



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
WEH90129

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 WELCH COMMUNITY HOSPITAL  
 454 MCDOWELL STREET  
 WELCH, WV 24801 304-436-8710

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/20/2009				

BID OPENING DATE: 06/03/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10  REQUISITION NO.: WEH90129  ADDENDUM ACKNOWLEDGEMENT  I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.  ADDENDUM NO.'S: NO. 1 ..... NO. 2 ..... NO. 3 ..... NO. 4 ..... NO. 5 .....  I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.  VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY						

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



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 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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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.						
..... SIGNATURE						
..... COMPANY						
..... DATE						
REV. 11/96						
END OF ADDENDUM NO. 2						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**WEH90129 – QUESTIONS and RESPONSES**

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1. Specification #2 on page 14 states that 1 phone shall have DSS keys for 32 other phones on the system and 143 shall have a minimum of 10 keys. This specifies 144 phones and I am unclear as to the requirements of the total keys required on the remaining 32 phones?
  - A. **Specification #2 shall be changed:**  
**Change From: The remaining one hundred forty-three (143) digital telephones shall have a minimum of ten (10) programmable buttons.**  
  
**To Read: The remaining one hundred seventy-five (175) digital telephones shall have a minimum of ten (10) programmable buttons.**
  
2. There are 2 additional locations that are included in the RFQ, the Business Office and the Maintenance Building. How do you plan to accomplish stable connectivity to these locations?
  - A. **The Maintenance Building is connected by fiber to the hospital across the street. Vendors shall use this fiber to connect phones to the PBX in the hospital. Vendors may use digital or IP phones as long as you provide all necessary equipment on each end to make it work and all other requirements of this RFQ are met.**  
  
**For the Business Office, the system specifications shall be changed as follow: Vendors shall bid a small system of the same manufacturer as the hospital PBX for the Business Office. The Business Office system shall include capacity for six (6) Centrex lines and twenty-four (24) digital telephones. One of the digital telephones shall have a minimum of 10 programmable buttons and DSS/BLF capability for the other 23 stations. The other 23 stations shall have a minimum of 10 programmable buttons, 2 line by 16 character LCD, speaker phone capability and a message waiting light. The system at the Business Office shall have a voice processing system with Automated Attendant capabilities and a voice mail box for the 24 stations. The voice processing system shall have a minimum of 4 ports and 24 hours of storage.**
  
3. Are there managed switches with QoS?
  - A. **Some of the switches in the hospital are PoE with QoS and some are not.**
  
4. Can the T-1 channels to the Business Office be partitioned for voice and data?
  - A. **Based upon the answer to the question above, this will not be necessary.**
  
5. Specifications require 176 digital telephone sets. However at the meeting it was discovered that as many as 18-24 of these digital telephones will need to be at two (2) off site locations that are part of the hospital's Centrex. In order for the remote

**WEH90129 -- QUESTIONS and RESPONSES**

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locations to be a part of the hospital's PBX system, there must be a way to connect to the hospital or leave them on Centrex. The maintenance building has three (3) Centrex locations. The building has a fiber cable connecting it to the hospital. Can the installed fiber be used to provide service to the maintenance building?

**A. Based upon the answer to one of the questions above, the maintenance building will be connected to the hospital PBX by the existing fiber and the Business Office will be separated onto its own smaller system.**

6. Remote office has 18-21 Centrex stations with a T-1 to the hospital for data. Will the Health and Human Resources consider installing an additional T-1 from this office to the hospital to support telephones at this location?

**A. No. See the answers to related questions above.**

7. If the fiber can be used and or a T-1 is installed for the above, can vendor have the option of Digital or IP phones for these locations?

**A. See the answers to related questions above.**

8. How many extensions are within the business office location?

**A. Twenty-six (26), two (2) of these lines are dedicated to fax machines, and an additional two (2) of these telephone lines are dedicated for the use of modems for Patient Accounts staff for online use to Medicare.**

9. How many extensions are within the maintenance building location?

**A. Four (4), one (1) which is dedicated for a fax machine.**

10. Are the business office telephones and the maintenance telephones included in the 176 sets?

**A. Yes.**

SIGN IN SHEET

Page \_\_\_\_ of \_\_\_\_

Request for Proposal No. \_\_\_\_\_

PLEASE PRINT

Date: \_\_\_\_\_

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Reflex LLC DBA Wilson Communications</u>	<u>PO Box 1095</u>	PHONE <u>304-637-0001</u>
Rep: <u>Phil Wilson</u>	<u>27 Kingston 26241</u>	TOLL FREE
Email Address: <u>Phil@WilsonCommunications.com</u>		FAX <u>304-636-1683</u>
Company: _____	_____	PHONE
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX
Company: _____	_____	PHONE
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX
Company: _____	_____	PHONE
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX

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FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company:	Advantage Technology	PHONE 304-588-2694
Rep:	Mike Womans	TOLL FREE
Email Address:	mwimans@advantage-tech.biz	FAX 304-740-1423
Company:	STI Networks	PHONE 740-886-3315
Rep:	Rich Crowder	TOLL FREE 800-422-8848
Email Address:	Rich_Crowder@STI Networks.net	FAX 740-886-7390
Company:	Alpha Contracting	PHONE 304-252-4334
Rep:	Kevin Traylor	TOLL FREE call 304 <del>252</del> 890-1406
Email Address:		FAX 304 - 252-4340
Company:	Ricoh Business Solutions	PHONE (304)342-4099 EXT 349
Rep:	Fielding Moss	TOLL FREE
Email Address:	fielding_moss@RICOH-USA.com	FAX (304)342-4558
Company:	Ricoh Business Solutions	PHONE (304)342-4099 EXT 301
Rep:	John Starcher	TOLL FREE
Email Address:	JOHN.STARCHER@RICOH-USA.com	FAX (304)342-4099

SIGN IN SHEET

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MAILING ADDRESS

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	PHONE	TOLL FREE	FAX
Best Home Advanced Communications				
Rep: Don Knapp				
Company: Advanced Communications	2744 Eoff Street	PHONE 304-333-3000	TOLL FREE 1-800-336-4933	FAX 304-333-9666
Rep: Jim Schumacker	Wharling, WV 26003			
Company: Verizon	1500 MacCorkle Ave.	PHONE (304) 344-6625		
Rep: Jason Farmer	Charleston, WV 25314			
Company: Frontier	300 Bland Street	PHONE 304-325-1561	TOLL FREE 800-545-4881	FAX 304-323-1802
Rep: Bonnie Smith	Bluefield, WV 26101			
Company: Frontier	300 Bland St	PHONE 304-325-1670	TOLL FREE 800-645-4881	FAX 304-323-1802
Rep: Angel Webster	Bluefield, WV 26101			
Company: Access Systems	4108 MacCorkle Ave	PHONE 304-340-4288		
Rep: Tammya Neville	Charleston, WV 25304			
Company: Access Systems	4108 MacCorkle Ave	PHONE 304-340-4288		
Rep: Tammya Neville	Charleston, WV 25304			

Do: Access Systems 4108 MacCorkle Ave Pn: 304-340-4288

Rep: Tammya Neville Charleston, WV 25304 Fax: 304-340-4293

Email: tneville@accesswv.com