



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
 IP08

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/30/2008				

BID OPENING DATE: 07/08/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 4***** 1. IP08 ATTACHMENT A-J REVISED, 10 PAGES ATTACHED. *****END OF ADDENDUM NO. 4*****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

ATTACHMENT A

DESKTOP CONFIGURATION - STANDARD

Component	Minimum Specifications	Vendor's Specifications	Unit Cost	% Discount	Purchase Cost
Processor	Core2Duo E6550/E7000 or above				
Chipset	Intel Q33				
Memory	2GB DDR2*				
Hard Drive	80GB SATA or SATA II				
Optical Drive	CDRW/DVD Reader				
Graphics	Integrated				
Floppy	(Optional)				
USB Ports	Four rear, two front				
NIC	Integrated 10/100/1,000				
Serial Ports	One (optional)				
Parallel Ports	One				
Warranty	Four years, on-site				
				Total Cost:	

*All memory should be at the largest possible denomination for future upgrade, leaving at least one slot open.

ATTACHMENT B

DESKTOP CONFIGURATION – POWER USER

Component	Minimum Specifications	Vendor's Specifications	Unit Cost	% Discount	Purchase Cost
Processor	Core2Duo E6850-E8400				
Chipset	Intel Q35				
Memory	4GB DDR2*				
Hard Drive	320 GB or more SATA or SATA II				
Optical Drive	CDRW/DVD+-RW				
Graphics	PCI Express 256 Mb				
Floppy	(Optional)				
USB Ports	Four rear, two front				
NIC	Integrated 10/100/1,000				
Serial Ports	One				
Parallel Ports	One				
Warranty	Four years, on-site				
				Total Cost:	

*The power Desktop as long as there are 4 slots may be populated with 2 – 2GB dims, leaving 2 slots open

ATTACHMENT C

NOTEBOOK CONFIGURATION: STANDARD

Component	Minimum Specifications	Vendor's Specifications	Unit Cost	% Discount	Purchase Cost
Processor	Core2Duo T7250				
Chipset	965GM				
Memory	2 GB DDR2*				
Hard Drive	80GB				
Optical Drive	CDRW/DVD Reader				
Graphics	Integrated				
Display Size	14-inch or 15-inch wide				
Resolution	XGA / SXGA or better				
USB Ports	At least two				
NIC	Integrated 10/100/1,000				
Modem	Integrated 56 Kbps				
Wireless	802.11n Draft 2.0				
Bluetooth	Bluetooth Wireless Technology				
Extra Battery	No				
Weight	5.75 to 6.5 pounds				
Warranty	Four years, on-site				
				Total Cost:	

*All memory should be at the largest possible denomination for future upgrade, leaving at least one slot open.

ATTACHMENT D

NOTEBOOK CONFIGURATION – DAY EXTENDER:

DAY EXTENDER: Users who use their notebooks in the office, taking them home in the evening or over the weekend to do extra work. These notebooks are usually taken “from plug to plug” using electrical power and minimizing the requirements for long battery life.

Component	Minimum Specifications	Vendor's Specifications	Unit Cost	% Discount	Purchase Cost
Processor	Core2Duo T7700				
Chipset	965PM				
Memory	2GB DDR2*				
Hard Drive	80 GB				
Optical Drive	CDRW/DVD Reader				
Graphics	Discrete				
Display Size	15.4-inch wide				
Resolution	WXGA or better				
USB Ports	At least three				
NIC	Integrated 10/100/1,000				
Modem	Integrated 56 Kbps				
Wireless	802.11n Draft 2.0				
Bluetooth	Bluetooth Wireless Technology				
Extra Battery	Optional				
Weight	5.75 to 6.5 pounds				
Warranty	Four Years, on-site				
				Total Cost:	

*All memory should be at the largest possible denomination for future upgrade, leaving at least one slot open.

ATTACHMENT E

NOTEBOOK – TRAVELING WORKER

TRAVELING WORKER: Users who are out of the office as much as 80% of the time. They tend to carry their notebooks most of the day and will often work in many diverse locations. For these users, weight and battery life are important selection criteria, along with performance and price.

Component	Minimum Specifications	Vendor's Specifications	Unit Cost	% Discount	Purchase Cost
Processor	Core2Duo T7500 U7500 or U7600 for 12.1 inch display				
Chipset	965GM				
Memory	2 GB DDR2*				
Hard Drive	120GB				
Optical Drive	CDRW/DVD+-RW				
Graphics	Integrated				
Display Size	14.1-inch or 12.1-inch wide				
Resolution	WXGA+ or WXGA				
USB Ports	At least three				
NIC	Integrated 10/100/1,000				
Modem	Integrated 56 Kbps				
Wireless	802.11n Draft 2.0				
Bluetooth	Bluetooth Wireless Technology				
Extra Battery	Yes				
Weight	3.5 to 5.75 3 to 5 pounds				
Warranty	Four years, on-site				
			Total Cost:		

*All memory should be at the largest possible denomination for future upgrade, leaving at least one slot open.

ATTACHMENT F

TABLET:

Component	Minimum Specifications	Vendor's Specifications	Unit Cost	% Discount	Purchase Cost
Processor	Core2Duo 7500				
Chipset	965GM				
Memory	2 GB DDR2*				
Hard Drive	80GB				
Optical Drive	CDRW/DVD Reader				
Graphics	Integrated				
Display Size	12.1-inch				
Resolution	XGA, SXGA, WXGA or WXGA+				
USB Ports	At least three				
NIC	Integrated 10/100/1,000				
Modem	Integrated 56 Kbps				
Wireless	802.11n Draft 2.0				
Bluetooth	Bluetooth Wireless Technology				
Extra Battery	Yes				
Weight	Less than 5 pounds				
Warranty	Four years, on-site				
				Total Cost:	

*All memory should be at the largest possible denomination for future upgrade, leaving at least one slot open.

ATTACHMENT G

MISCELLANEOUS COMPONENTS

Component	Vendor Specifications	Unit Cost	% Discount	Purchase Cost
1GB Memory (single)				
2GB Memory (single)				
External Floppy Drive (USB)				
External 80GB USB Portable Drive (USB)				
External 120GB USB Portable Drive (USB)				
External Enhanced Keyboard (USB)				
External 2-button mouse w/scroll (USB)				
Targus Nylon Carrying Case				
Targus Leather Carrying Case				
6 cell battery				
8 cell battery				
9 cell battery				
AC Adapter				
Port Replicator				
Full Docking Station				
Monitor Stand				
AC/DC Combo Adapter				
USB 2GB Memory Thumb Drive (stick)				
External Speakers				
Integrated 56K Fax Modem				
Accidental Damage Coverage for all Laptops/Tablets				

ATTACHMENT H

SERVICES

Service	Cost
Image Load per Machine	
Shipping Charge per machine	
Asset Tagging per machine	

COST EVALUATION

Please transfer the totals from the following Attachments to this page. The Cost Evaluation points will be calculated using the total cost below.

ATTACHMENT A	\$ _____	x 3,200 standard desktop pcs =	\$ _____
ATTACHMENT B	\$ _____	x 550 power user desktop pcs =	\$ _____
ATTACHMENT C	\$ _____	x 350 standard notebooks =	\$ _____
ATTACHMENT D	\$ _____	x 350 day extender notebooks =	\$ _____
ATTACHMENT E	\$ _____	x 350 traveling notebooks =	\$ _____
ATTACHMENT F	\$ _____	x 150 tablets =	\$ _____
ATTACHMENT G	\$ _____		\$ _____
ATTACHMENT H	\$ _____	x 3,000 machines =	\$ _____
TOTAL			\$ _____