



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
GSD126428

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 GENERAL SERVICES  
 BUILDING 1 ROOM MB60  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0123 304-558-2317

DATE PRINTED 01/31/2012	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 02/09/2012		BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL EXPRESSION OF INTEREST (GSD126428).						
EOI OPENING DATE REMAINS: 02/09/2012						
EOI OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		906-07		
A&E SERVICES CAPITOL CAMPUS SECURITY PROJECT						
***** THIS IS THE END OF RFQ GSD126428 ***** 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.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.

### 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).

**EXPRESSION OF INTEREST #GSD126428  
CAPITOL CAMPUS SECURITY DESIGN  
West Virginia State Capitol Campus  
1900 Kanawha Blvd, East  
Charleston, WV**

**TECHNICAL QUESTIONS AND ANSWERS**

**Question#1:** We recall a previous expression of interest specific to the Capital and Campus Security Design issued in the past. Was there a past EOI for this general scope and if so, was that EOI awarded and this is a subsequent phase to a previous project, or (if there was a past EOI) was a past EOI put on hold and it is now being re-issued possibly due to funding availability or scope changes?

**Answer#1:** There was a prior EOI which focused on a broader scope of work. It was cancelled in order to acquire input from JITEC, which is now the foundation for the new scope of design work.

**Question#2:** Is the funding in place for this project?

**Answer#2:** Funding is in place for the project. One aspect of this new scope of design work is for the successful firm to provide cost estimates by area, to determine what areas should be prioritized and accomplished under the currently existing funding.

**Question#3:** Is there an anticipated budget range for this project for our planning purposes?

**Answer#3:** The State of WV does not reveal budgetary information as part of the bid or proposal solicitation process. However, the available budget for the project will certainly be made known to the successful firm.

**Question#4:** Is there an anticipated schedule from start of design to completion of design since this EOI incorporates Liquidated Damages?

**Answer#4:** The schedule for design will be negotiated when the contract is negotiated with the highest scoring firm. Given the anticipation that this will be a multi-phased design and implementation, deliverables deadlines will be established to parallel the scope of work in the final contract.

**Question#5:** Is there an expectation to receive a concept design(s) or specific

approaches to provide enhanced security as part of our submission based on Section 4.2.1 – Concept? If so, will you allow members of our team to visit and meet with appropriate members of your team in order to better understand the existing conditions and discuss goals and objectives for the project in more detail?

**Answer#5:** The expectation of responses to Section 4.2.1 is that they generally address the issues and concerns regarding the project. Though no direct contact with our team members will be allowed, submitting firms can visit the Capitol Complex to examine the specified areas to be covered by the project. Sections 1.2 and 3.2 provide the fundamental goals and objectives of the project in general terms.

**Question#6:** When was the last time security enhancements were implemented at the capitol campus and what type of enhancements and improvements were addressed?

**Answer#6:** Various projects to undertake campus security enhancement have been undertaken during the recent years, mainly to obstruct and prevent vehicular access to the campus. The types of enhancements have included localized landscaping, construction of hardened elements like low walls and curbing, installation of hydraulic bollards and automatic gates, lighting, and surveillance and security equipment installations. This project is to focus on continuing that exercise by filling in known gaps in the campus perimeter security.