



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
 AGR0903

PAGE
 1

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

RFQ COPY
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VENDOR

SHIP TO

DEPARTMENT OF AGRICULTURE
 INFORMATION TECHNOLOGY DIV
 4720 BRENDA LANE
 CHARLESTON, WV
 25312 304-558-2221

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/19/2008				

BID OPENING DATE: 11/06/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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<p>CARD ACCESS & VIDEO SURVEILLANCE SECURITY SYSTEM</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ALL LABOR AND MATERIALS FOR THE PURCHASE AND INSTALLATION OF A CARD ACCESS AND VIDEO SURVEILLANCE SECURITY SYSTEM FOR MULTIPLE BUILDINGS LOCATED AT THREE DEPARTMENT OF AGRICULTURE LOCATIONS: INWOOD FARMER'S MARKET AND OFFICE COMPLEX LOCATED IN INWOOD, WEST VIRGINIA, THE MOOREFIELD LABORATORY FACILITY LOCATED IN MOOREFIELD, WEST VIRGINIA, AND THE GUS R. DOUGLAS AGRICULTURE CENTER IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS AND DRAWINGS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON WEDNESDAY, OCTOBER 01, 2008 AT 1:00PM AT THE GUS R. DOUGLAS AGRICULTURE CENTER LOCATED AT 4720 BRENDA LANE IN CHARLESTON, WEST VIRGINIA IN BUILDING #2 2ND FLOOR CONFERENCE ROOM. A MANDATORY SITE VISIT WILL TAKE PLACE IMMEDIATELY FOLLOWING THE PRE-BID MEETING.</p> <p>DUE TO THE SIZE AND COMPLEXITY OF THIS PROJECT, TWO ADDITIONAL MANDATORY WALK THROUGH MEETINGS WILL ALSO BE HELD AT THE INWOOD FARMERS' MARKET AND OFFICE BUILDINGS AND THE MOOREFIELD AGRICULTURAL COMPLEX.</p> <p>THESE TWO MANDATORY VISITS WILL TAKE PLACE ON</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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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>WEDNESDAY OCTOBER 15, 2008 BEGINNING AT 8:00 AM. VENDORS ARE ASKED TO MEET AT THE INWOOD FARMER'S MARKET AND OFFICE BUILDINGS MAIN OFFICE LOCATED 178 PLIGRIM STREET IN INWOOD, WEST VIRGINIA. ONCE THE SITE VISIT AT INWOOD IS COMPLETD, VENDORS WILL BE DISMISSED AND THE MEETING WILL RESUME AT THE AT THE MOOREFIELD AGRICULTURAL COMPLEX LOCATED AT 60B MOOREFIELD INDUSTRIAL PARK ROAD IN MOOREFIELD, WEST VIRGINIA. DIRECTIONS TO BOTH LOCATIONS WILL BE DISTRIBUTED DURING THE MANDATORY PRE-BID MEETING.</p> <p>IT IS MANDATORY THAT ANY VENDOR WISHING TO SUBMIT A BID ON THIS PROJECT ATTEND THE PRE-BID MEETING, THE SITE VISIT AT THE GUS R. DOUGLAS AGRICULTURAL CENTER, THE SITE VISIT AT INWOOD FARMER'S MARKET/OFFICE BUILDINGS, AND THE SITE VISIT AT THE MOOREFIELD AGRICULTURAL COMPLEX. ANY VENDOR FAILING TO ATTEND THE PRE-BID MEETING AND THE THREE SITE VISITS WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE VENDOR MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>VENDORS ARE EXPECTED TO SUBMIT ANY QUESTIONS ARISING FROM THE MANDATORY SITE VISITS IN WRITING PER THE REQUIREMENTS OF THE RFQ. NO VERBAL QUESTIONS WILL BE TAKEN DURING THE SITE VISITS.</p> <p>ALL TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS MONDAY, OCTOBER 23, 2008 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 5</p>						

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PURCHASER

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<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 120 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 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 THE COUNTY OF THE LOCATION 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>						

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<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. 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>						

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<p>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 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</p>						

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<p>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> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <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</p>						

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SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.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: 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						

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<p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES 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 FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 1/2005</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

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SEALED BID BUYER: KRISTA FERRELL-FILE 21 REQ. NO.: AGR0903 BID OPENING DATE: NOVEMBER 6, 2008 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: ----- ***** THIS IS THE END OF RFQ AGR0903 ***** TOTAL: _____						

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**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

West Virginia Department of Agriculture

Request for Quote

Card Access & Video Surveillance Security System

**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

General Overview	3
Requirements	3-4
Video Surveillance Requirements	
Card Access System Requirements and Specifications	
Installation Timeline and Training	
Warranty	
 Locations:	
 Inwood Farmer's Market and Office Complex	 5-9
Inwood Office: Building 1	
Inwood Office: Building 2	
Inwood Office: Farmer's Market	
 Moorefield Laboratory and Office	 10-13
Entrance Gate	
Office and Laboratory Facility	
Mobile Lab	
 Gus R. Douglass Agricultural Complex	 14-25
Entrance Gate	
Building 1: Information Technology	
Building 2: Executive Office	
Building 11: Regulatory and Environmental Affairs Lab	
Building 20: GATR Storage	
Building 21: Sewage Treatment Plant	

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

General Overview

Purpose: The acquisition of, set up, installation and configuration of a video surveillance and card access security system for the West Virginia Department of Agriculture consisting of interconnected, centrally controlled, systems for the following department locations:

- Inwood Farmers' Market and Office Complex
- Moorefield Laboratory Facility
- Gus R. Douglass Agriculture Center at Guthrie

Requirements for All Locations

Video Surveillance Requirements

- The Video Surveillance System must provide video surveillance of specified exterior and interior zones.
- All video must be remotely viewable from Guthrie Executive Office location via a web browser interface on a real-time basis, but must also be able to maintain video surveillance capabilities locally in the event of a network outage.
- Exterior cameras must be weather and fog resistant. Exterior cameras need to be night vision capable with IR lights.
- The West Virginia Department of Agriculture has and will maintain Wide Area Network connectivity for the three locations specified in this document. Wide Area Network interconnectivity is facilitated by Verizon's Frame Relay network utilizing T1's with CIR (Certified Information Rate) bandwidth of 768K with the ability to burst to 1.544MB. The network is an IP (Internet Protocol) network. Video streaming over the network must be able to operate within this specification.
- Video storage servers must be at each department location (ie.. Guthrie, Moorefield, Inwood).
- The Video Surveillance system for each location must provide 30 days of video retention locally.
- The Video Surveillance system must allow for permanent archival of selected video to DVD.
- The Video Surveillance system must be of quality that is admissible in a court of law for purposes of criminal prosecution. The video resolution must be no less than 704 x 480 (NTSC), 704 x 576 (PAL). All video surveillance must be time stamped in real-time and the time stamp cannot be able to be altered.

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

- Ethernet (100MB) connectivity between buildings on each campus presently exists and may be utilized for communications by the winning bidder. The only exceptions are the Building and Grounds Remote Storage Facility at Guthrie (Building 20) and the Sewage treatment plant, which have no network connectivity. All exterior wiring must be out door and UV rated.

Card Access System Requirements and Specifications

- **Current System Compatibility:** All Card Access Readers installed in all locations must work with and be controlled by the West Virginia Department of Agriculture's current Keyscan System V Access Control Operating Software, Keyscan System VPH Photo Badging Software, and be compatible with Smart Cards already purchased by the department. The door readers will have to be compatible with RFID proximity cards.

Card Access Database Specifications

- The central card access database is currently, and will remain, located at the Gus R. Douglass Agriculture Center at Guthrie. All remote locations have IP (Internet Protocol) network connectivity to the Guthrie Center location.
- All locations must have the ability to retain the card access database and security permissions for that location in order to operate doors in the event of a network outage, realizing that no updates can be made until connectivity is resumed.

Door Reader and Opener Considerations

- All doors and entry gates specified to utilize locking mechanisms must work with and be controlled by the West Virginia Department of Agriculture's current Keyscan System V Access Control Operating Software, Keyscan System VPH Photo Badging Software, and be compatible with Smart Cards already purchased by the department.
- The gate systems, for both Moorefield and Guthrie, must be motorized.
- Gates must automatically open when emergency vehicles approach.
- Card access doors need to have after hour (forced entry) monitoring alarm system.
- All card access doors must adhere to fire code.

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

- Door reader and locking mechanisms must be able to operate independently in the event of a Wide Area Network outage. Independent operation must include, but not be limited to having the ability for current cardholders to operate configured doors without having to communicate back to Guthrie location. Ability to update remote card reader systems during a network outage is not required.
- All readers and locking mechanisms must have a battery backup to enable use during intermittent commercial power loss of up to a minimum of 4 hours.
- All doors must include emergency release (unlock) capabilities in the event of battery power loss or network outage.
- Doors and gates specified may require installation of wiring and/or conduit to support card readers, locking, and opening/closing mechanisms. Quotes must include installation of wiring and conduit in each campus environment if required.
- Ethernet (100MB) connectivity between buildings on each campus presently exists and may be utilized for communications by the winning bidder. The only exceptions are the Building and Grounds Remote Storage Facility at Guthrie, and the Sewage Treatment Plant which have no network connectivity

Installation Timeline and Training

- Venders must complete installation of all locations within 120 days of award.
- Vender must conduct on-site training on access, usability, maintenance, and security access. Training must be provided for up to 5 employees.

Warranty

- Vender must furnish a minimum of a 3 year on-site warranty.
- Warranty must cover all equipment installed at each site.

Inwood Farmers' Market and Office Complex Requirements and Specifications

Location:

- Inwood Farmers' Market and Office Complex
178 Pilgrim Street
Inwood, WV 25428

Inwood Office Building One

**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

Video Surveillance

- 1.) Interior Video Surveillance of front hallway and entrance
- 2.) Interior Video Surveillance of back hallway and exit
- 3.) Exterior Video Surveillance of Zones on Exhibit I-1: Zones V-6, V-7

Card Access System

No card access system for Inwood Office Building One

Inwood Office Building Two

Video Surveillance

- 1.) Video Surveillance of front hallway and entrance
- 2.) Video Surveillance of back hallway and exit
- 3.) Exterior Video Surveillance of Zones listed on Exhibit I-1: V-5

Card Access System

No card access system for Inwood Office Building Two

Inwood Farmer's Market (See Exhibits I-1 & I-4)

Video Surveillance

- 1.) Interior Video Surveillance of Rental Space (See Exhibit I-4)
- 2.) Interior Video Surveillance of Cash Register (See Exhibit I-4)
- 3.) Interior Video Surveillance of Elevator (See Exhibit I-4)
- 4.) Exterior Video Surveillance of Zones on I-1: Zones V-8, V-9, V-10, & V-11




Card Access System

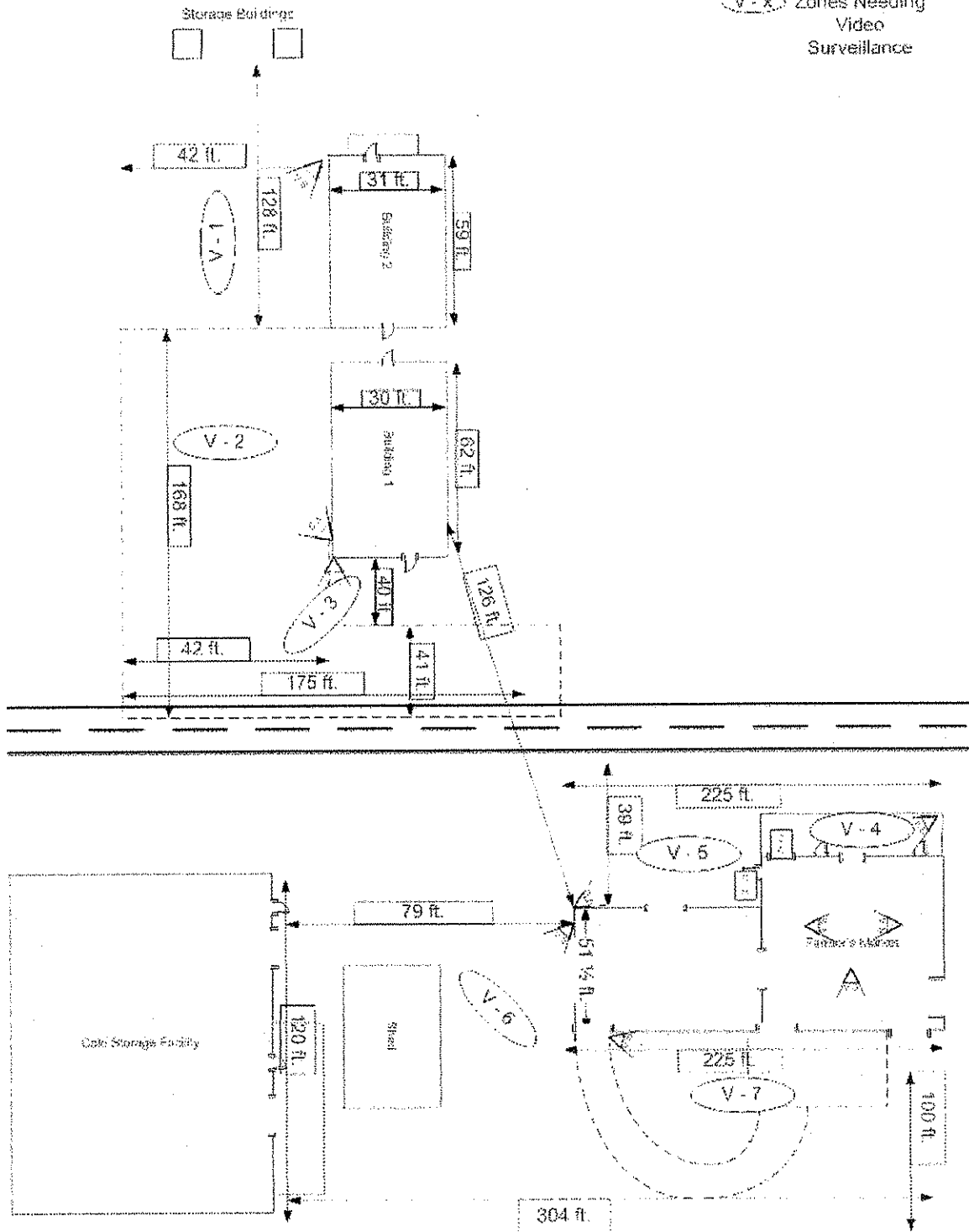
- 1.) Main Entrance Door (See Exhibit I-4)
- 2.) Side Entrance Door (See Exhibit I-4)

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

Exhibit I-1

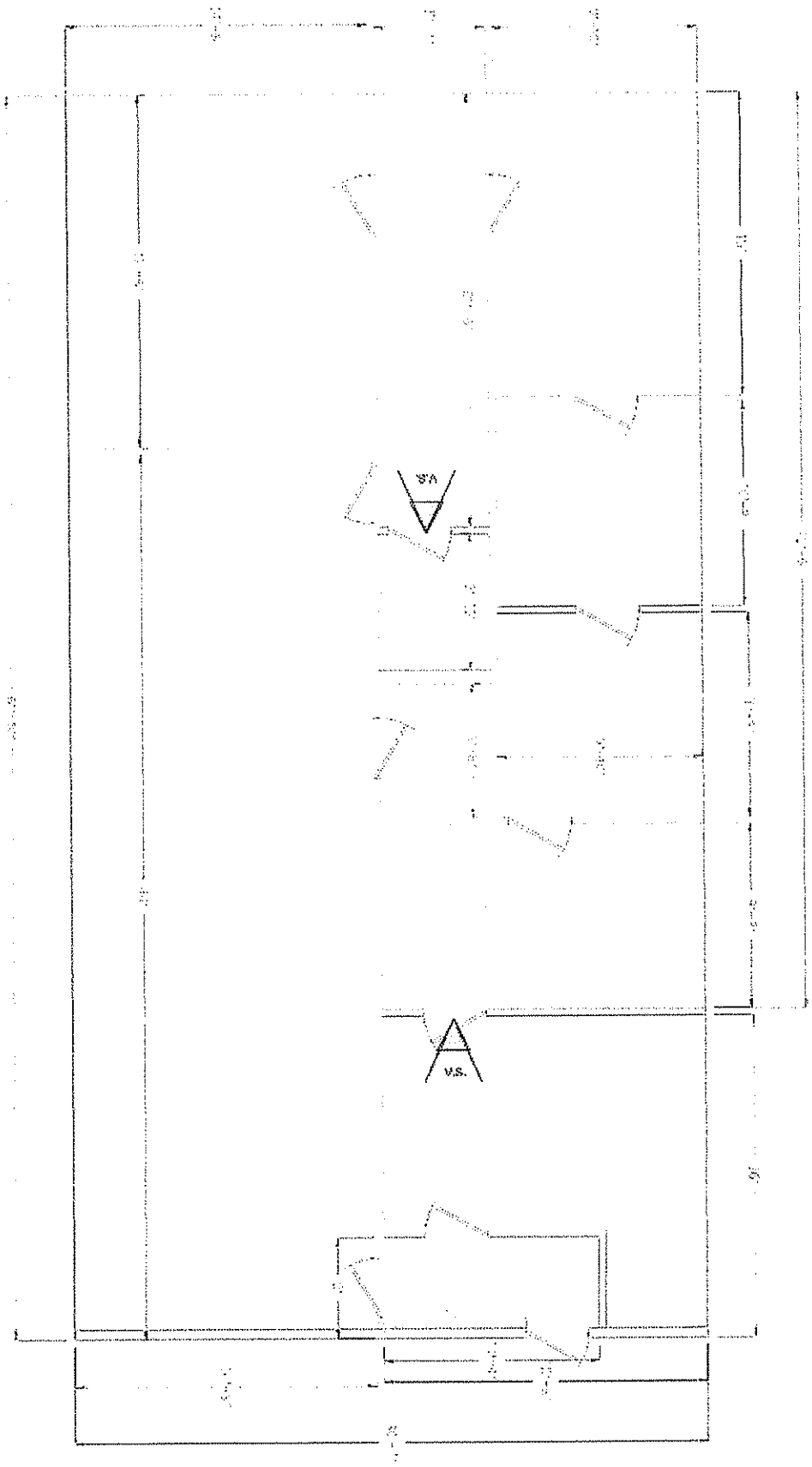
Inwood Farmers' Market and Office
Complex Layout: Exterior Overview

-  Card Access
-  Video Surveillance Camera
-  V-x Zones Needing Video Surveillance



Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

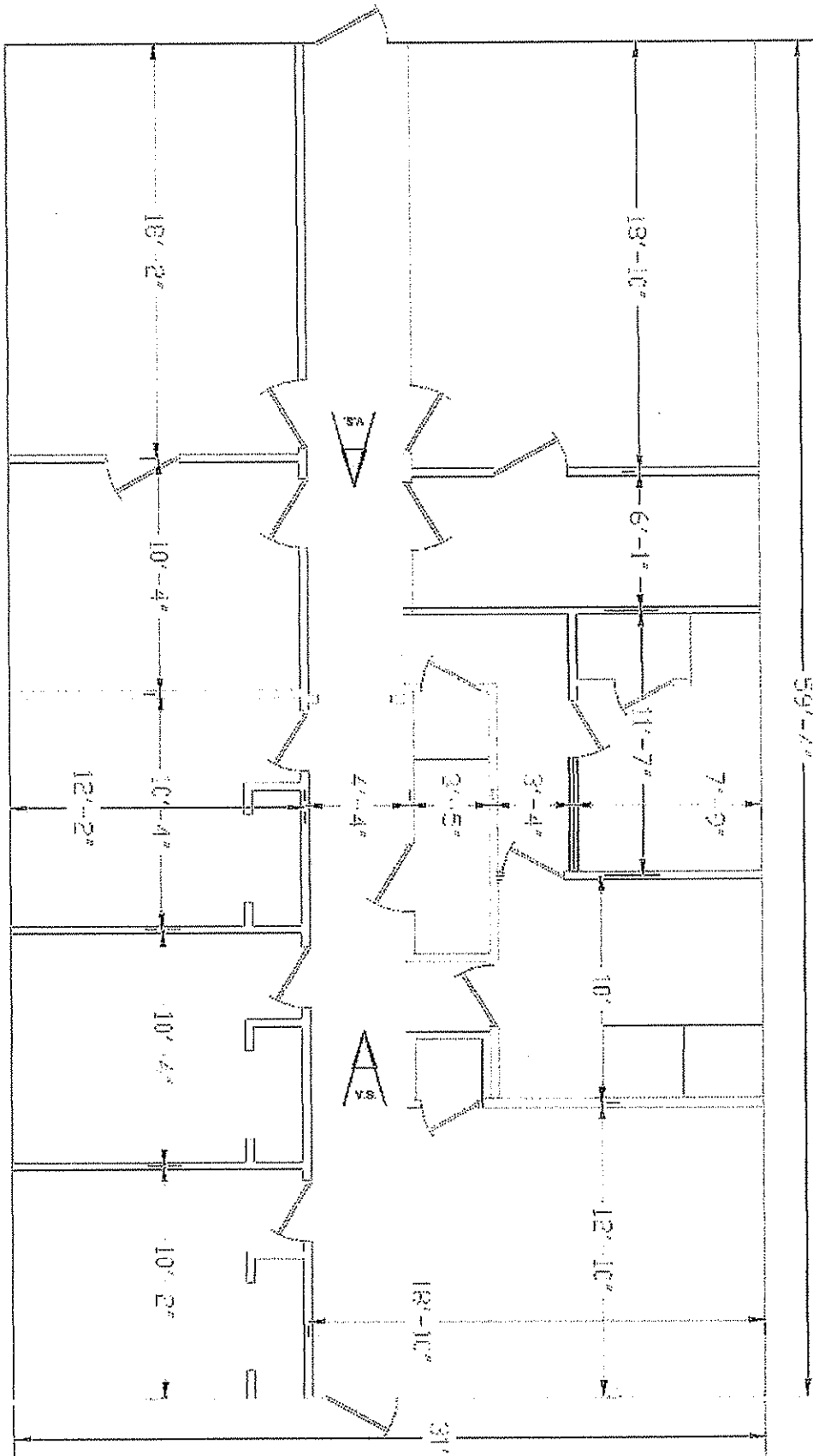
Exhibit 12
Inwood Office Building 1
Interior View



C Card Access
A Video Surveillance

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

Exhibit 1-3
Inwood Office Building 2
Interior View



C Card Access
VS Video Surveillance

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

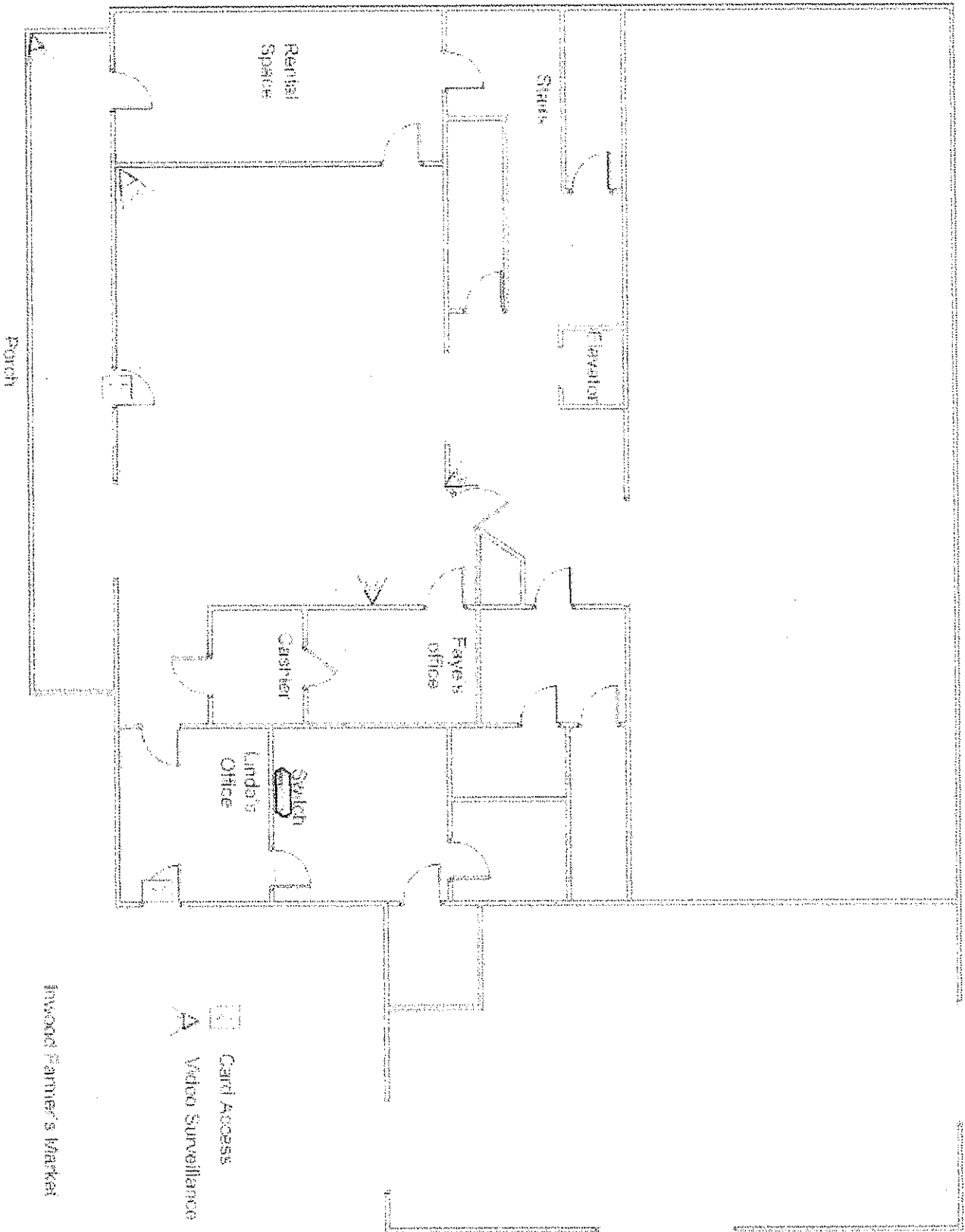


Exhibit I-4
Inwood Farmer's Market

**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

Moorefield Laboratory and Office Requirements and Specifications

Location:

- Moorefield Agriculture Complex
60B Moorefield Industrial Park Road
Moorefield, WV 26836

Exhibits M-1 & M-2

Entrance Gate (Optional)

Video Surveillance

1.) Entrance Gate: Video Surveillance of vehicles as they pass through the gate. (See Exhibit M-2)

Card Access System (Optional)

1.) Card Reader for Gate: Must have full gate control equipment including, but not limited to the following: Exit Wand to release gate when vehicle passes, Safety Beam, Fire Department Access Box, Gate Operator, and Surge Protection for Exterior Readers.

Office and Laboratory Facility

Video Surveillance (See Exhibits M-1 & M-2)

- 1.) Moorefield Office Exterior View: Viewing the field on the side of the incinerator
- 2.) Moorefield Office Exterior View: Viewing the parking lot
- 3.) Moorefield Office Exterior View: View from Building facing Main Entrance (See above Entrance Gate – Video Surveillance)
- 4.) Moorefield Office Interior View: View of Main Entrance Corridor
- 5.) Moorefield Office Interior View: View of Hallway in front of Water Quality Management and Microbiology Lab
- 6.) Moorefield Office Interior View: View of Reception area before Serology Lab area

**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

Card Access System (See Exhibits M-1 & M-2)

- 1.) Front Door Main Entrance
- 2.) Secretaries Office
- 3.) End Hall Door at Restrooms
- 4.) Office Hall Door (New Door)
- 5.) Glass Door behind Reception Area, End Hall Door at Restrooms
- 6.) Computer Room Office Hall Door (New Door)
- 7.) Exterior Receiving Room
- 8.) Exterior Door Holding Room
- 9.) Exterior Door at PCR Room

Mobile Lab

Video Surveillance

None

Card Access System

- 1.) Mobile Unit Door

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

West Virginia Department of Agriculture
Moorefield Regional Agricultural Center

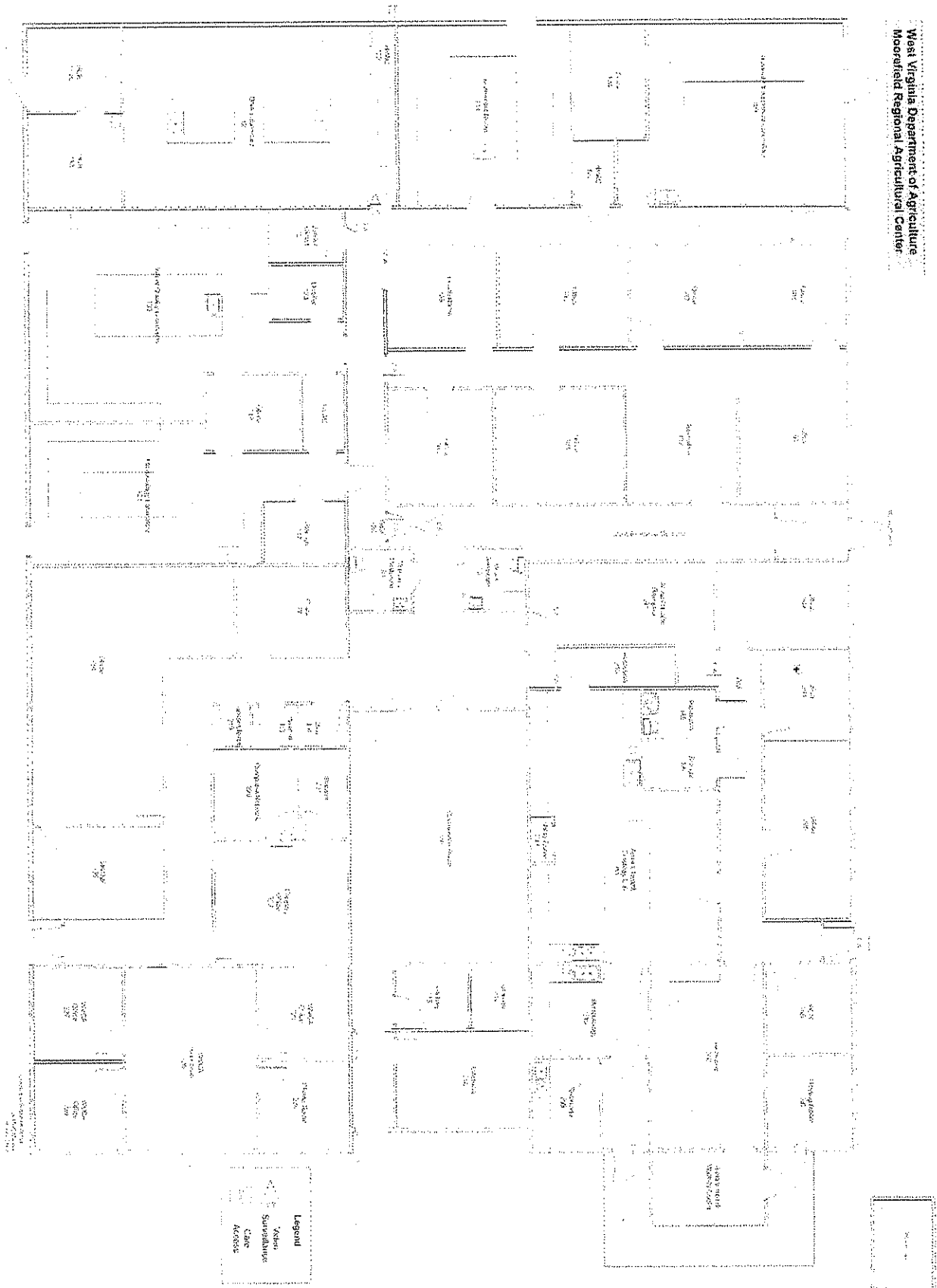
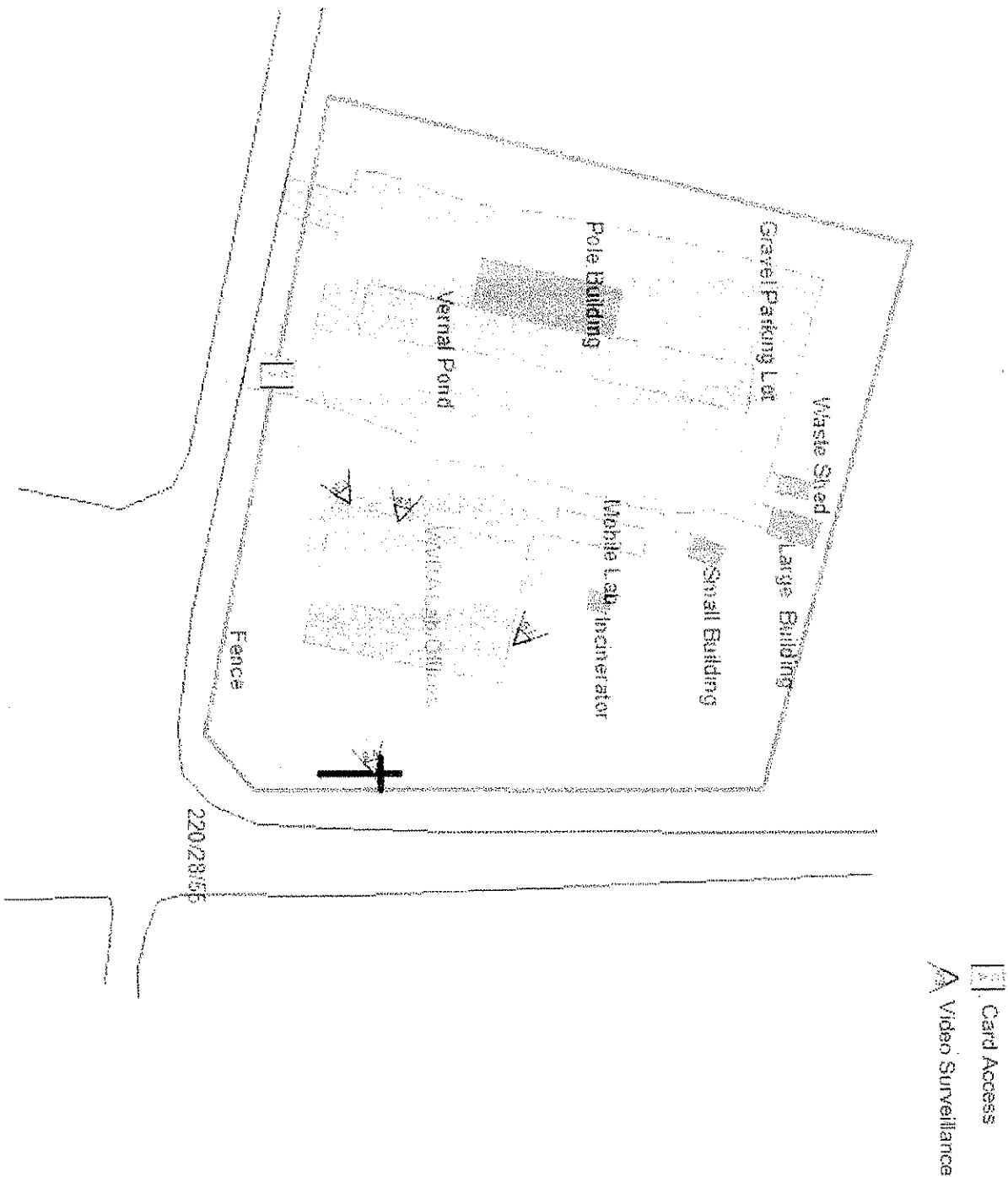


Exhibit M-1
Moorefield Office Interior Layout

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

Exhibit M-2
Moorefield Lab
and Office
Building
Exterior View



**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

Location:

- Gus R. Douglass Agriculture Center at Guthrie
4720 Brenda Lane
Charleston WV 25312

Exhibits G-0, G-1, G-2, G-2B, G-11.1, & G-11.2

Entrance Gate (Optional)

Video Surveillance

- 1.) Entrance Gate: Video Surveillance of vehicles as they pass through the gate.

Card Access System (Optional)

- 1.) Card Reader for Gate: Must have full gate control equipment including, but not limited to the following: Exit Wand to release gate when vehicle passes, Safety Beam, Fire Department Access Box, Gate Operator, and Surge Protection for Exterior Readers.

Building One, Information Technology Building

Video Surveillance (See Exhibit G-1)

- 1.) Computer Server Room where shown in Exhibit G-1

Card Access System (See Exhibit G-1)

- 1.) Computer Server Room Interior Door
- 2.) Computer Server Room Exterior Door

Building Two, Executive Office Building

Video Surveillance (see Exhibit G-2 & G-2.B)

- 1.) Building Two Exterior: Front Parking Lot
- 2.) Building Two Exterior: Rear Area viewing the complex driveway
- 3.) Building Two Interior: main entrance
- 4.) Building Two Interior: stairwell adjacent to main entrance

Card Access System (see Exhibit G-2 & G-2.B)

**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

- 1.) Stairwell Door
- 2.) Rear Double Door

Building 11, Regulatory and Environmental Affairs Lab

Video Surveillance (See Exhibit G-11.1 & G-11.2)

- 1.) Building 11 Exterior: Viewing from Plant Industries Building
- 2.) Building 11 Upper Level (Exhibit G-11.2) Interior: View of Residue Area
- 3.) Building 11 Lower Level (Exhibit G-11.1) Interior: View of Feed and Fertilization from interior entrance way
- 4.) Building 11 Lower Level (Exhibit G-11.1) Interior: View of Food Lab
- 5.) Building 11 Lower Level (Exhibit G-11.1) Interior: View of Microbiology Lab

Card Access System (See Exhibit G-11.1 & G-11.2)

- 1.) Chemical Storage Unit (Exterior Building)
- 2.) Feed & Fertilization Interior Door
- 3.) Food Lab Interior Door leading from stairwell
- 4.) Micro Lab Exterior Door
- 5.) Grinder Room Exterior Door

Building 20, GATR Storage Building (No Network Connection) (Optional)

Video Surveillance (See Exhibit G-20)

- 1.) Building 20 Exterior: Viewing Front of building from Utility Pole
- 2.) Building 19 Exterior: Viewing Front and Side from Utility Pole

Building 21, Sewage Treatment Plant (No Network Connection) (Optional)

Video Surveillance (See Exhibit G-21)

- 1.) Building 21 Exterior: Viewing Sewage plant and service road from Utility Pole.

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

Exhibit 5-0
Culinary Agriculture Center
Building Layout Overview

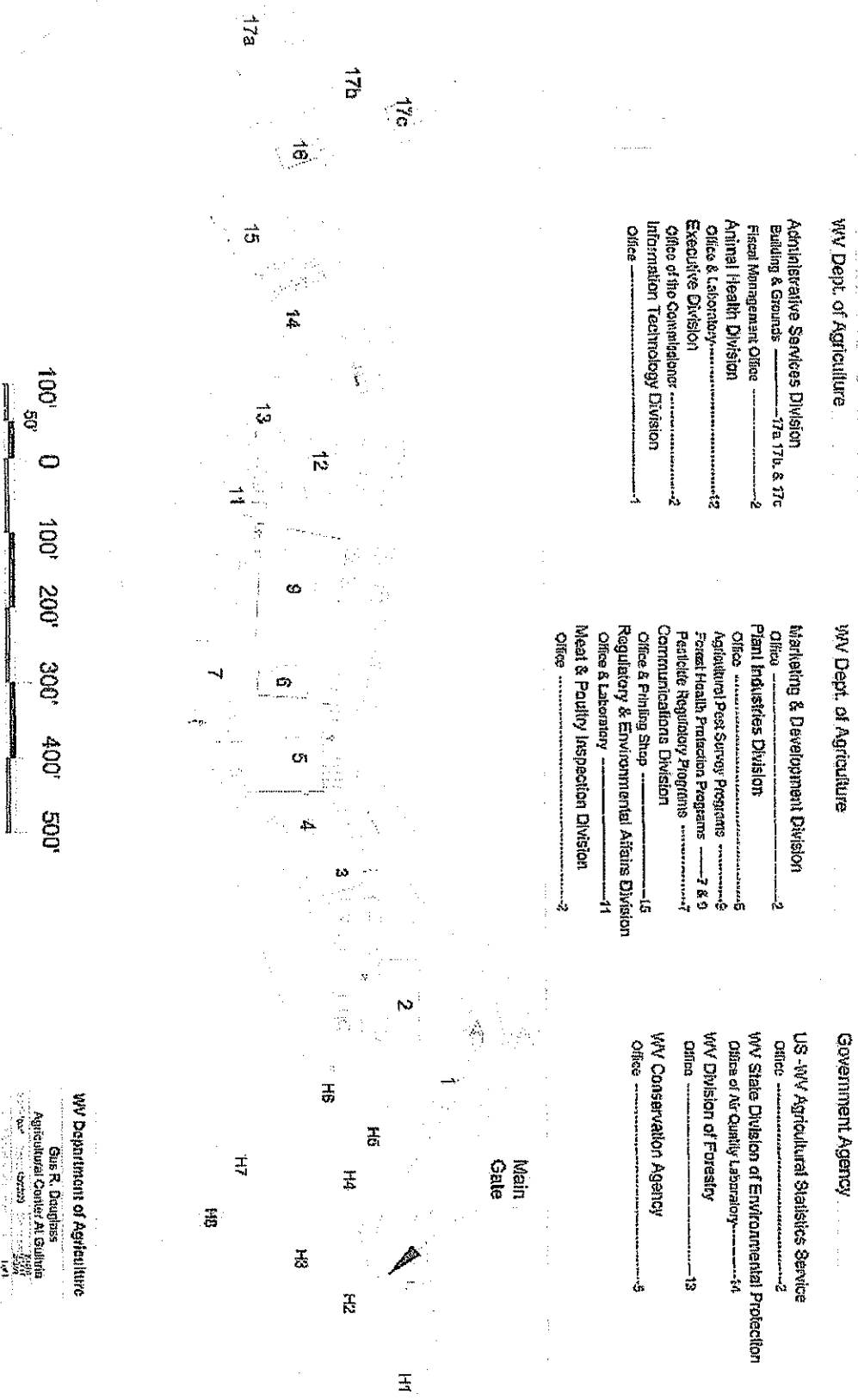


□ Card Access
△ Video Surveillance

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

Exhibit G-0.1
Guthrie Agriculture Complex
Detail

Card Access
 Video Surveillance



WV Dept. of Agriculture

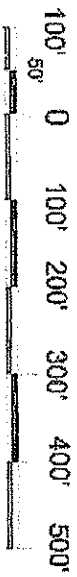
- Administrative Services Division Building & Grounds 17a, 17b & 17c
- Fiscal Management Office 2
- Animal Health Division Office & Laboratory 12
- Executive Division Office of the Commissioner 2
- Information Technology Division Office 1

WV Dept. of Agriculture

- Marketing & Development Division Office 2
- Plant Industries Division Office 5
- Agricultural Pest Survey Programs 7 & 9
- Forest Health Protection Programs 7
- Pesticide Regulatory Programs 7
- Communications Division Office & Printing Shop 15
- Regulatory & Environmental Affairs Division Office & Laboratory 11
- Meat & Poultry Inspection Division Office 2

Government Agency

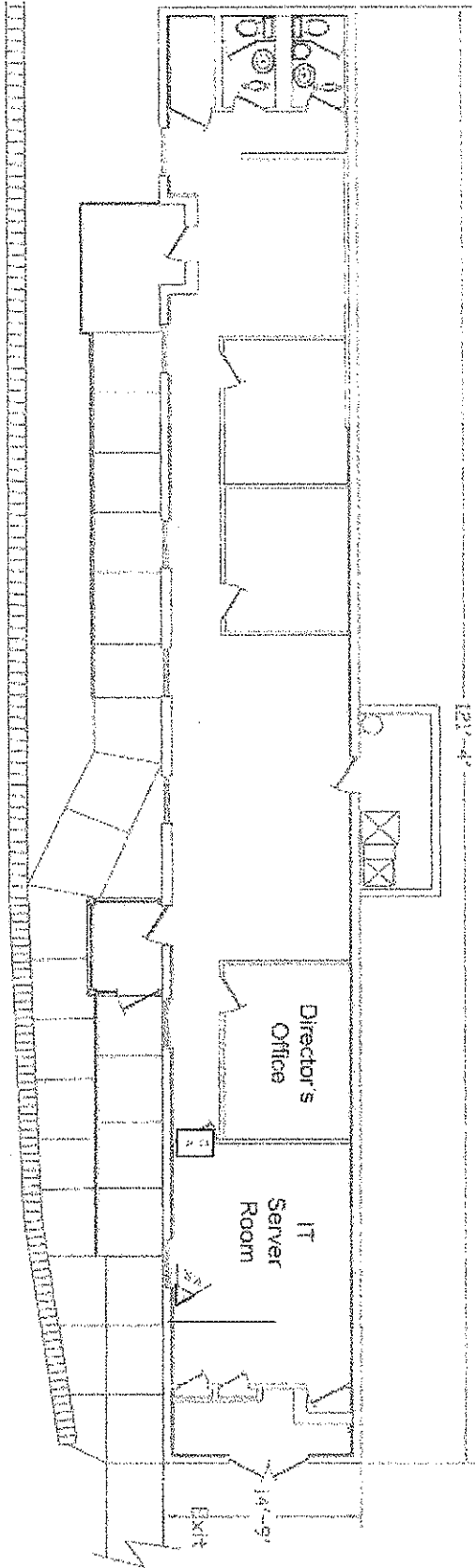
- US -WV Agricultural Statistics Service Office 2
- WV State Division of Environmental Protection Office of Air Quality Laboratory 14
- WV Division of Forestry Office 13
- WV Conservation Agency Office 5



WV Department of Agriculture
Gus R. Daughies
Agricultural Center At Guthrie
Guthrie, WV 26040
1991

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

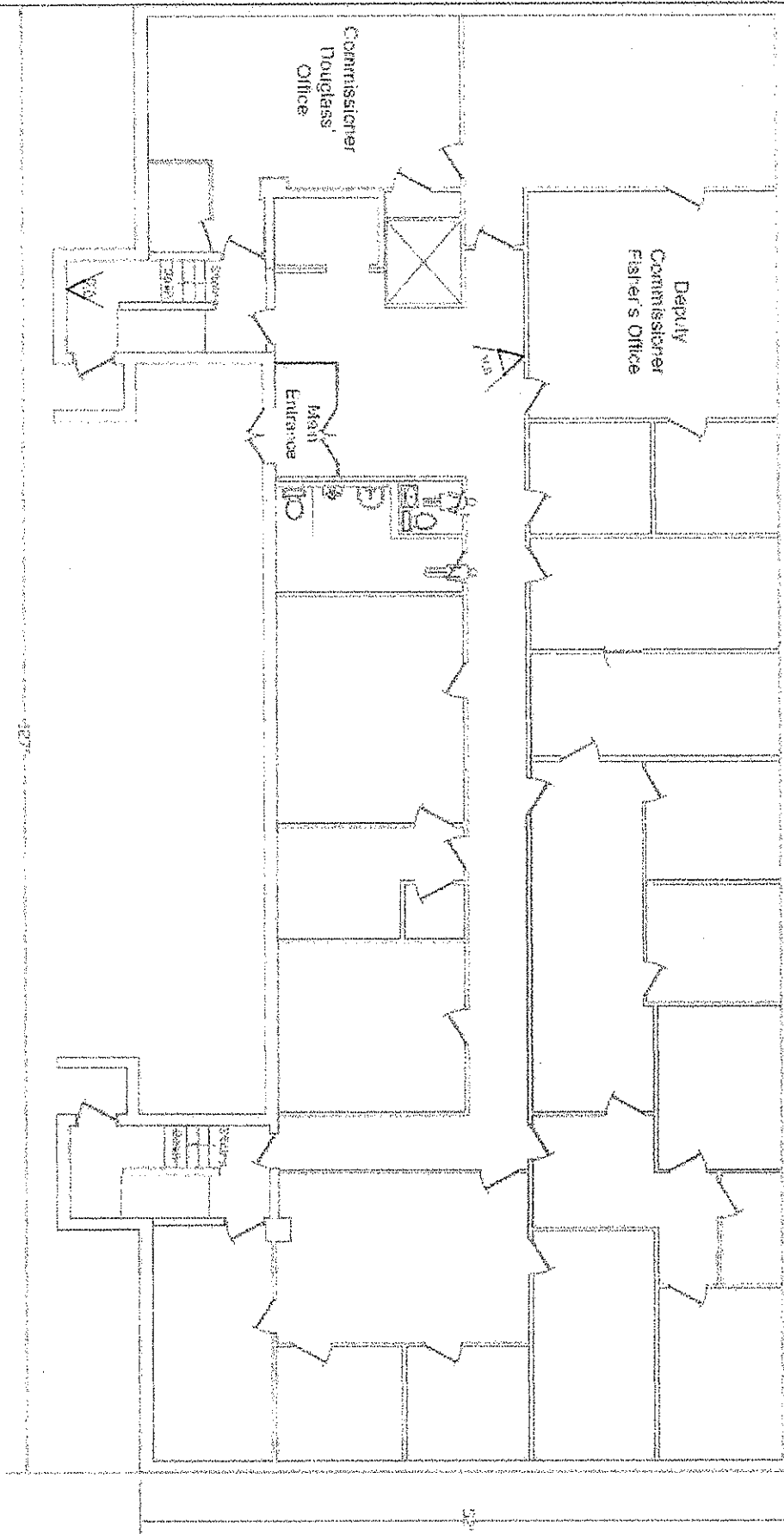
Exhibit G-1
Guthrie Agriculture Complex
Building 1
Information Technology Division



■ Card Access
▲ Video Surveillance

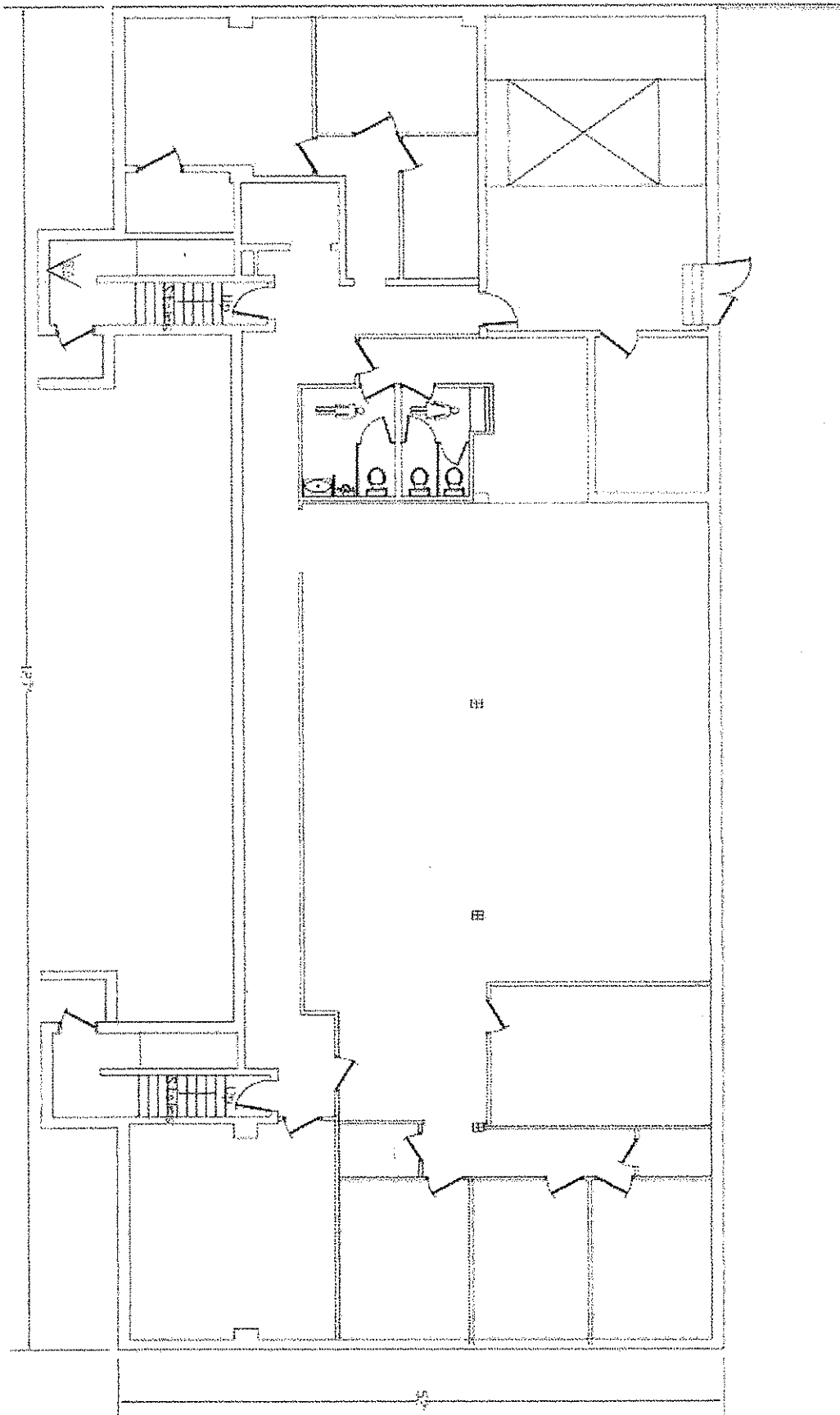
Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

Exhibit G-2
Guthrie Agriculture Center
Building 2, First Floor
Interior Layout



Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

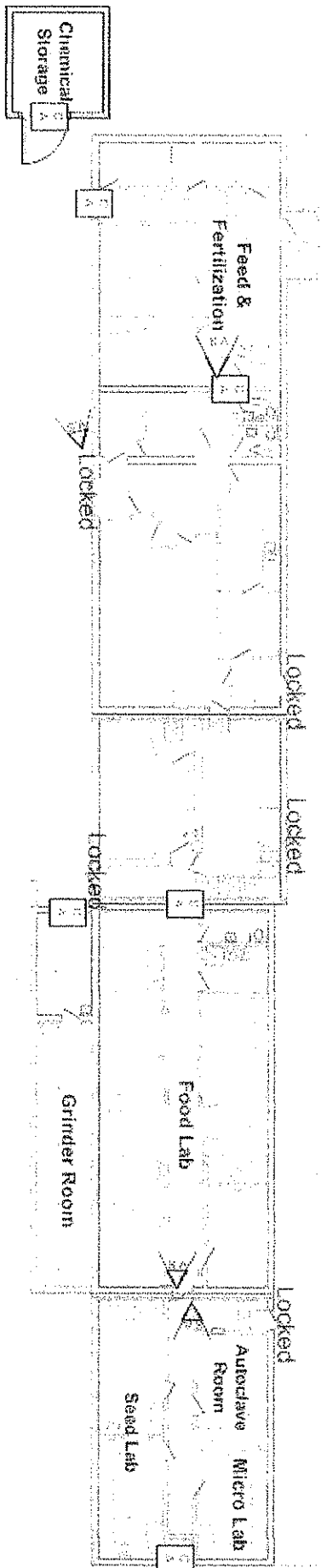
Exhibit G-2B
Guthrie Agriculture Center
Building 2, Basement
Interior View



A Video Surveillance

Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture

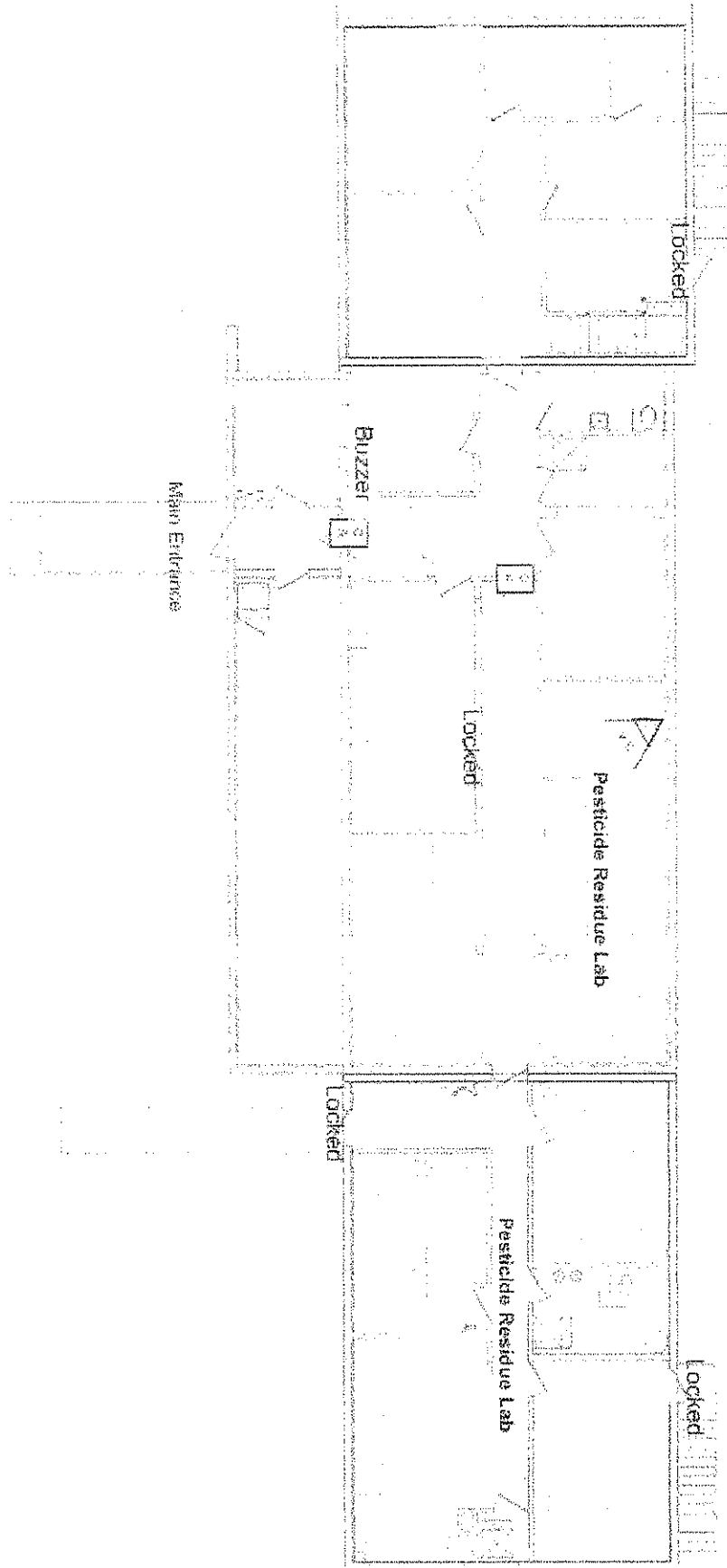
Exhibit G-11.1
Culbreth Agriculture Center
Building 11
Lower Level
Interior View



■ Card Access
▲ Video Surveillance

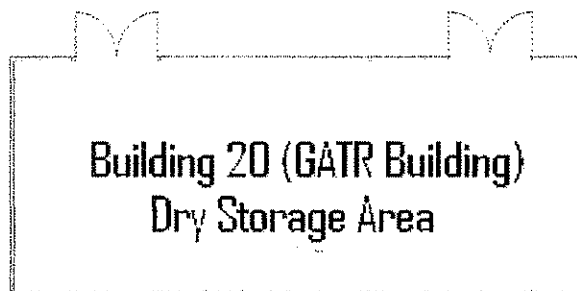
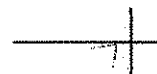
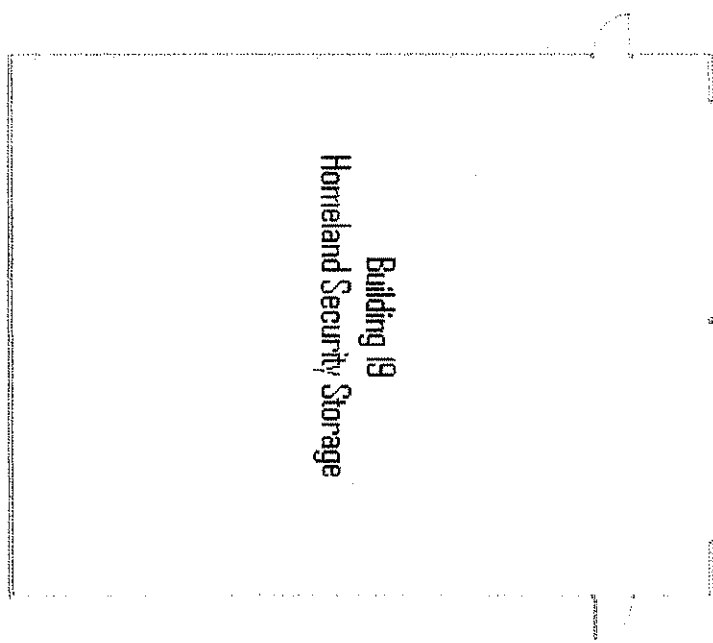
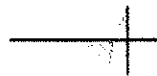
Request for Quote for Card Access & Video Surveillance Security System West Virginia Department of Agriculture



Exhibit G-112
Gulbrie Agriculture Center
Building 11, Second Floor
Interior View



A Card Access
A Video Surveillance

**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**



-  Card Access
-  Video Surveillance

**Request for Quote for Card Access & Video Surveillance Security System
West Virginia Department of Agriculture**

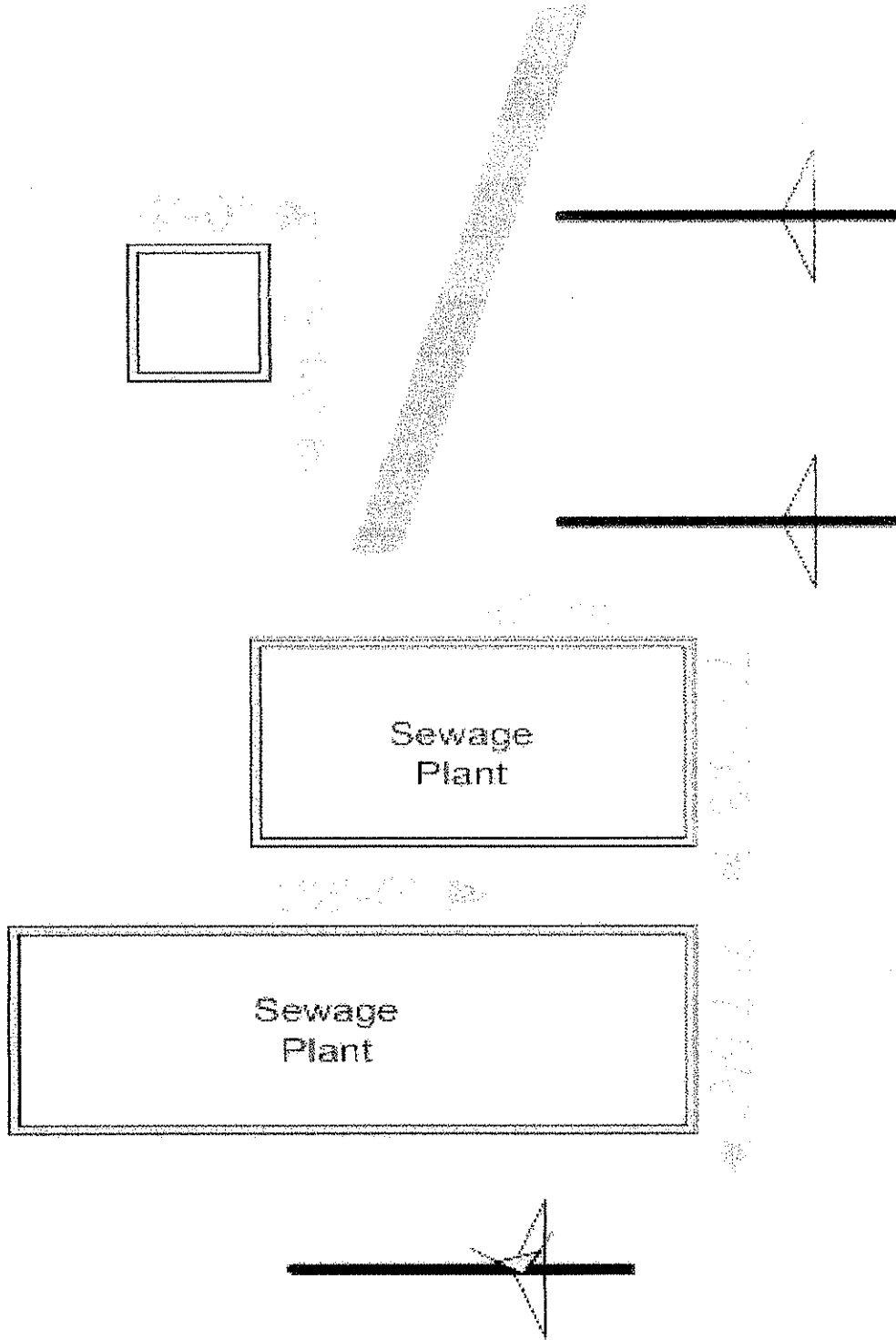


Exhibit G-21
Sewage Plant

Inwood Farmer's Market and Office Complex

Building One

Video Surveillance \$ _____

Building Two

Video Surveillance \$ _____

Market

Video Surveillance \$ _____

Card Access System \$ _____

Moorefield Laboratory and Office

Entrance Gate

Video Surveillance \$ _____

Card Access (Optional) \$ _____

Office and Laboratory Facility

Video Surveillance \$ _____

Card Access \$ _____

Mobile Lab

Card Access \$ _____

Gus R. Douglass Agriculture Center at Guthrie

Entrance Gate

Video Surveillance \$ _____

Card Access (Optional) \$ _____

Building One, Information Technology Building

Video Surveillance \$ _____

Card Access System \$ _____

Building Two, Executive Office Building

Video Surveillance \$ _____

Card Access System \$ _____

Building 11, Regulatory and Environmental Affairs Lab

Video Surveillance \$ _____

Card Access System \$ _____

Building 12, GATR Storage Building
Video Surveillance (Optional) \$ _____

Building 21, Sewage Treatment Plant
Video Surveillance (Optional) \$ _____

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
_____ of _____, _____, as Principal, and _____
_____ of _____, _____, a corporation organized and existing under the laws of the State of _____
_____ with its principal office in the City of _____, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of _____ (\$ _____) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this
_____ day of _____, 20_____.

Principal Corporate Seal

(Name of Principal)

By _____

(Must be President or
Vice President)

(Title)

Surety Corporate Seal

(Name of Surety)

Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals
must be affixed, a power of attorney must be attached.**

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

- (A) WV State Agency (Stated on Page 1 "Spending Unit") Request for Quotation Number (upper right corner of page #1)
(C) Your Company Name
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety Incorporation
(K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
(L) Amount of bond in figures
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Corporation
(R) Raised Corporate Seal of Principal
(S) Signature of President or Vice President
(T) Title of person signing
(U) Raised Corporate Seal of Surety
(V) Corporate Name of Surety
(W) Signature of Attorney in Fact of the Surety

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

Bid Bond
KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, (C) of (D), (E) as Principal, and (F) of (G), (H), a corporation organized and existing under the laws of the State of (I) with its principal office in the City of (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of (K) (\$ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for (M)

NOW THEREFORE.

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this (N) day of (O), 20 (P).

Principal Corporate Seal (R) (Q) (Name of Principal)

By (S) (Must be President or Vice President)

(T) Title

(U) Surety Corporate Seal (V) (Name of Surety)

(W) Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.

RFQ No. _____

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: _____