



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
ARE103015

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 804-558-2596

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES DIVISION  
 JOBSITE  
 SEE SPECIFICATIONS

SHIP TO

304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/10/2009				

BID OPENING DATE: 12/17/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,		
				2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED AND ACCEPTED IN ACCORDANCE WITH THE PROVISIONS OF THE REQUEST FOR QUOTATION,		
				3.) PROVIDE ADD ADDITIONAL WORK PER THE ATTACHED SPECIFICATIONS, AND		
				4.) PROVIDE DRAWING AS ATTACHED.		
				BID OPENING DATE REMAINS: 12/17/2009		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001	1	JB		936-73		
				SECURITY SYSTEM INSTALLATION, DMV OFFICES, KC		

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 PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** 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.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms 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.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** 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, the State may deem this contract null and void, and terminate such contract 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."

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: ARE 107015

Date: 12/10/02

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:	ASG SECURITY INC
Firm Address:	12304 KEN CT STE A BELTSVILLE MD 20705
Representative Attending:	Mr. Stephen J. Williams
Phone Number:	707-628-4641
Fax Number:	301-931-1127
Email Address:	williams@asgsecurity.com

Firm Name:	Mon Valley Technologies
Firm Address:	3564 River Rd Morgantown WV 26501
Representative Attending:	Matthew Bishop
Phone Number:	(304) 278-7773
Fax Number:	(304) 278-7404
Email Address:	mbishop@mutech.us R.Bishop@mutech.us

Firm Name:	B. Armstrong Electrical Services Inc
Firm Address:	701 Col St Kensaw WV 26105
Representative Attending:	Bob Armstrong
Phone Number:	304-481-6424
Fax Number:	304-865-4236
Email Address:	Bob@BArmstrongElecTlsc.com

Firm Name:	VERIZON Business
Firm Address:	887 Fairmont Rd. Suite 204 Morgantown WV 26501
Representative Attending:	RYAN MILLER
Phone Number:	304-284-0502
Fax Number:	304-284-0500
Email Address:	laurence.host@verizonbusiness.com

Firm Name:	Access Systems
Firm Address:	4108 MacComble Ave SE Charleston, WV 25304
Representative Attending:	Robert Jones
Phone Number:	(304) 340-4288
Fax Number:	(304) 340-4293
Email Address:	R.R.JONES1@ADL.COM

Firm Name:	SECURE US
Firm Address:	530 SCOTT AVE MORGANTOWN WV 26508
Representative Attending:	SEAN ARTHURS
Phone Number:	304-291-2994
Fax Number:	304-284-9678
Email Address:	SARTHURS77@GMAIL.COM

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number:

ARE/143015

Date:

12/01/2009

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>EASTERN ELECTRIC LLC</u>
Firm Address:	<u>P.O. Box 82 MT NEBO WV 26679</u>
Representative Attending:	<u>Michael Harklow</u>
Phone Number:	<u>304-872-4868</u>
Fax Number:	<u>304-872-3634</u>
Email Address:	<u>mharlow@easternelectricllc.com</u>

Firm Name:	<u>Summit Elect</u>
Firm Address:	<u>PO Box 254 Hurricane, WV 25526</u>
Representative Attending:	<u>Rick Gandy</u>
Phone Number:	<u>304 562-7091</u>
Fax Number:	<u>304 562 7137</u>
Email Address:	

Firm Name:	<u>Cornerstone Elec</u>
Firm Address:	<u>HC 81 Box 179 Marmet, WV 25315</u>
Representative Attending:	<u>John Shea</u>
Phone Number:	<u>304 949-9550</u>
Fax Number:	<u>304 949 9552</u>
Email Address:	<u>cornerstoneelectric@suddenlink.net</u>

Firm Name:	<u>Verizon Business</u>
Firm Address:	<u>1500 Mt. Carmel Ave Charleston WV 25314</u>
Representative Attending:	<u>Bill McQuinn</u>
Phone Number:	<u>304-344-7018</u>
Fax Number:	<u>304-341-1464</u>
Email Address:	<u>william.mcquinn@verizon.com</u>

Firm Name:	<u>PROGRESSIVE ELECTRIC INC</u>
Firm Address:	<u>PO Box 3695 Charleston, WV 25336</u>
Representative Attending:	<u>Dwaine Shubow</u>
Phone Number:	<u>(304) 345-1253</u>
Fax Number:	<u>(304) 345-1256</u>
Email Address:	<u>DSHUBOW@WEWIVEU.COM</u>

Firm Name:	<u>Electronic Specialty Company</u>
Firm Address:	<u>1325 Dunbar Ave Dunbar, WV</u>
Representative Attending:	<u>Brian Dixon</u>
Phone Number:	<u>304-766-6277</u>
Fax Number:	<u>304 766-6270</u>
Email Address:	<u>Brian@electronic-specialty.com</u>

**RFQ#ARE103015**  
**SECURITY SYSTEM INSTALLATION**  
**DIVISION OF MOTOR VEHICLES**  
**KANAWHA CITY MALL LOCATION**  
**Technical Questions & Answers**

**Question#1:** Is the State of WV going to provide Virtual Private Network (VPN) connectivity between the Division of Motor Vehicles (DMV) at the Shops at Kanawha and Division of Protective Services Command Center at the Capitol Complex? The VPN might have to communicate over various different managed LAN systems such as operated by the Department of Transportation, IS&C and possibly others.

**Answer#1:** The State of West Virginia will be responsible for connectivity to the Command Center.

**Question#2:** What size monitors will be needed in the DMV Security Office at the Shops at Kanawha to view the cameras? Wall or Desk Mounted?

**Answer#2:** The monitors shall be no less than 32 inches in size which will enable the State of West Virginia to view up to 24 feeds. The monitors shall be desk mounted.

**Question#3:** The drawing shows the Digital Video Recorders in the Security Office which is at the front of the building that has windows large enough to get through if broken. Are you sure you want the recorders in this room or do you want them located in a data closet in the interior of the building and a remote control unit for the Security/Police officer to select camera view, etc.?

**Answer#3:** This is not a concern.

**Question#4:** It is our understanding that the electric strikes for all doors with strikes are being furnished and installed by the General Contractor, please confirm. If so, what is the brand, model number, voltage and current draw of the electric strikes?

**Answer#4:** Due to the number of changes in this project during construction and the different contractors supplying doors, there are a variety of situations regarding the doors (refer to DMV Security Plan Drawing T15.8, attached herewith):

- The following doors have boxes and conduit (with pullstrings) ready for card readers to be installed, and a hole has been drilled in the frames by the contractor for wiring. These frames shall be able to receive HES 5900/8000 Series electric strikes with a minimal amount of effort:  
2,4,5A,9,11,12,15,16,23,28,28A,55,56,57,58,68,70,88,91,93,96,100.
- Add power, conduit and box as necessary for card reader at Door 87.
- There are 23 quantity HES 5900/8000 Series electric strikes (PDF data sheet attached) already on site to be used at the above 23 locations.
- Four doors (F4,F6,F7,F8) are in walls supplied by the furniture vendor and have Rutherford S6504 electric strikes (PDF data sheet attached) already installed. These walls are approximately 2 1/4 inches thick and as such, slimline boxes and conduit (without pullstrings) are already installed in these locations. Card readers supplied will need to work with these boxes.
- Add power, conduits and boxes as necessary for card readers and electric strikes at the following six doors: 8,22,25,60,104, and the IRP Rear Access Door. No

conduit or boxes have been installed, nor have these frames been drilled, as they were requested after construction was complete in these areas. Add power, conduit and box as necessary for card reader at Door 77. This is a pair of doors that must have a mag-lock on the active leaf.

- The DMV has requested cubicle door C4 be on a card reader. Security vendor to provide power and mag-lock as required for this cubicle door, coordinating with Capitol Business Interiors (the supplier of the door) as needed.
- Add power, conduits and boxes as necessary for mag-locks and “Push to Exit” buttons or occupancy sensors at four locations (Door 67, Loading Dock Man Door, Employee Entrance Door, Executive Entrance Door.) Coordinate or tie in with automatic handicapped door opener(s) at Employee Entrance Door(s) as required. Conduit at Loading Dock Man Door may be surface mounted.
- There are a total of 39 door locations on card readers.

**Question#5:** Who provides the power supplies for the electric strikes?

**Answer#5:** Power supplies for ALL electric strikes and mag-locks shall be supplied by the Successful Contractor. Data sheets of electric strikes with power requirements are attached.

**Question#6:** It is our understanding that some of the card reader cables have been installed by the electrical contractor. If so, what brand and model cable was installed and where did they originate and end?

**Answer#6:** No card reader cables have been installed. Most locations where card readers are to be already have boxes and conduit with pullstrings in them (see #4 above), but no wiring has been pulled. This will need to be done by the successful contractor.

**Question#7:** What size flat panel monitor do you want wall mounted near the loading dock entrance?

**Answer#7:** This shall be a standard 15 inch (minimum), flat-screen computer monitor.

**Question#8:** There are numerous items that will be needed to make a complete working system that are not listed on your cost sheet. You need to add a line for **OTHER**, to be used for all other items not included in the cost list that will be needed to make the system work. The card access support equipment comes in various configurations and at certain reader quantities requires additional equipment to be purchased even to add one card reader. The other option would be just to ask for a lump sum price instead of a price break down.

**Answer#8:** The cost sheet has been revised to answer this question (see attached)

**Question#9:** We think that the 15 day completion date from notice to proceed is not realistic. If the manufacturers have everything in stock it will take about two (2) weeks from the date of ordering to have the equipment in Kanawha County for install. We think the actual installation will take at least 60 days after material arrives. If the bidder also has to furnish and/or install electrical strikes this will add more time to the project.

**Answer#9:** (See Questions #13 & 17) Bidders shall prepare to have only **one week** from the time of the issuance of the awarded purchase order until the day of the issuance of the notice to proceed to acquire all necessary materials. Bidders shall plan for providing the most expedited freight available for any materials they need to complete the job on time. Bidders shall also plan for completion of the project in the prescribed 15 calendar days of

work (working 24 hours shifts, if necessary). Extensions of time, validated through the issuance of a formal contract change order, will only be granted in the case of unexpected, unforeseeable project delays.

**Question#10:** Are submittals required for the Spec Package?

**Answer#10:** Submittals are not required (to forego the submittal process as part of the construction, in order to expedite execution of the work), although documentation of any equipment bid as an "or equal" to the specified is requested with the bid, to demonstrate that the bid equipment meets the specifications. As-builts upon completion of project are required.

**Question#11:** What working days and hours will be permitted for this project?

**Answer#11:** During the contract period, all hours and days will be made available upon coordination with the tenant and Agency project manager.

**Question#12:** It was stated cable has been pulled for this project. Is this statement correct? If not, please provide the exact rough in details for the entire project (interior and exterior of buildings).

**Answer#12:** Please see #6 (above) and the drawings for details.

**Question#13:** Equipment suppliers estimate the lead time for the equipment to be onsite at 2-6 weeks, or longer, due to the holidays and end of year inventory. Will this be added to the project?

**Answer#13:** One week will be allowed from the award of the purchase order until the issuance of the Notice to Proceed to allow for materials lead time. Holidays and year-end inventory shall only slightly affect any suppliers' ability to provide the parts and materials needed for this work (the contract award process should put us beyond the holiday season). Bidders shall prepare to have incorporated into their base bid all necessary rush freight to insure parts will be available for the start of the Work.

**Question#14:** During the pre-bid meeting, it was stated the cable tray is already in place for all cable that is to be run. Is this correct? Also, is the cable tray accessible through the ceiling grid?

**Answer#14:** Yes, cable tray is in place and accessible through the ceiling grid. There is one small room (Folding Machine Room, on the west side of the space, north of Door 25) through which the cable tray runs where insulation has been foamed in place in order to maintain soundproofing for the room. If cables are run through these two walls and the insulation is damaged, the insulation must be replaced to restore the seal.

**Question#15:** Have dedicated circuits already been run for this project (ie, power supplies for equipment)?

**Answer#15:** No power has been run for any security equipment; that will need to be part of the bid. There are enough spares in the existing electrical panels to accommodate the security equipment.

**Question#16:** Are there any work areas that require keyed entry or other means of access (ie, card) which could cause delays in the work?

**Answer#16:** Successful contractor will be given access to all areas as needed, and as coordinated by the tenant and/or the Agency project manager.

**Question#17:** Do you foresee any time extensions for this project?

**Answer#17:** See Question & Answer #9 & #13. No extensions are foreseen.

### **Additional Information**

Included as a part of this addendum is the addition of two exterior card readers installed in the new exterior fenced parking area located behind the loading dock (as indicated on the attached ARE103015 DMV-Fenced Parking\_12-9-09. A new fenced parking area will be constructed near the DMV Loading Dock as per the attached drawing. A weatherproof wall-mounted arm with card reader shall be installed by the security vendor on the corner of the building as shown for access from a vehicle to open a sliding gate at the parking area. Another weatherproof card reader will be mounted on the fence in the location shown for employees that walk up to the sliding gate. An exit pushbutton and loop sensor will be installed by the fence supplier and will not be part of the security vendor bid. Wiring the card readers to the sliding gate controls will be the responsibility of the successful contractor for this project. Underground conduit has been installed in which to run the control wiring from the building-mounted card reader to the fence. Horizontal conduit will need to be run from the fence corner to the card reader on the fence. The latest drawing of this area is attached herewith. The fence contractor is Double C, Inc.

Also, to clarify the original RFQ: all originating programming for systems installed as part of this project shall be the responsibility of the successful bidder. Connectivity for this security system to the Protective Services Division in the Main Capitol Building will be across the State of WV's Backbone, which is managed by the Office of Technology.

Other items included in the Addendum:

- Data and power outlets have been installed for the Security Kiosk (to be provided by the DMV in the future) in front of the IRP space, next to Door 104. Camera and/or other feeds shall be able to be sent over standard data cabling in case there are security monitors at this kiosk.
- All wiring and conduit shall be hidden where below ceiling height except as noted.
- Add power and conduits as necessary for security cameras.
- Add power and conduits as necessary for duress buttons.
- Add power and conduits as necessary for Intercom/Phone & Cameras at Loading Dock Door and Cart storage wall.
- Add power and conduits as necessary for Intercom/Phone & Cameras at Executive and Commissioner's receptionist cubicle.
- There are currently four conduits in the Security Office walls for two Digital Multiplexer/Recorders, but there are no boxes, as the mounting height of the equipment was undetermined at the time of the installation. Boxes shall be cut in and placed at heights to be coordinated with the State of WV.



