



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  
**DBSM118100**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY**  
**304-558-8801**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**SCHOOL FOR THE DEAF & BLIND**  
**RECEIVING DEPARTMENT**  
  
**301 EAST MAIN STREET**  
**ROMNEY, WV**  
**26757-1894 304-822-4810**

DATE PRINTED <b>08/12/2010</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **09/02/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		725-55-01-001		
<p>REBID OF DBSM108117</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA SCHOOLS FOR THE DEAF AND BLIND, IS SOLICITING BIDS FOR VIDEO CONFERENCING EQUIPMENT PER THE ATTACHED SPECIFICATIONS.</p> <p>TELEPHONE OR VIDEO CONFERENCE EQUIPMENT</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 5</p> <p>WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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](http://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).



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**2**

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VENDOR

SHIP TO

**SCHOOL FOR THE DEAF & BLIND  
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 ROMNEY, WV  
 26757-1894 304-822-4810**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2010				

BID OPENING DATE: **09/02/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 60 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</p> <p>WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR HAMPSHIRE, ROANE, AND GRANT COUNTIES, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)</p> <p>ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT</p>						

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SHEET NO.

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<p>OF THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>( ) BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.</p> <p>(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER \$100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.</p> <p>( ) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.</p> <p>REV. 11/00</p> <p>EXHIBIT 7</p> <p>DOMESTIC ALUMINUM, GLASS &amp; STEEL IN PUBLIC WORKS</p>						

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<p><b>PROJECTS</b></p> <p>IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN \$50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN \$50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN \$50,000 OR LESS THAN 10,000 POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.</p> <p>FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.</p> <p>IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.</p>						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REV. 3/88					
	EXHIBIT 9					
	<p>NOTICE FOR ISSUANCE &amp; ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA</p> <p>THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:</p> <p>(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.</p>					

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REV. 11/96					
	EXHIBIT 10					
	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 NOS.:					
	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 THE 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					

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RFQ COPY  
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<p>.....COMPANY</p> <p>.....DATE</p> <p>REV. 11/96</p> <p>CONTRACTORS LICENSE</p> <p>WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.</p> <p>WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.</p> <p>BIDDER TO COMPLETE:</p> <p>CONTRACTORS NAME: .....</p> <p>CONTRACTORS LICENSE NO.: .....</p> <p>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT</p> <p>APPLICABLE LAW</p> <p>THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN</p>						

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<p>THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.</p> <p>ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>REV. 5/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION        PURCHASING DIVISION        BUILDING 15        2019 WASHINGTON STREET, EAST        CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: <b>SHELLY MURRAY</b></p>						

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				BID OPENING TIME:		1:30 PM
				PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:		
				-----		
				PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:		
				-----		
				***** THIS IS THE END OF RFQ DBSM118100 ***** 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'

**DBSM118100**  
**REQUEST FOR QUOTATION**  
**West Virginia Schools for the Deaf and Blind (WVSDB)**  
**Videoconferencing Equipment**

**PURPOSE:**

WVSDB is soliciting a Request for Quotation from qualified vendors to provide videoconferencing equipment to WVSDB and 5 other schools that are partners in this project.

**SPECIFICATIONS:**

**Background:**

The West Virginia Schools for the Deaf and Blind want to install a state of the art videoconference system in order to participate in projects with our 5 partners across the state. This will allow our students to participate in numerous 21<sup>st</sup> century educational activities.

**Scope of Work:**

The majority of the videoconferencing equipment will be installed on the campus of WVSDB. Each of our partners will be receiving items 24, 25, 26, 28, 29, 31 and 32 on the list of equipment. This includes the Tandberg Edge 95 or equal, the Natural Presenter package, on-site installation/configuration and the 1 year warranty. These units will be installed at the following locations:

Petersburg Elementary School  
333 Rig Street  
Petersburg, WV 26847

Spencer Elementary School  
85 Clay Road  
Spencer, WV 25276

Geary Elementary Middle School  
9538 Clay Road  
Left Hand, WV 25251

Spencer Middle School  
102 Chapman Avenue  
Spencer, WV 25276

Walton Elementary/Middle School  
90 School Drive  
Walton, WV 25286

This should include all materials, labor and delivery to specified locations, installation by a certified installer, and training.

**Equipment Specification:**

The qualified vendor shall provide a quote for the following requested quantity, brand or equal to and equipment equal to.

Below is a listing of the requested items with specifications on the following pages.

Item #	QTY	Manufacturer	Equipment Description	Unit Cost	Extended Co
1	1	Tandberg	VCS Control Application		
2	1	Tandberg	VCS Control Application 1 yr manufacturer's warranty		
3	1	Tandberg	VCS Expressway Application		
4	1	Tandberg	VCS Expressway Application 1 yr manufacturer's warranty		
5	1	Tandberg	Content Server- 5 recording ports 2 live output		
6	1	Tandberg	Content Server 1 yr manufacturer's warranty		
7	1	Tandberg	TMS Server Appliance		
8	1	Tandberg	TMS Server Appliance 1 yr manufacturer's warranty		
9	1	Tandberg	MCU-4205 12 Port Enterprise MCU		
10	1	Tandberg	MCU-4205 12 Port Enterprise 1 yr manufacturer's warranty		
11	1		On-site Installation & Configuration of MCU-4205		
12	1	Tandberg	3000 MXP Profile- Single 42" WXGA LCD w/ Precision HD camera		
13	1	Tandberg	Tandberg 3000 MXP Natural Presenter Package		
14	1	Tandberg	Wheel base option for 3000 MXP Profile 42"		
15	1		Onsite Installation and Configuration for 3000 MXP		
16	1	Tandberg	3000 MXP Profile- 42" WXGA LCD & camera 1 yr man. warranty		
17	1	Tandberg	HD 6000 MXP Integrator Package		
18	1	Tandberg	HD 6000 MXP Integrator Package 1 yr manufacturers warranty		
19	1	Tandberg	HD 6000 MXP Natural Presenters Package		
20	1		Onsite Installation for the Tandberg HD 6000 MXP		
21	1	Tandberg	W.A.V.E. II camera with 20m cable		
22	1	Tandberg	W.A.V.E. II camera 1 yr manufacturer's warranty		
23	1	Tandberg	T4 Complete Program		
24 *	5	Tandberg	Edge 95		
25 *	5	Tandberg	Edge 95 Natural Presenters Package		
26 *	5	Tandberg	Edge 95 3 year manufacturers warranty		
27			Misc. Cables for WVSDB equipment		
28 *			Misc. Cables for partner locations		
29 *	5		Installation, Configuration and training of all equipment at partners locations		
30	2	Cisco	52" LCD TV and mounts		
31 *	5	Cisco	42" LCD TV		
32 *	5	Cisco	Equipment carts		
33	2	Cisco	Equipment carts		
34			Complete Installation, configuration and training at WVSDB		

**TOTAL** \_\_\_\_\_

\* indicates items for partner locations

**Time Frame:**

The scope of work shall be completed within 60 days after contract is awarded and notice to proceed is given.

**Mandatory Qualifications:**

By submitting a bid, the vendor adheres to the following:

1. The vendor verifies that they have completed at least 3 projects of the same nature in the past five years.
2. The vendor must be certified on the proposed installed equipment

**TANDBERG VCS Control Application****Item #1**

- Single box must support gatekeeping functionality using the industry standard of H323 and SIP proxy functionality using the industry standard of SIP
- System must be capable of interworking H.323 and SIP without user intervention
- Flash memory and hard drive
- Must provide PBX functionality to end points such as call hold, call transfer and conferencing without the need for an embedded MCU in the endpoints
- Support for IP Version 4 support and support for IP Version 6 support
- H.323 v5 Annex O for DNS dialing support
- ITU-T H.323 v5 complaint and ITU-T H.225 v4 complaint
- Single box solution must support SIP based presence
- Solution must support clustering and up to 10,000 users in a cluster and up to 2,000 simultaneous calls in a cluster

**TANDBERG VCS Expressway Application****Item #3**

- Single box solution must support H.460 firewall traversal with multiplexed media technology without the use of external or add-on devices
- Single box solution must support SIP based firewall traversal technology without the use of external or add-on devices
- Solution must support clustering and up to 10,000 users in a cluster
- Solution must support clustering and up to 2,000 simultaneous calls in a cluster
- Must support ICE (interactive connectivity establishment)
- Support for Registration of traversal-enabled endpoints
- SIP based STUN Discover y and STUN Relay services

- H.460.18/.19 complaint and H.460.18 client proxy support
- Instant restart and boot – under 90 seconds

### **TANDBERG Content Server**

#### **Item #5**

- A single box solution must support a minimum of 5 simultaneous accesses
- The system must support RSS feeds and portable device downloads
- The system must support Flash, Windows Media Player, Quicktime, and Real
- The system must support native Multicast without the use of external equipment
- The system must integrate direction with Apple iTunes and Apple Podcast Producer
- The system must provide build in Streaming Server based on Windows Media Server
- The system must provide SIP support to allow SIP end points to record and stream

### **TMS Server Appliance**

#### **Item #7**

- The management system must be able to manage both newer and legacy Tandberg and Polycom endpoints, along with the network infrastructure chosen. This includes MCUs, Firewall Traversal Solutions, Streaming systems, Call Control systems, Gatekeepers and others.
- The management software must provide diagnostic capabilities, billing capabilities as well as graphical reports
- The management software must provide H.350 support (import and export) Active Directory support
- The management software must provide Centrally-managed server phone books creation of one or multiple phone books with the ability to search unlimited entries
- The management software must provide Automatic directory import from gatekeeper, ILS and LDAP (single or multiple source)
- The management software must provide Automatic MCU, gateway and network selection
- The management software must provide Support for SIP enabled endpoints and dialing
- The management software must provide battery status on remote controls, diagnostic messages and solution suggestions system status, gatekeeper status, SNMP configuration, ISDN/IP configuration and information
- The management software must Manage calls made on multiple protocols (IP using H.323 and SIP, ISDN and mixed calls)
- The management software must provide for System Upgrades – Able to upgrade either pre-scheduled or ad-hoc software updates to endpoints

**MCU-4205 12 Port Multisite Bridge  
Item #9**

- There must be NO reduction of ports for features. This includes individual transcoding, encryption, and others. It must be conveyed that the capacity of the system IS the capacity of the system regardless of features being used
- The system must support standards based H.264 (no proprietary algorithms will be permitted) and standards based AAC for audio (no proprietary algorithms will be permitted)
- Content or data sharing channel must support 30 FPS
- The system must provide easy to use software clients
- Dimensions not to exceed 1 rack unit (U)

**TANDBERG 3000 MXP Profile-Single 42”  
Item #12**

- The system must support standards based H.264 for high definition video (no proprietary algorithms will be permitted)
- The system must support standards based AAC for high definition audio (no proprietary algorithms will be permitted)
- Content or data sharing channel must support 30 FPS
- The codec must support 16 x 9 native (not stretched) at all bandwidths including 128k, 256k, 384k, 512k, and 768k.
- The system must support H.239 for data collaboration using H.323 (no proprietary algorithms will be permitted)
- The system must support BFCP for data collaboration using SIP (no proprietary algorithms will be permitted)
- The system must support H.460.18/19 multiplexed media for firewall traversal using H.323 (no proprietary algorithms will be permitted)
- The system must support STUN/ICE multiplexed media for firewall traversal using SIP (no proprietary algorithms will be permitted)
- The system must allow for real-time address books (not updated on a schedule)

**TANDBERG 3000 MXP Natural Presenters Package  
Item # 13**

- Software option that allows two video streams at one time, allows students to view instructor and interpreter simultaneously
- Allows users to incorporate computers, laptops, document camera into the video presentation

**Wheel Base Option for 3000 MXP Profile 42”  
Item # 14**

- Wheel base for equipment that allows the unit to be portable

**HD 6000 MXP Integrator Package  
Item #17**

- 6000 MXP codec
- Precision HD camera
- Camera cable set (2m, 5m and 19.5m cable extension kit),
- 2 table microphones
- 2 trackers

**HD Integrator 6000 MXP Natural Presenter Package  
Item #19**

- Software option that allows two video streams at one time, allows students to view instructor and interpreter simultaneously
- Allows users to incorporate computers, laptops, document camera into the video presentation

**W.A.V.E. II Camera  
Item #21**

- 13CCD Color Camera PAL or NTSC
- 10 x zoom
- 1/4" CCD
- 96° total vertical field of view and 77° horizontal field of view
- 267° total horizontal field of view
- 460 (PAL) / 470 (NTSC) horizontal TV lines
- Min. illumination 2 Lux (F1.8)
- Auto or manual focus, brightness and white balance
- Far end camera control w/ 15 near and far-end camera pre-sets
- Voice-activated camera positioning
- Daisy chain support for up to 4 cameras
- VISCA camera support.

**T4 Complete Program  
Item # 23**

- Complete training program for teachers.
- Includes 10 hours of training for classroom teachers on the following:
  - 4.5 hours of video conferencing basics includes basic operation of equipment, methods of engaging students, using administrative applications



- 2.5 hours of how to best utilize peripheral equipment as part of the video conferencing experience
- 1.5 hours of instruction on preparing lesson plans for delivery over video
- 1.5 hours of review, wrap up and practice of previous sessions.

### **Edge 95**

#### **Item #24**

- The system must be able to connect up to 4 video sites and 3 audio sites with embedded Multi Site functionality
- The system must support up to 2 Mbps H.323/2 Mbps SIP/512 kbps H.320/2.3 Mbps total MultiSite
- The system must be wireless capable
- The system must allow for viewers to view presentations and presenters simultaneously with Duo Video and H.239 Dual Stream
- The system must incorporate H.264 standard for superior video quality

### **Edge 95 Natural Presenter Package**

#### **Item #25**

- Software option that allows two video streams at one time, allows students to view instructor and interpreter simultaneously
- Allows users to incorporate computers, laptops, document camera into the video presentation

### **Misc. Cable**

#### **Item #27 and 28**

- RCA Female To BNC Male Adapter
- DVI To VGA Display Adapter
- 6ft Outlet Saver Power Extension Cord Black
- Audio Y-Adapter Cable
- 3.5mm Stereo Male To 3.5mm Stereo Female Y-Cable
- Panel-Mount VGA F-F Coupler Gender Changer
- Box of 20 Raceway White 3/4" X 1/2" X 8'
- Straight Through Modular In-line Coupler RJ45
- HDMI Gold Digital Video Cable 50ft
- 25ft 3.5mm M/M Stereo
- 25ft Grey Cat5e Patch Cable Molded Snag less
- 50ft Male to Male Premium SVGA VGA cable DB15M to DB15M
- Single Gang Surface Mount Box WHITE
- One-Piece Deep Low Voltage Junction Box w/Adhesive
- Essential 7 Outlet Surge Suppressor
- 6 Outlet Surge Suppressor 6x Receptacles 1 x power cable -- 16.4 ft

- VGA VIDEO SPLITTER/EXTENDER 2- 2 PORT HDMI SPLITTER
- Any other cable needed to connect, attach equipment quoted but not listed here

**Cisco 52" LCD TV monitors and mounts  
Item #30**

- Commercial grade LCD monitor
- Must have 1080p resolution with HDMI input
- Must have a PC input-RGB/VGA 15 pin that supports 1080p resolution
- 3 year manufacturers warranty included

**Cisco 42" LCD TV monitors and mounts  
Item #31**

- Commercial grade LCD monitor
- Must have 1080p resolution with HDMI input
- Must have a PC input-RGB/VGA 15 pin that supports 1080p resolution
- 3 year manufacturers warranty included

**Monitor Carts  
Item # 32 and 33**

- Cart must be capable of holding securely the LCD monitor and all Videoconferencing equipment necessary to complete the unit.
- Cart must be capable of locking to secure equipment

**Installation, Configuration and Training  
Item # 34**

- Price must be all inclusive to provide a turnkey project.
- All equipment will be installed at the locations listed
- Equipment will be tested for complete functionality
- Must be installed by certified installers
- Training will be given at all sites



State of West Virginia  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, TO-WIT:

I, \_\_\_\_\_, after being first duly sworn, depose and state as follows:

- 1. I am an employee of \_\_\_\_\_; and,  
(Company Name)
- 2. I do hereby attest that \_\_\_\_\_  
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code** §21-1D-5.

The above statements are sworn to under the penalty of perjury.

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

By Commission expires \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

Bid Bond

- (A) WV State Agency (Stated on Page 1 "Spending Unit") Request for Quotation Number (upper right corner of page #1)
(C) Your Company Name
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety Incorporation
(K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
(L) Amount of bond in figures
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Corporation
(R) Raised Corporate Seal of Principal
(S) Signature of President or Vice President
(T) Title of person signing
(U) Raised Corporate Seal of Surety
(V) Corporate Name of Surety
(W) Signature of Attorney in Fact of the Surety

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, (C) of (D), (E) as Principal, and (F) of (G), (H), a corporation organized and existing under the laws of the State of (I) with its principal office in the City of (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of (K) (\$ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for (M)

NOW THEREFORE.
(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this (N) day of (O), 20 (P).

Principal Corporate Seal (R) (Q) (Name of Principal)
By (S) (Must be President or Vice President)
(T) Title
(U) Surety Corporate Seal (V) (Name of Surety)
(W) Attorney-in-Fact

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.

Agency \_\_\_\_\_  
REQ.P.O# \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE,

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached  
hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the  
agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full  
force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event,  
exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations  
have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Must be President or  
Vice President)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals  
must be affixed, a power of attorney must be attached.**

RFQ No. \_\_\_\_\_

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_