5-1.

Regarding mounting hardware, if the ceiling is *soft* such as a tiled drop ceiling, then there needs to be a measurement from the *hard ceiling*, or the actual mounting surface of the mount accessory. The distance from the hard ceiling to the soft ceiling, plus one foot is the measurement for the extension device that is part of the mounting accessory, sold separately from the projector.

The projector screen or the interactive should be mounted in the front of the classroom at a distance of at least 48 inches from the floor to the bottom of screen frame. The screen mounts flat on the wall like a picture frame or it may be of the pull-up variety. There can be no obstructions on the wall where the screen will be installed. The projector screen specifications are valid for a ceiling or a cart projector installation.

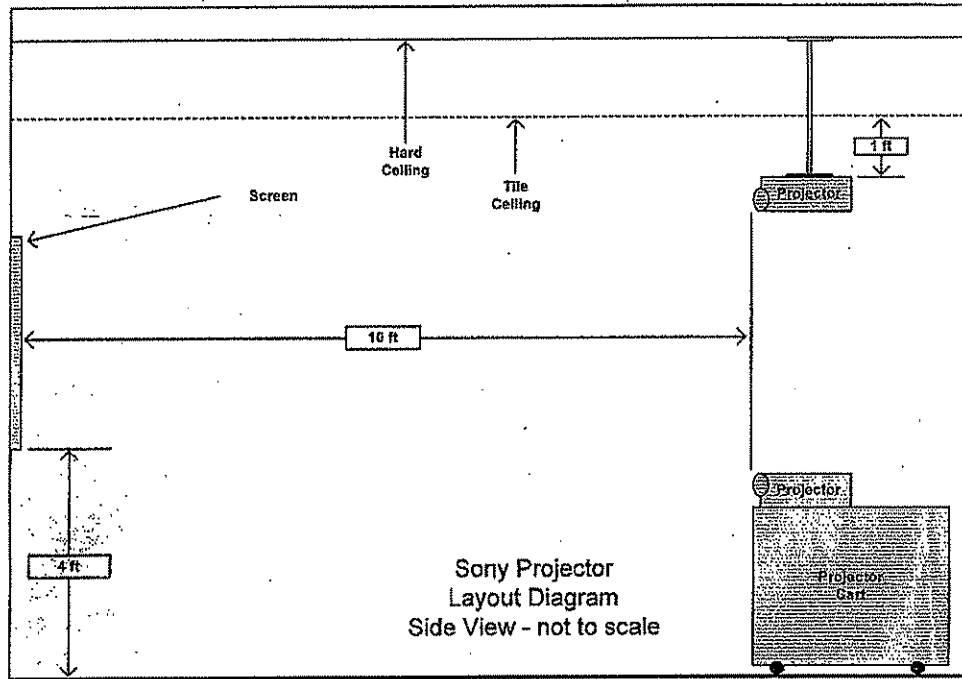


Figure 5-1. Sony LCD Projector Layout Diagram

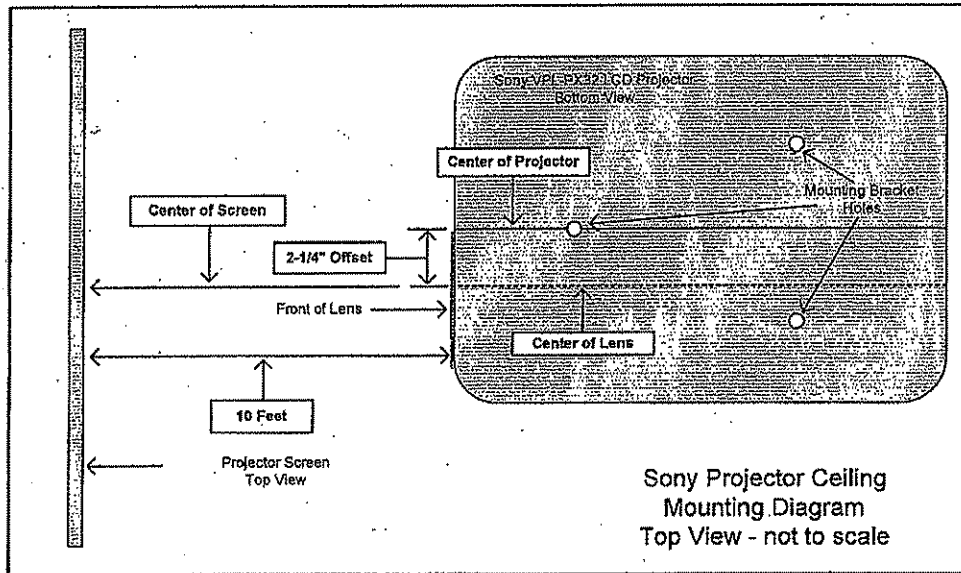


Figure 5-2. Sony LCD Projector Ceiling Installation Diagram

6. LIGHTING

Fluorescent lighting is recommended since it offers higher efficiency than incandescent lighting and minimizes heat gain. The lighting should provide about 80-100 foot-candles of light on participants and 60-70 foot-candles of background light. The minimum guideline is 50-80 foot-candles of illumination on work surfaces.

Each fluorescent light fixture should be equipped with "egg crate"-style directional louvers or prismatic lenses having a reflective coating and a grid size about one inch square to diffuse the light, minimize shadows, and reduce the glare on computer screens and video monitors. The glare on video monitors should be no more than 30 foot-candles. If the classroom has windows, they should be treated with shades, curtains, blinds, tinting, or other treatments that reduce sunlight and glare.

Lighting in a MMS 600 configuration should be color-corrected to allow the video cameras to provide an enhanced video image for remote sites. For this purpose, fluorescent bulbs that provide a color temperature of 3,500 degrees Kelvin and a color-rendering index of approximately 80 is recommended (example: Sylvania Designer 835 bulb).

7. ELECTRICAL POWER

The minimum power guidelines for the electrical panels in MMS 600 classrooms are 130 amps for configurations of 6 or less student workstations, 150 amps for 7-12 student workstations, 220 amps for 13 or more student workstations. The uninterrupted power supply (UPS) in the Classroom Equipment Rack requires a dedicated 30-amp circuit with an NEMA L5-30R twist-lock outlet for the exclusive use of the rack. If these circuits and outlets are not available and convenient to the racks, site personnel must install them to ensure an adequate power supply to each rack.

Electrical circuits should provide evenly distributed electrical availability throughout the classroom. Electrical outlets should also be properly wired and grounded, in accordance with local building and electrical codes.

For larger sites, such as MMS 600 classrooms with 13 workstations or more, installation of a separate electric panel to provide electric power to the DTTP classroom(s) is recommended. If the primary electrical feed to the building has insufficient capacity to support the additional power demand of the DTTP facility, arrangements must be made with the local electric utility company to provide additional power. After the electric power is assured, a separate electrical panel should be installed in the electric closet of the classroom.

The size of the panel depends on the number of workstations planned for the facility. The panel should have spare capacity for one or two additional dedicated 20-amp circuits to accommodate future expansion. Where possible, a separate meter or sub-meter should be installed in front of the DTTP panel for separate billing, providing an accurate measurement of the classroom's operational utility costs. The table below provides the recommended electrical panel schedule for an MMS 600 classroom.

Dedicated Circuit	Amps	Volts	Service to	Receptacle
1	20	110	1-4 workstations	NEMA 5-20R
2	20	110	1-4 workstations	NEMA 5-20R
3	20	110	1-4 workstations	NEMA 5-20R
4	20	110	1-4 workstations	NEMA 5-20R
5	20	110	1-4 workstations	NEMA 5-20R
6	20	110	1-4 workstations (optional)	NEMA 5-20R
7	20	110	1-4 workstations (optional)	NEMA 5-20R
8	20	110	1-4 workstations (optional)	NEMA 5-20R
9	20	110	1-4 workstations (optional)	NEMA 5-20R
10	20	110	1-4 workstations (optional)	NEMA 5-20R
11	20	110	1-4 workstations (optional)	NEMA 5-20R
12	20	110	Instructor Desk with Equipment	NEMA 5-20R
13	20	110	LCD Projector	NEMA 5-20R
14	30	110	Network Equipment Rack	NEMA L5-30R twist-lock

Table 4. MMS-600 Electrical Panel Schedule				
15	20	110	IIS Classroom Rack (if applicable)	NEMA 5-20R

8. SECURITY

The USP&FO, site manager, and armory commander or building supervisor, in accordance with local guidelines and a "reasonable and prudent" standard, should coordinate security for DTTP facilities. Due to the presence of valuable equipment at the site, the doors and windows of the classroom must be provided with secure locks.

9. FIRE SAFETY

DTTP classrooms must comply with federal, state, local, and Base building codes and fire regulations. DTTP classrooms are equipped with electronic equipment that generates significant heat and power loads. Classroom preparations should include reasonable and prudent provisions for fire safety and preparations for other emergencies.

Precautions for fire safety and emergency preparedness may include the following steps, but these recommendations are *not* requirements or prerequisites for the installation and operation of DTTP classrooms:

- Constructing the facility with fire-resistant materials; accessible and clearly marked exits and escape routes; adequate HVAC provisions; and in accordance with federal, state, and local building codes and fire regulations
- Installing fire detection equipment in DTTP classrooms, such as smoke detectors, fire alarms, electronic sensors, and video surveillance
- Equipping rooms with fire suppression equipment, such as fire extinguishers, sprinklers, hoses, tools, etc.
- Providing other emergency equipment, such as first aid supplies, tools, ladders, blankets, restroom facilities, water supplies, etc.
- Establishing, promulgating, and practicing fire safety and emergency preparedness standards and procedures for the classroom.

10. TELECOMMUNICATIONS

Telecommunications requirements vary with each classroom configuration. The lack of availability of the required telecommunications circuits at some sites or the cost of installing such lines may influence the selection of a DTTP classroom configuration.

All MMS 600 classrooms require a minimum of two "plain old telephone service" (POTS) lines with touch-tone service. The State National Guard is responsible for ensuring the two POTS lines are ordered and installed in the DTTP classroom. Each of these lines must be a direct, single, dedicated, commercial telephone line. In addition to the two POTS lines, the MMS configurations require installation of one T-1 line. If the classroom site is co-located with the NGB's State Area Command (STARC) or regional Hub, a T-1 line does not need to be installed. In these cases, a multi-mode fiber link, SC-SC termination, connecting the STARC and the classroom needs to be installed.

There may already be a T-1 line in the current classroom. If not, either the NGB or the State National Guard, or their designees order the T-1 line. After the T-1 line is ordered, the local exchange carrier (LEC) is responsible for installing the line. The lead-time required to install a T-1 line is a minimum of 90 days from the time the line is ordered. The State National Guard is responsible for ensuring the T-1 is extended from the LEC's campus demarcation, or "demarc," to the location of the Network Rack. If the LEC delivers the circuit to the post or campus demarc, the State National Guard must have the circuit extended to the classroom service delivery point (SDP), where the Network Rack is located.

The required telecommunications bandwidth for all MMS 600 classrooms is two POTS lines and one T-1 line.

11. CLASSROOM BUILDOUT

The EIA/TIA 568B Commercial Building Wiring Standard must be followed for all Category 5 UTP data drops installed in an MMS 600 classroom. Sites will follow site survey instructions regarding the installation of all data drops, electrical power receptacles, and POTS lines in the classrooms. These instructions will be given as part of the site survey report submitted to the NGB by the classroom installers.

The following *minimum* specifications must be followed to ensure full MMS 600 classroom functionality:

- Five CAT-5 data runs between the instructor desk and the Network Rack
- One CAT-5 data run between the instructor desk and the instructor camera
- One CAT-5 data run between the instructor desk and the student camera
- Two CAT-5 data runs between the instructor desk and the LCD Projector
- One CAT-5 data run between the printer table and the Network Rack
- One CAT-5 data run between every student workstation and the Network Rack
- Two dedicated POTS lines installed at the printer table (1 for the cordless phone and fax, and 1 for the Polycom conferencing system)
- One T-1 line (or SC-SC termination multi-mode fiber link for co-located site) from the STARC or Regional Hub to the Network Rack
- One dedicated 20 amp NEMA 5-20R receptacle per 4 workstations
- One shared 20 amp quadruplex NEMA 5-20R receptacle for the printer table (shared with a workstation circuit)
- One dedicated 20 amp NEMA 5-20R receptacle for the instructor desk
- One dedicated 20 amp NEMA 5-20R receptacle for the LCD projector
- One shared 20 amp NEMA 5-20R receptacle for the instructor camera
- One shared 20 amp NEMA 5-20R receptacle for the student camera
- One dedicated 30 amp NEMA L5-30R twist-lock receptacle for the Network Rack
- One dedicated 20 amp NEMA 5-20R receptacle for the IIS Rack (if applicable)

The Instructor Desk, Network Rack, IIS Rack, printer table, and chairs are DTTP classroom standard sizes. The student desks are available in three different sizes: 48" x 31" (standard), 42" x 31", and 36" x 31". The size of the student desks for each DTTP classroom is defined in the *Site Survey Report* submitted to the state National Guard point of contact (POC) for signature after completion of the site survey and posted on the NGB DTTP web site (<http://www.dttp.ngb.army.mil>).

The two diagrams on the following pages depict typical layouts for an MMS 600 classroom (Figure 11-1) and the MMS 600 Classroom Equipment Rack and IIS Rack Room, if applicable (to be located in a nearby equipment room) (Figure 11-2).

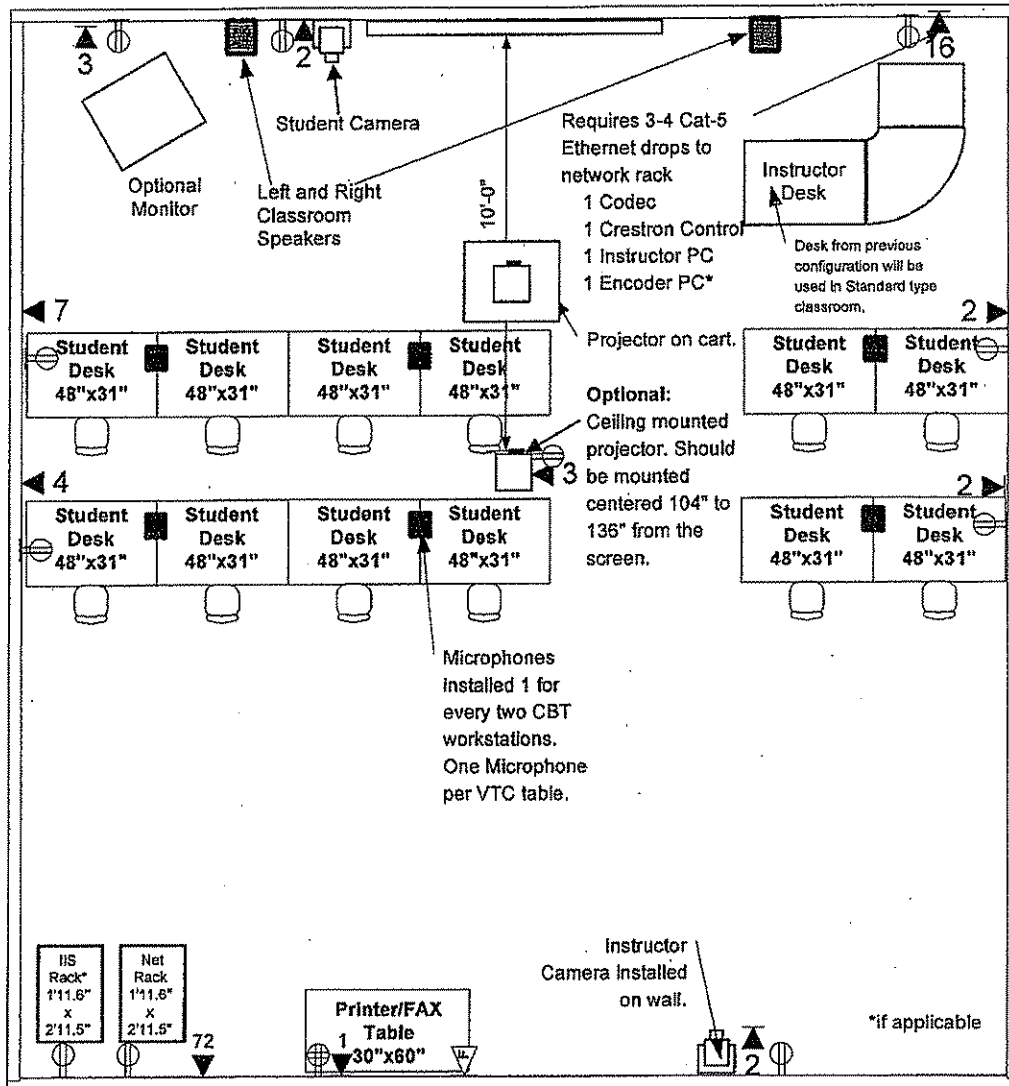


Figure 11. Typical Layout of MMS 600 Classroom with 12 Student Workstations

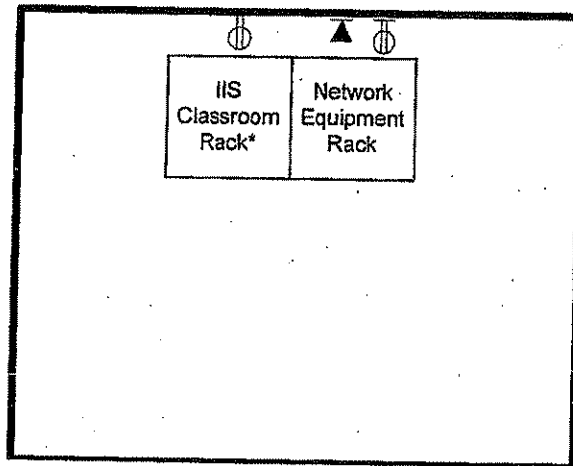


Figure 11-1. MMS 600 Network Equipment Rack and IIS Rack Room Layout

- **If Applicable.** This is a recommended equipment room to be located not more than 250 feet from the MMS classroom.

APPENDIX A. PROJECTOR MOUNT VENDORS

Table A-1. Projector Mount Vendors			
Projector Mount for the Sony VPL-PX32			
	Premier Mounts	Sony Corp.	Draper
Basic Kit Model #	PBM-632L (color Black)	PSS610//A	Aero 1318
MSRP	\$265.00	\$300.00 (not MSRP, web)	\$400.00
Extension Kit #	AST-2446 (24" x 46")	PSS-10	1214, 2030, 2636, 3444, 4252
MSRP	\$195.00	approx. \$650	Included
Web Site	http://www.premiermounts.com/Product.asp_Q_ProductID=E-1453_A_PartID=E-662	http://bpgprod.sel.sony.com/bpcnav/app/99999/12/99/59156.99999.product.BPC.html	http://www.draperinc.com/
Phone #	800-368-9700		800-238-7999
Purchased thru Dealer or Direct	Both Recommended	Dealer	Dealer

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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 is in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____