



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
FLT12009

PAGE
1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 FLEET MANAGEMENT OFFICE  
 2101 WASHINGTON STREET, EAST  
 BUILDING 17  
 CHARLESTON, WV  
 25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/21/2011				

BID OPENING DATE: 12/01/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST AND		
				2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL RFQ (FLT12009).		
				BID OPENING DATE REMAINS: 12/01/2011		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	JB		961-37		
				VEHICLE RESERVATION/INTEGRATED KEY CONTROL SYSTEM		

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.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) 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.

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### 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).

**SIGN IN SHEET**

Request for Proposal No. FL12009 PLEASE PRINT

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Agile Access Control, Inc.</u>	<u>14101 Willard Rd</u>	PHONE <u>408-213-9555</u>
Rep: <u>Matthew Wade</u>	<u>Ste A</u>	TOLL FREE <u>866-539-2668</u>
Email Address: <u>mwade@agilefeet.com</u>	<u>Charlottesville VA 22151</u>	FAX <u>703-832-8729</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 _____

**VEHICLE RESERVATION AND INTEGRATED KEY CONTROL SYSTEM (FLT12009)  
ADDENDUM 1 – TECHNICAL QUESTIONS AND PROPOSED RESPONSES**

#	Reference	Question	Status/Disposition/Response
1	General Terms & Conditions	Under "Instructions to Bidders", a P.O. Box is provided as part of the address that is to be used to submit quotations. Overnight couriers such as FedEx typically will not deliver to an address with a P.O. Box. Note that page 1 of the RFQ does provide a "Ship To" address, but that address is different from the address provided under "Instructions to Bidders." Please clarify the correct address and, if possible, provide an address that does not include a P.O. Box.	A signed bid must be delivered to:  Department of Administration Purchasing Division Building 15 2019 Washington Street, East Charleston, WV 25305-0130  The bid should contain this information of the face of the envelope or the bid may not be considered:  SEALED BID  BUYER: KRISTA FERRELL-FILE 21  RFQ NO.: FLT12009  BID OPENING DATE: 12/01/2011  BID OPENING TIME: 1:30 PM
	General Terms & Conditions	A specific reference to how many copies of the quote that were desired by the Department of Administration was not found. If more than one printed copy, or any other form of the quote is desired (e.g. on CD), please state those requirements.	One (1) copy submitted to the Purchasing Division at 2019 Washington Street, East in Charleston, WV 25305.
3	Section	Please clarify the function that is to be	FMO desires the ability to access locked vehicles using either a

4.2.1.5	<p>performed using RFID or magnetometer scanners. As written, this requirement appears to document <i>how</i> to perform a function rather than <i>what</i> function needs to be performed. There are several different types of technology, for example, to provide access to vehicles securely that could be described if that is the underlying intent of this requirement.</p>	<p>RFID device (key fob) or state-issued magnetometer card. The RFID device or magnetometer reader will be installed on or inside the vehicle and linked electronically to the RFID device or state-issued magnetometer card.</p>
4	<p>Page 22</p>	<p>FMO currently uses:</p> <p>Legacy System: Microsoft Access database that is imported to Peachtree Accounting 2011 for mailing to state agencies for fleet administrative fee charges not processed by ARI.</p> <p>Legacy System: Automotive Rentals Incorporated (ARI) integrated billing for maintenance, repair, and fuel transactions.</p> <p>Anticipated Interfaces: Several RFP's and RFQ's are in process that would require the awarded vendor to perform data integration functions (odometer, work requests, vehicle utilization, and availability) with projected fleet management applications that provide fleet maintenance and repair; garage management; telematics and accounts payable (ERP).</p>