



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
 ISCJ0067

PAGE
 1

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

VENDOR

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 JOBSITE
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/15/2008				

BID OPENING DATE: 12/18/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS AND						
2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST.						
BID OPENING DATE REMAINS: 12/18/08						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		725-55-01-001		
TELEPHONE OR VIDEO CONFERENCE EQUIPMENT						
***** THIS IS THE END OF RFQ ISCJ0067 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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

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

ISCJ0067 Vendor Questions Responses

1.) I have a question on Equipment requirements. In the Regents Room, you have a quantity of (5) Crestron QM-RX. By looking at the equipment for this room, it looks like only (1) of these units will be needed in this room. I will need to know if you in fact want (5) of these units.

Your answer to this question is needed to determine the final bid price as well as the cost for bonding.

Answer: The quantity should be (1) one.

2.) Does this section apply to this project? If so, would need to know from whom to request the drawings

Answer: The agency has used another agency's internal engineering staff. Exhibit 9 is standard language for all construction projects bid by the state over \$25K. As stated in the pre-bid meeting this is a specification only project. No official A/E drawings were developed and distributed. A generalized, not to scale drawing, will be included with the addendum.

3.) The Regents room Conference Room B indicates a qty of 5 Crestron QM-RX QM receivers. There is only 1 display indicated on the RFQ, are there other destinations that need to be addressed or is the qty incorrect?

Answer: The quantity should be (1) one.

4.) The Heritage Room Conference Room D, the short throw projectors have to be on the same wall as the display surface. What mounting method is to be used? You do not indicate any mounts. Do you want table top, shelf, or ceiling mounts?

Answer: The mounting method will be ceiling mount.

5.) What manner of cable management is to be used to get the cables from the lecterns to the walls in each room? The lecterns house all of the electronics and will be away from the walls and since you are not providing floor pockets this needs to be addressed to prevent a trip hazard.

Answer: Lecterns are to be positioned against the wall (see diagram).

6.) Will the lecterns need to be disconnected for other functions in the rooms?

Answer: No.

7.) The EVID4.2 model speakers are surface mount and not ceiling mount as indicated in the RFQ. Is this correct?

Answer: The speakers are surface mount.

8.) Is the state running wire mold to all of the equipment locations?

Answer: Yes.

9.) If so, what size wire mold is being used?

Answer: Wire mold 5400 around the base of most of the rooms; the 5400 has two channels one for electric and one for Data.

10.) Will we need to provide jack plates for the signals at each location or simply bring the cables out of the wire mold to the equipment?

Answer: No.

11.) Will the state be running the cabling to locations if it is inside of the wall or above the ceiling areas?

Answer: Yes.

12.) Is the state providing dedicated PCs for the lecterns or will there need to be laptop interfaces?

Answer: Lecterns need to have laptop interfaces.

13.) You will be providing some sort of drawing (scale not necessary) to indicate preferred locations for equipment installation.

Answer: Diagram provided.

14.) According to paragraph 8 under the general requirements "The General Services Division will be responsible . . . for providing the necessary electrical and cable connections." Does this mean that GSD will be pulling the cable provided by the vendor or simply providing the raceways?

Answer: General Services Division will install all of the electrical cabling & connections and the West Virginia Office of Technology will install all the data cabling & connections.

15.) What sort of wire management will be required for the lecterns and who will provide it?

Answer: General Services Division will provide wire management for power & the West Virginia Office of Technology will provide data cabling to the lecterns. Any special cables other than cat 5E, Cat 6 and or electrical wire is to be furnished by the Vendor.

16.) In each conference room -- will the Touch Panel reside on the lectern or elsewhere?

Answer: The Touch Panel will reside on the lectern.

Additional Clarifications to the Specifications:

Page 3: Add to Workers' Compensation Section: "Worker' Compensation Certificate will be required of the vendor for the life of the contract."

Page 11: Add to top of page: "It is strongly preferred that vendors complete the provided pricing pages in lieu of submitting alternate quote forms".

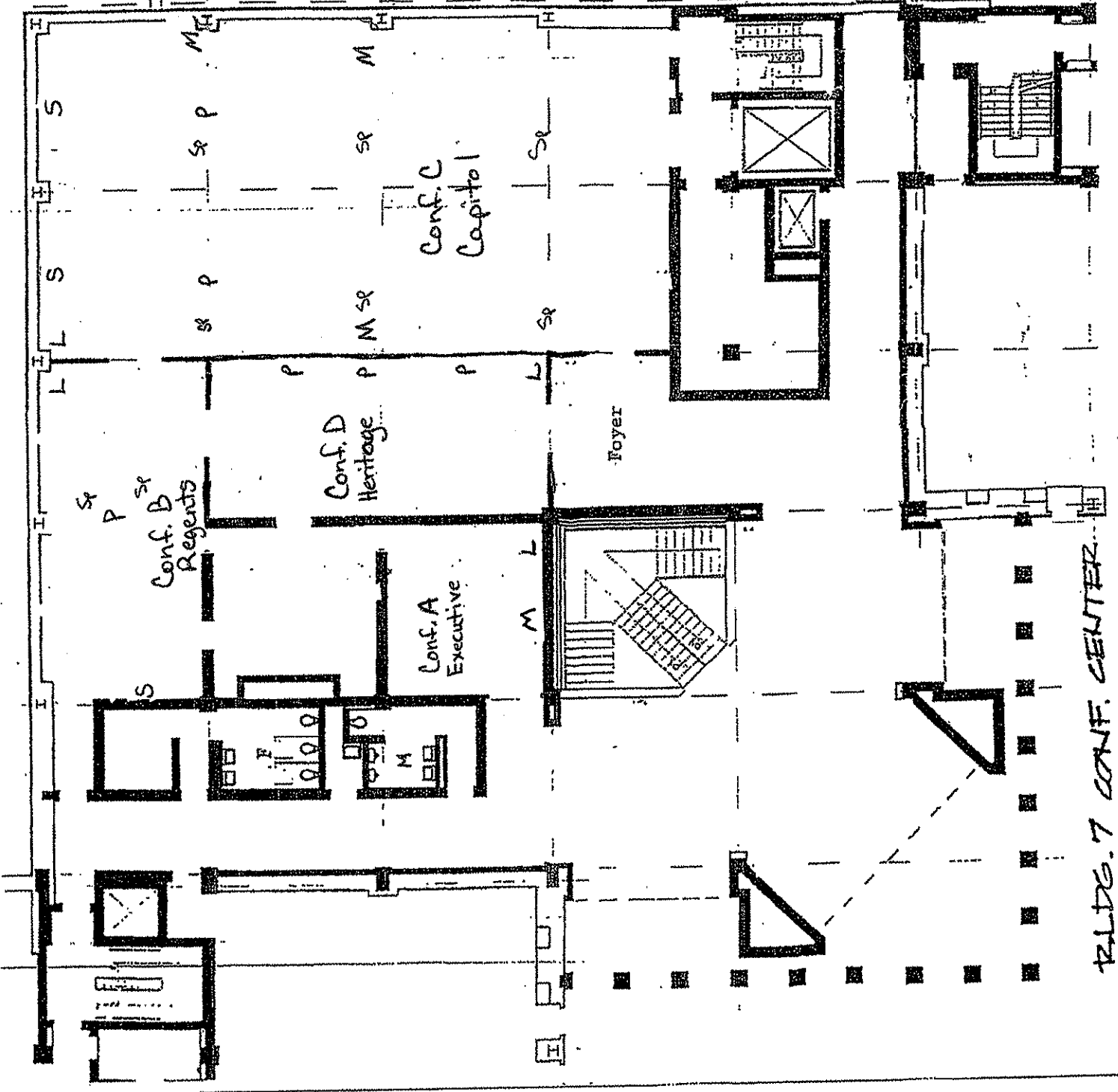
Page 12: Please delete the following language: "All equipment must be warranted for a minimum of one (1) year. Response time shall be within 24 hours of contact by the customer, and may include onsite visits as necessary to repair/replace warranted equipment."

Please replace with the following: "All equipment must be warranted for a minimum of one (1) year. Any warranty repair and/or replacement must be covered by the vendor. Vendors shall respond onsite and carry out the warranty replacement/repair to all warranty repair/replacement calls by the customer within 24 hours of the initial call by the customer. Any exceptions to this must be pre-approved by the customer."

Scale

1/16" = 1 foot

Sp = Speakers
 L = Lectern
 M = Monitor
 P = Projector
 S = Screen



BLDG. 7 CONF. CENTER

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Date: 12/08/2008 1:30 PM

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.

Example:

Firm Name:	WV Purchasing Division
Firm Address:	2019 Washington St. E. Charleston, WV 25304
Representative Attending:	Krista Ferrell, Senior Buyer
Phone Number:	304-558-2596
Fax Number:	304-558-4115
Email Address:	krista.s.ferrell@wv.gov

Firm Name:	Greenview Systems Inc.
Firm Address:	4200 1st Ave. Suite 114 Altoona, WV 25143
Representative Attending:	Tina Sizemore
Phone Number:	304-204-1392
Fax Number:	304-204-1394
Email Address:	tsizemore@gsivw.com

Firm Name:	Simplex Grinnell
Firm Address:	2800 7th Ave Suite 102 Chas. WV 25312
Representative Attending:	Jeff West
Phone Number:	(304) 550-7865 C (304) 266-0012
Fax Number:	(304) 746-4089
Email Address:	jwest@simplexgrinnell.com

Firm Name:	Rusty Risher Verizon
Firm Address:	500 Technology Dr So Charleston, WV 25309
Representative Attending:	Verizon Rusty Risher
Phone Number:	304-746-1020
Fax Number:	304-746-1010
Email Address:	rjfisher@verizonbusiness.com

Firm Name:	New Tech Systems, Inc.
Firm Address:	420 16th Street Dunbar WV 25064
Representative Attending:	Andrew Ramsey
Phone Number:	304-766-0000
Fax Number:	304-766-0003
Email Address:	aramsey@newtechwv.com

Firm Name:	Lee Hartman & Sons
Firm Address:	300 Roxulana Business Park Suite 2 Dunbar, WV 25064
Representative Attending:	Larry Cox
Phone Number:	304-720-2031
Fax Number:	304-766-7441
Email Address:	L Cox @ Lee Hartman, com

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Firm Name:	ELECTRONIC SPECIALTY
Firm Address:	1325 DUNBAR AVE DUNBAR WV 25064
Representative Attending:	MARK WOOTY
Phone Number:	304-766-6277
Fax Number:	304-766-6270
Email Address:	MARK@ELECTRONIC-SPECIALTY.COM

Firm Name:	ELECTRONIC SPECIALTY CO
Firm Address:	1325 Dunbar Ave Dunbar WV 25064
Representative Attending:	Tom Fitzgerald
Phone Number:	304-766-6277
Fax Number:	304-766-6270
Email Address:	Tom-Fitzgerald@Electronics-Specialty.com

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

Firm Name:	
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Representative Attending:	
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