



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
COR61472

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE
304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DENMAR CORRECTIONAL CENTER
HC-64, BOX 125
DENMAR ROAD
HILLSBORO, WV
24946

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/21/2011				

BID OPENING DATE: **03/30/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 3		
				1. TO PROVIDE ADDITIONAL CLARIFICATION FOR THE PROJECT		
				2. TO MOVE THE BID OPENING DATE FROM 03/23/2011 TO 03/30/2011.		
				3. 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.		
				END OF ADDENDUM NO. 3		
0001	1	EA		725-57		
				TELEPHONE SYSTEMS (OVER 60 STATIONS)		
***** THIS IS THE END OF RFQ COR61472 *****						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).

COR61472

Clarification from the facility

Clarification #1

Denmar Correctional Center will furnish the equipment and dig the ditch for the underground telephone line to the staff house. The vendor is responsible for all materials to include conduit and wiring.

END OF ADDENDUM #3

Denmar Correctional Center Telephone Extensions

Warden – Mark Williamson	224	Maintenance Office- Dave Beverage	280
Louanne Riggsby	226	Magistrate Office-David Blankenship	232
Assoc. Warden/Operations – Sylvia Haney	225	Post Office	233
Brent Lucabaugh	237	Recreation Building – Kirk Walton	289
Business Manager-Jimmie Cutlip	227	State Shop –	239
Pat Kerns	228	Store –Keefe	282
Dottie Brock	229	Switchboard – Betty Evans	221
Teresa Dunbrack	271	Training – David Blankenship	232
Assoc. Warden/Programs –Rob Neal	231	Water Plant – Mark Riggsby & Billy McKenney	290
Shirley Walker	240		
Joyce Cutlip	230		
Assoc. Warden/Security – Dave Cox	223		
ADD 2 (NEEDS NEW CABLE)			
Angela Layne	263	2nd Floor Extensions	
Arts & Crafts- S. Whitt	286	Officer' Station	242
CERT Office	287	Office/Security	ADD 1 (HAS CABLE)
ADD 2 (NEEDS NEW CABLE)		Lisa Walton – Unit Manager	262
Coffee Room (Room 109)	238	Stephanie Wiley-Case Manager	243
Computer Room	273	Eva Moore – Counselor	261
Conference Room (UM)	ADD 1 (HAS CABLE)	OA II	278
Control Room – Shift Commander	222	Chaplain's Office	ADD 1 (NEEDS NEW CABLE)
	272		
Elevators- Old wing	283	3rd Floor Extensions	
New wing	284	Officer's Station	291
Education –Office	288	Medical Unit	276
Office	ADD 1 (NEEDS NEW CABLE)	Medical Office	275
Electricity Lab – Dewey Hoover	236	– Case Manager	264
Facilities Maint. – Robert Toney	274	Jeremy Hall – Counselor	244
Food Service Supervisor – Rex Skidmore	235	Med Records	ADD 1 (NEEDS NEW CABLE)
Kitchen	ADD 1 (HAS CABLE)	Dentist	ADD 1 (NEEDS NEW CABLE)
Staff Dining	234		
Old Office	ADD 1 (NEEDS NEW CABLE)	4th Floor Extensions	
Front Gate Guard Shack	279	Officer's Station	292
Laundry –	241	Neal Krakover – Case Manager	267
Maintenance Shop	277	Dee Morgan – Counselor	268
AWO – Storage Room	ADD 1 (HAS CABLE)	Multi-Purpose/Visitation Building	
		In-Processing	265
		Visitation	ADD 1 (HAS CABLE)
		ACA-Dave Peacock	266
		Multi-purpose Office	ADD 1 (HAS CABLE)
		Training	ADD 1 (NEEDS NEW CABLE)
		Birthing Center	ADD 1 (HAS CABLE)
		Correctional Industries	653-4724
		Office	ADD 1 (NEEDS NEW CABLE)
		Officer	ADD 1 (NEEDS NEW CABLE)
		Basement (Kitchen)	ADD 1 (NEEDS NEW CABLE)
		Staff House	ADD 1 (NEEDS NEW CABLE)

Denmar Correctional Center
Telephone Extensions

DCC Fax Number	653-4855
Warden's Fax Number	653-4608
CERT Building's Fax Number	653-2016
Sylvia Haney's Fax Number	653-2033
Record's Fax Number	653-2045
AWS Fax Number	653-4745

EXHIBIT 10

REQUISITION NO.:

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
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