



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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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
10/31/2008				

BID OPENING DATE: 11/13/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 3		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE COPIES OF THE MANDATORY WALK THROUGH ATTENDEE LISTS FOR THE INWOOD AND MOOREFIELD WALK THROUGH VISITS HELD ON OCTOBER 15, 2008		
				2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE OCTOBER 23, 2008 DEADLINE		
				3.) DELETE THE MOBILE LAB UNIT FROM THE MOOREFIELD LOCATION PER QUESTION #21 AND THE ATTACHED REVISED M-1 DRAWING		
				AND		
				4.) TO EXTEND THE BID OPENING DATE		
				BID OPENING DATE IS EXTENDED TO: 11/13/2008		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM #3 *****		
0001	1	LS		990-22		
				CARD ACCESS & VIDEO SURVEILLANCE SECURITY SYSTEM		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 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."

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in 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

**RFQ#: AGR0903**  
**Addendum No. 3**  
**Questions & Answers**

1.) Is the State of West Virginia going to provide the computer for Video Viewing and Card Access?

**Answer:** For viewing, we specified that we needed to be able to connect to the Video Servers via an HTML web browser from our PC's, so yes, we provide the PC for Video Viewing (not the Video Server).

**Answer:** The Card Access system is already installed on a PC in the department.

2.) Is the State going to help with the IP configurations that will be necessary?

**Answer:** The IT Division of the department will do all IP configuration of the Ethernet network.

3.) Can Conduit be run along fence near Guard Shack only to the Master Gate Controller? All conduit of course will be underground across road.

**Answer:** Yes, but any conduit must be water-tight connections.

4.) Who is responsible for the door closer in building 11-door to grinder room? It will not shut itself.

**Answer:** Building & Grounds will install a closer.

5.) If the gates are to have Card Access on them how will someone (visitor) enter the facility if they have not ID Badge?

**Answer:** A visitor can only enter when accompanied by an employee with a badge. During normal business hours, the gate will remain open.

6.) Since separate bids are desired for communication to sewage plant as an option, will 2 bid bonds, etc. have to be given?

**Answer:** No. This is one project and as such will require a bid bond for 5% of the total of the entire project. Performance and Labor and Material bonds will be based on the acceptance or denial of this option.

7.) Will the State of West Virginia provide extra ports to the internet, if needed?

**Answer:** The department will be providing all Ethernet ports necessary. This is not specifically ports that have Internet access, but ports that have access to the West Virginia Department of Agriculture's Ethernet network.

8.) Is there a vendor preference in accordance with West Virginia Code, 5A-3-37

**Answer:** Resident Vendor Preference is not applicable to constructions projects.

9.) RFQ AGR0903 Page 14 Door Reader and Opener Considerations.

Card access doors need to have after hour (forced entry) monitoring alarm system.  
Who monitors the card access doors?

**Answer:** The department is requesting pricing for 24/7/365 alarm monitoring services for the whole system (all locations). The system should also have the ability to page or call out to pre-programmed numbers.

9.) RFQ AGR0903 Page 14 Building 1 Card Access. RFQ AGR0903 Page 25 Building 2 Video Surveillance.

Are there 2 different doors, or 2 readers on the same door.

**Answer:** There is only one door and one card reader. The “2.) Computer Server Room Exterior Door” description was left in by mistake during the revision process.

10.) RFQ AGR0903 Page 25 Building 11 Video Surveillance.

There is a discrepancy between the RFQ and the drawings. Exhibit G-2 and G-2B. The RFQ shows 2 exterior cameras and the drawing shows 1.

**Answer:** On Exhibits G-2 and G-2B, these are both interior drawings and show no exterior cameras. Exhibit G-0 shows both exterior cameras that belong on building 2 as described in the narrative. I am not sure why Building 11 is referenced in the question above.

11.) RFQ AGR0903 Page 26 Building 2 Card Access.

There is a discrepancy between the RFQ and the drawings. Exhibit G-2 and G-2B. The RFQ shows 2 card readers and the drawing shows 0.

**Answer:** The “1.) Stairwell Door” and “2.) Rear Double Door” descriptions were left in by mistake during the revision process.

12.) RFQ AGR0903 Page 26 Building 11 Video Surveillance. Exhibit G-11.1

There is a discrepancy between the RFQ and the drawings. The RFQ shows 0 exterior cameras and the drawing shows 1.

**Answer:** There was supposed to be an exterior camera described in the narrative of the RFQ on building 11 facing the chemical storage building as shown in Exhibit G-11.1.

13.) RFQ AGR0903 Page 26 Building 11 Card Access.

There is a discrepancy between the RFQ and the drawings. Exhibit G-11.1 and G-11.2. The RFQ shows 5 card readers and the drawing shows 8.

**Answer:** The Exhibits G-11.1 and G-11.2 are correct. There are 8 card readers as described during the walk-through.

14.) RFQ AGR0903 Exhibit G-11.2.

Please explain buzzer operation. Is it a door bell or an unlock button?

**Answer:** It is an unlock button that buzzes when pressed.

15.) RFQ AGR0903 Page 22 Moorefied Video Surveillance.

There is a discrepancy between the RFQ and the drawings. Exhibit M-1 and M- 2. The RFQ shows 3 exterior cameras and the drawing shows 4.

**Answer:** The Exhibits M-1 and M-2 are correct. There are 4 cameras being requested.

16.) RFQ AGR0903 Page 22 Moorefied Card Access.

There is a discrepancy between the RFQ and the drawings. Exhibit M-1 and M- 2

The RFQ shows 10 card readers and the drawing shows 9.

**Answer:** The Exhibits M-1 and M-2 are correct. There is to be no card access on the main door described as "1.) Front Door Main Entrance"

17.) Video surveillance requirements state, "each location must provide 30 days of video retention locally." Video storage calculations require the following information:

- a. Recording hours per day per camera (1 to 24 hours per day)
- b. Recording images per second per camera (1 to 30 ips)
- c. Recording resolution (CIF, 2CIF, 2/3D1 or 4CIF)

Please either identify the hard drive size required at each location or provide the recording parameters for each camera so hard disc size may be calculated.

**Answers:**

- a.) Recording hours per day per camera: 24 hours per day
- b.) Recording images per second per camera: 3 images per second will be sufficient
- c.) Recording resolution: These specifications were given in the RFQ as 704 x 480 NTSC. This equals 2CIF.

18.) Is the WV Dept. of Agriculture providing the necessary network switches? Will switch programming also be provided. Will the provided switches be Layer 3 with ASIC chips? Cisco 3560 or higher switches are recommended.

**Answers:** Yes, the WV Dept. of Agriculture will be providing the necessary network switches and all configurations of the switches. They will not necessarily be Layer 3 switches though. All switch ports will be a minimum of 100MB ports.

19.) Card Access system requirements state "emergency release, unlock, in the event of a power outage or network outage." Since the system will have distributed processing is this necessary if the network goes down?

**Answer:** Yes, emergency release (unlock) buttons should be able to function during a network outage.

20.) Card Access system requirements state "card access doors need to have after hour (forced entry) monitoring alarm system." Is this correct?

**Answer:** Yes

21.) During the walk through it was stated that no drilling is allowed at the Mobile Lab. Is this correct and how are cables to be installed between the controlled door and network switch location?

**Answer:** The department is opting to drop this requirement due to the bio-security requirements of the facility and the complications it would cause to drill.

(See attachment Revised Exhibit M-1)

22.) Please provide a list of all required documents to be included with the bid.

**Answer:** Vendors must adhere to all mandatory requirements listed as must, shall, will, maximum, minimum, etc. Any document listed "with the bid" must be provided with the bid submission in accordance with the requirements of the RFQ. This includes, but is not limited to, the WV Purchasing Affidavit which now includes the Drug Free Workplace Policy.

23.) RFQ AGR0903 Gus R. Douglass Locations.

Do you own the existing utility poles located on site?

We own all poles between the GATR site and building 17 and most poles on the Guthrie campus, however not all poles.

24.) RFQ AGR0903 Page 34 (GATR Storage Building) and Page 35 (Sewage Plant) Video Surveillance. Due to their remote locations with no ethernet connectivity is it acceptable for the two locations to operate in stand-alone mode?

Example: Owner would have to drive to either location to retrieve video from a digital recorder.

**Answer:** Vendors need to specify both options for the department to choose from.

25.) RFQ AGR0903 Inwood Farmer's Market and Office Complex, Moorefield and Gus R. Douglass Locations.

Is there spare transport media between existing buildings that currently have network connectivity.

Such as but not limited to Fiber, category 3, 5, 5e or 6 cable.

Can we utilize the spare transport media if available?

**Answer:** No there is no spare media, but there is currently network connectivity between all three buildings and the network can be utilized as there are Ethernet ports available in all three buildings.

26.) With respect to DVR/NVR: please provide the recording rate capacity desired. This is typically stated in frames per second or images per second and would be the maximum rate for the DVR/NVR regardless of the number of camera inputs.

**Answer:** See question 17. The resolutions have already been stated.

27.) With respect to exterior cameras: Infrared LEDs contained within the camera typically do not have an effective range beyond 10 meters. What is the desired effective range of the Infrared illuminators?

**Answer:** The desired effective range of the IR illuminators is a minimum of 30 meters.

28.) Higher-powered stand-alone IR illuminators are available. These units have a larger effective range than IR LEDs housed within the camera body. Are these preferred?

**Answer:** As long as the minimum desired effective range (specified in question 27) of 30 meters is achieved, these can be utilized.

29.) New ambient light intensification technology exists that replaces IR illumination. Is this acceptable?

**Answer:** As long as the minimum desired effective range (specified in question 27) of 30 meters is achieved, these can be utilized.

30.) Are there minimum camera specifications desired? For example resolution, light sensitivity, wide-dynamics, BLC & AGC.

**Answer:** The only specification required is the minimum resolution must be 704 x 480 (or 2CIF). We have not specified light-sensitivity, only that the cameras must be able to operate in the dark. We have not specified wide-dynamics or BLC & AGC, just that all video surveillance areas must be covered.

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: **AGR0903**

Date: October 15, 2008 (Site Visit-Inwood Location)

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

Firm Name:	Advanced Communications Co
Firm Address:	2744 EODD ST. P.O. Box 6650 WHEELING WV, 26003
Representative Attending:	Roy Hayhurst
Phone Number:	304-233-3000
Fax Number:	304-233-9666
Email Address:	HAYHURST@ADVANCED.COM

Firm Name:	Camel Technologies
Firm Address:	1326 OHIO AVE Dunbar wv 25067
Representative Attending:	Ronald McKinley
Phone Number:	304-776-8063
Fax Number:	304-776-8095
Email Address:	ronm@CamelTechnologies.com

Firm Name:	SSA SECURITY
Firm Address:	500 ARDMORE BLVD PGH, PA 15221
Representative Attending:	RICK THOMAS
Phone Number:	412/244-4900
Fax Number:	412/244-4907
Email Address:	RICKT@SSASECURITY.COM

Firm Name:	Electronic Specialty
Firm Address:	1325 Dunbar Ave, Dunbar WV 25062
Representative Attending:	Marshall Ellison
Phone Number:	304-766-6277
Fax Number:	304-766-6270
Email Address:	Marshall@ElectronicSpecialty.com

Firm Name:	Simplex Grinnell
Firm Address:	2900 7TH AVE SUITE 102 CHARLESTON WV 25312
Representative Attending:	JEFF WEST PATRICK GOODRICH
Phone Number:	304 746-4081
Fax Number:	JWEST@SIMPLEXGRINNELL.COM
Email Address:	304 746-4081

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



PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: **AGR0903**

Date: October 15, 2008 (Site Visit-Moorefield Location)

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

Firm Name:	<u>Camel Technologies</u>
Firm Address:	<u>1326 Ohio Ave Denver CO 80202</u>
Representative Attending:	<u>Ronald Moly</u>
Phone Number:	<u>304-776-5063</u>
Fax Number:	<u>304-776-8095</u>
Email Address:	<u>ron.m@cameltechnologies.com</u>

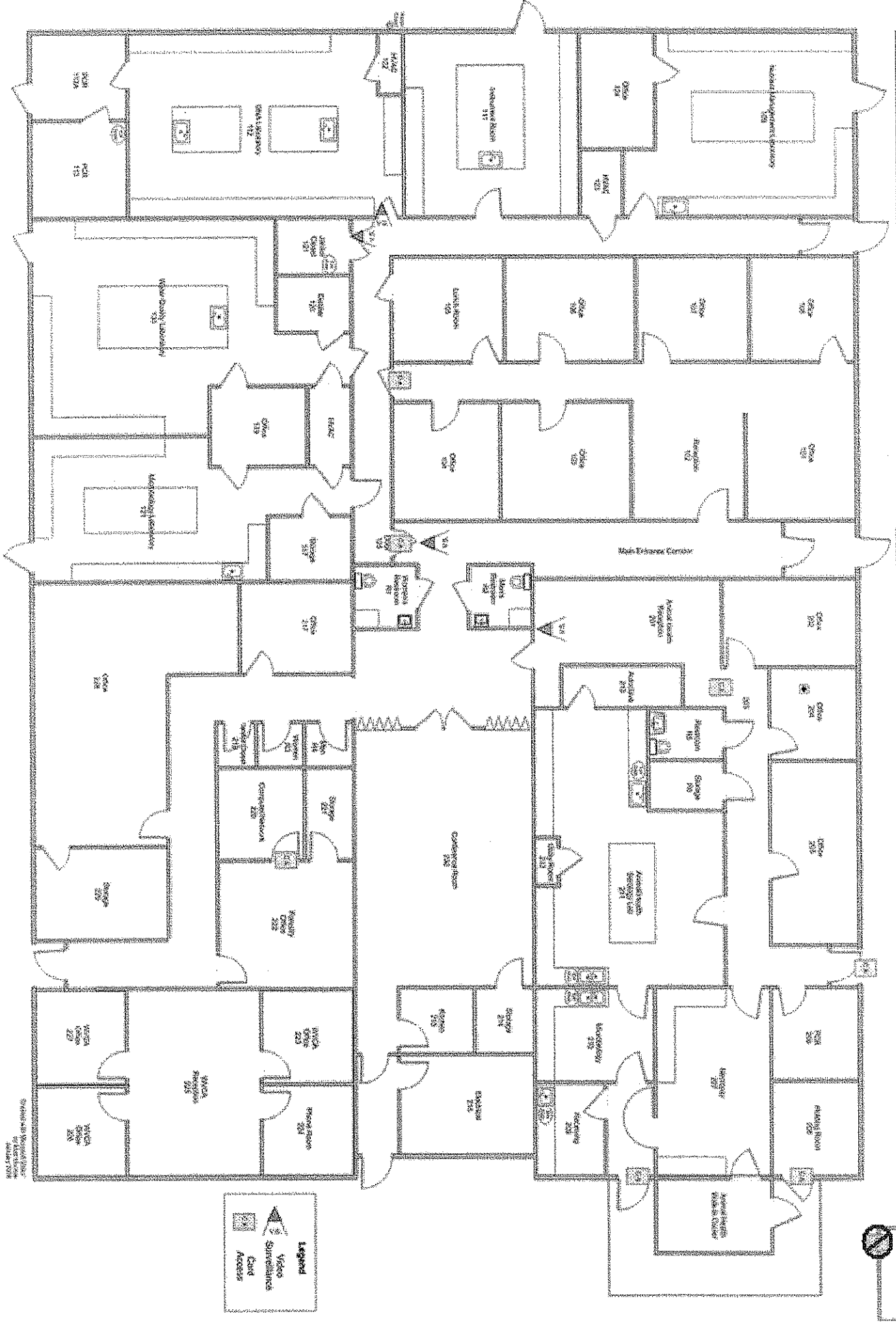
Firm Name:	<u>Electronics Specialty</u>
Firm Address:	<u>1325 Dunbar Ave Dunbar, W.V. 25862</u>
Representative Attending:	<u>Marshall Ellison</u>
Phone Number:	<u>766-62277</u>
Fax Number:	<u>766-62270</u>
Email Address:	<u>marshall@electronicspecialty.com</u>

Firm Name:	<u>ADVANCED COMMUNICATIONS Co</u>
Firm Address:	<u>2744 E. 1st Street P.O. Box 6650 WHEELING, WV, 26003</u>
Representative Attending:	<u>Roy Hayhurst</u>
Phone Number:	<u>304-233-3000</u>
Fax Number:	<u>304-233-9666</u>
Email Address:	<u>HAYHURST@ACCENTRAL.COM</u>

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

Firm Name:	<u>Simplex Grinnell</u>
Firm Address:	<u>2005 7th Ave Suite 102 Charleston WV 25312</u>
Representative Attending:	<u>Jeff West / Pat Goodell</u>
Phone Number:	<u>304-746-4081</u>
Fax Number:	<u>304-746-4089</u>
Email Address:	<u>J.West@simplexgrinnell.com</u>

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



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Montgomery Regional Agricultural Center  
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