



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
RJC677

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/19/2010				

BID OPENING DATE: 05/27/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		195-68		
ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO: 1.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE REQUEST FOR QUOTATION AND 2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST. ***** END ADDENDUM NO. 1 ***** TIME AND ATTENDANCE TIME CLOCK SYSTEM FOR RJC						
***** THIS IS THE END OF RFQ RJC677 *****					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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
 4. 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.
 5. Payment may only be made after the delivery and acceptance of goods or services.
 6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
 7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
 12. **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.
 13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
 14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
 15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
 16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

Below please find the answers to the technical questions regarding RJC677 for an Automated Time and Attendance System for the WV Regional Jail and Correctional Facility Authority;

1) For the biometric hand punch time clocks, will a maximum of 512 employees for each clock be sufficient? If not, how many of the clocks will need to be able to handle more than 512 employees?

Biometric hand punch time clocks, with a maximum capacity of 512 employees, are sufficient for the 10 facilities and the training center. However, a hand punch time clocks for the Central Office location would require only a maximum capacity of 50 employees.

2. In my experience of working with West Virginia State agencies, I have found that both the first and second semi-monthly pay periods per month vary in length depending on the number of days in the month. Pay period definitions are as follows:

30-Day Month: Pay Periods are (1) from the first day of the month through the fifteenth day of the month and (2) from the sixteenth day of the month through the last day of the month.

31-Day Month: Pay Periods are (1) from the first day of the month through the sixteenth day of the month and (2) from the seventeenth day of the month through the last day of the month.

28 or 29-Day Month: Pay Periods are (1) from the first day of the month through the fourteenth day of the month and (2) from the fifteenth day of the month through the last of the month.

Are these the pay period definitions that are used by WV Regional Jail and Correctional Facility Authority and, if so, must the Automated Time and Attendance System have the ability to configure these variable length pay periods?

Yes. The pay periods, as defined above, are required by the Auditor's Office for the State of West Virginia. The Automated Time and Attendance System for the West Virginia Regional Jail Authority must have the ability to configure these variable length pay periods for regular time hours as well as a configuration for overtime hours.

COST SHEET

Description	Cost
Biometric Time Keeping System (Software) <i>(Includes: 1 Year Warranty)</i>	
* Central Office (Hardware per pages 10-11 of the RFQ)	\$
* Facilities and Training Center (Hardware per pages 10-11 of the RFQ)	\$
Maintenance/Software Upgrades	
Year 2	\$
Year 3	\$
Year 4	\$
* Number of employees per facility.	
Subtotal A:	\$

	Per Hour	Estimated Hours	Total
Field Technician Rate	\$	10	\$
Training on System Operation per Facility	\$	12	\$

Subtotal B: \$

*** Note: The above estimated hours are for bid evaluation purposes only.*

Total (Subtotal A+Subtotal B): \$

Requirements Specifications for host computer (if required)

Optional Pricing

Battery Back Up (per unit)	\$

Date: May 12, 2010

SIGN IN SHEET

PLEASE PRINT

Request for Proposal No. _____

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Long's Sevely Camera Systems LLC</u> Rep: <u>ALAN LONG</u> Email Address: <u>longselect@suddenlink.net</u>	<u>102 384A ST SE.</u> <u>Charleston WV 25304</u>	PHONE <u>304-925-0838</u> TOLL FREE FAX <u>304-925-0338</u>
Company: <u>Packaro Business Systems</u> Rep: <u>Davis Collet</u> Email Address: <u>Dcollet@PBSWV.com</u>	<u>3619 7th Ave</u> <u>Charleston WV 25312</u>	PHONE <u>304-244-8241</u> TOLL FREE FAX <u>304-244-4114</u>
Company: <u>Nowatime Technology INC</u> Rep: <u>Ty Hall</u> Email Address: <u>Ty.Hall@nowatime.net</u>	<u>1255 Corporate Center Dr.</u> <u>Monterey Park, CA</u>	PHONE <u>407-876-4386</u> TOLL FREE FAX <u>407-595-4335</u>
Company: <u>W.V. OFFICE OF TECHNOLOGY</u> Rep: <u>WV O.T.</u> Email Address: <u>dhad@WVRA.state.wv.us</u>	<u>1325 Virginidale</u> <u>Charleston, WV 25301</u>	PHONE <u>558-2110-X2049</u> TOLL FREE FAX
Company: <u>Appelchian Signals And Products, Inc</u> Rep: <u>Casey Mitchell</u> Email Address: <u>casey@asapwv.com</u>	<u>Po Box 508</u> <u>Winfield, WV 25213</u>	PHONE <u>304-586-2913</u> TOLL FREE FAX <u>304-586-2914</u>

SIGN IN SHEET

Request for Proposal No. _____

PLEASE PRINT

Date: May 17, 2010

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>TIMELINK</u>	<u>2975 WESTCHESTER AVE</u>	PHONE <u>914 385 1302</u>
Rep: <u>Eileen Hengel</u>	<u>Suite 201</u>	TOLL FREE
Email Address: <u>eileen.hengel@timeink.com</u>	<u>Purchase, NY 10577</u>	FAX <u>914 834 9414</u>
Company: <u>Commercial Technology Group</u>	<u>888 Oakwood Rd</u>	PHONE
Rep: <u>Patty Sweeney</u>	<u>Suite 330</u>	TOLL FREE
Email Address: <u>Pattys@comtechw.com</u>	<u>Charleston, W 25314</u>	FAX
Company: <u>Commercial Technology Group</u>	<u>888 Oakwood Rd</u>	PHONE
Rep: <u>Heather Baulsox</u>	<u>Suite 330</u>	TOLL FREE
Email Address: <u>heatherb@comtechw.com</u>	<u>Charleston W 25314</u>	FAX
Company: <u>Commercial Technology Group</u>	<u>888 Oakwood Rd.</u>	PHONE <u>304-345-0201</u>
Rep: <u>Pat Ward</u>	<u>Suite 330</u>	TOLL FREE
Email Address: <u>PatW@Comtechw.com</u>	<u>Charleston, W 25314</u>	FAX <u>304-345-0356</u>
Company: _____	_____	PHONE
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX