



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

| |
|----------|
| NUMBER |
| HHR14036 |

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| PAGE |
| 1 |

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|--|
| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| ROBERTA WAGNER 304-558-0067 |

RFQ COPY
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HEALTH AND HUMAN RESOURCES
 MANAGEMENT INFORMATION SERVICE
 1 DAVIS SQUARE, ROOM 211
 CHARLESTON, WV
 25301 304-558-9195

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|--------------|
| DATE PRINTED |
| 01/15/2014 |

BID OPENING DATE: 02/04/2014 BID OPENING TIME 1:30PM

| LINE | QUANTITY | UOP | CAT NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|------|----------|-----|---------|--|------------|--------|
| | | | | ADDENDUM NO. 1 | | |
| | | | | ADDENDUM IS ISSUED: | | |
| | | | | 1. TO REVISE THE SPECIFICATIONS TO INCLUDE SECTION 4 OF THE PRICING PAGE AS A PART OF THE AWARD. SEE SECTION 3.3.3.1 WHICH HAS BEEN REVISED, SECTION 4.2 WHICH HAS BEEN REVISED AND SECTION 4 OF THE PRICING PAGE WHICH HAS BEEN REVISED. SEE ATTACHMENTS. | | |
| | | | | 2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID. | | |
| | | | | ***** END OF ADDENDUM NO. 1 ***** | | |

| | | | |
|-----------|------|-----------------------------------|------|
| SIGNATURE | | TELEPHONE | DATE |
| TITLE | FEIN | ADDRESS CHANGES TO BE NOTED ABOVE | |

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: HHR14036

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide revised specifications to include all parts of the solicitation to be evaluated as part of the award, see attachment included.
2. To provide a revised pricing page, see attachment included.
3. To provide Addendum Acknowledgment form.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of The West Virginia Department of Health and Human Resources to establish a contract for providing, installing and maintaining single mode fiber optic facilities listed on the location page attached hereto as Exhibit B.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Services”** means providing, installing, and maintaining single mode fiber optic facilities.

 - 2.2 **“Pricing Page”** means the pages upon which the vendor should list its proposed price for the Contract Services. The Pricing Page is either included hereto as Exhibit A.

 - 2.3 **“Location Page”** means the pages upon which the vendor should refer to a listing of all the required locations on this RFQ, attached hereto as Exhibit B.

 - 2.4 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as HHR14036

3. **MANDATORY REQUIREMENTS:**
 - 3.1 **Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.
 - 3.1.1 **Vendor must provide, install, and maintain single mode fiber optic connection between facilities. System will be installed and operational within 30 calendar days of notice from the Agency. Vendor shall complete upgrades within 45 calendar days of notice from the Agency.**
 - 3.1.1.1 Vendor must provide 1 GB, full duplex Ethernet Connectivity from the Diamond Building (350 Capitol St. Rm 313, Charleston, WV 25301) to Building 6 at the Capitol Complex (1900 Kanawha Blvd E, Charleston, WV 25301)

- 3.1.1.2** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to the Human Rights Commission (1321 Plaza East, Charleston, WV 25301).
- 3.1.1.3** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to the RAPIDS Project (1012 Kanawha Blvd., Charleston, WV 25301)
- 3.1.1.4** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to the Kanawha County DHHR Office (4190 Washington St. West, Charleston, WV 25313).
- 3.1.1.5** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to the West Virginia Development Council (110 Stockton St., Charleston, WV 25312)
- 3.1.1.6** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to the Chief Medical Examiner's Office (619 Virginia Street West, Charleston, WV 25302)
- 3.1.1.7** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to the Office of Laboratory

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Services (167 11th Avenue, South Charleston, WV 25303)

- 3.1.1.8** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from Building 6 at the Capitol Complex (1900 Kanawha Blvd East, Charleston, WV 25301) to the Mercer County DHHR Office (200 Davis Street, Princeton, WV 24740)
- 3.1.1.9** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to the Bureau of Public Health/Threat Prep (505 Capitol Street, Suite 200, Charleston, WV 25301)
- 3.1.1.10** Vendor must provide 10 MB full duplex Ethernet Connectivity with the ability to upgrade to 100 MB in the future from the Diamond Building (350 Capitol St., Charleston, WV 25301) to (OHFLAC) The Office of Health Facility Licensure and certification (408 Leon Sullivan Way, Charleston, WV 25301)
- 3.1.1.11** All circuits being proposed must be dedicated for the State of West Virginia's use only.
- 3.1.1.12** Connecting facilities may be a combination of aerial and underground connections.
- 3.1.1.13** Vendor must respond to service requests within half an hour acknowledging the Agency's request for service..
- 3.1.1.14** Vendor must provide a technician on-site within 3 hours of notification of an outage from The Office of Management Information Services (OMIS).

This means to be onsite within 3 hours of responding to the initial request by the Agency.

3.1.2 Vendor shall provide pricing for one year for all facilities listed (See Exhibit B) with the option to renew for two additional years at the discretion of DHHR. Monthly recurring charges will be paid in arrears. Cost evaluation of this bid will be based on any installation fees, monthly recurring cost, and any associated one time cost for the period of 12 months along with the 2nd and 3rd years of maintenance. All vendor costs must be clearly identified in their bid.

3.1.2.1 Vendor must provide pricing for the 1st year of service plus maintenance.

3.1.2.2 Vendor must provide pricing for 2nd year of service plus maintenance.

3.1.2.3 Vendor must provide pricing for 3rd year of service plus maintenance.

3.1.3 Vendor shall have the ability to upgrade connections as required to facility locations with the approval of the West Virginia Department of Health and Human Resources, Management Information Services Division.

3.1.3.1 Vendor shall provide the annual cost of upgrades per item #4 on the Pricing page which shall be included in the evaluation of award.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

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4.2 Pricing Page: Vendor should complete the Pricing Page by inserting a purchase price for the desired services. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. Optional item #4 on Exhibit A shall be considered part of the evaluation to award.

5. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
6. **PAYMENT:** Agency shall pay monthly in arrears as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
7. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
8. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
 - 8.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 8.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 8.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 8.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 8.5. Vendor shall inform all staff of Agency's security protocol and procedures.

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9. VENDOR DEFAULT:

9.1. The following shall be considered a vendor default under this Contract.

9.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

9.1.2. Failure to comply with other specifications and requirements contained herein.

9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

9.1.4. Failure to remedy deficient performance upon request.

9.2. The following remedies shall be available to Agency upon default.

9.2.1. Cancellation of the Contract.

9.2.2. Cancellation of one or more release orders issued under this Contract.

9.2.3. Any other remedies available in law or equity.

10. MISCELLANEOUS:

10.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

| <u>ITEM#</u> | <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>UNIT PRICE</u> | <u>TOTAL PRICE</u> |
|--------------|-----------------|--------------------|-------------------|--------------------|
|--------------|-----------------|--------------------|-------------------|--------------------|

1. Installation of single mode fiber optic connection between facilities as listed within the specs and below.
Please note: All starting locations below are located in Charleston, WV. All ending locations are Charleston, WV except Section 3.1.1.7 which is So. Charleston, WV and Section 3.1.1.8 which is Princeton, WV.

Section

| | | | | |
|----------|-------|---|---------------|----------|
| 3.1.1.1 | 1 job | 1A. 350 Capitol St., to 1900 Kanawha Blvd. E. 1gb | \$ _____ /job | \$ _____ |
| 3.1.1.2 | 1 job | 1B. 350 Capitol St., to 1321 Plaza East 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.3 | 1 job | 1C. 350 Capitol St., to 1012 Kanawha Blvd. 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.4 | 1 job | 1D. 350 Capitol St., to 4190 Washington St. W 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.5 | 1 job | 1E. 350 Capitol St., to 110 Stockton St. 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.6 | 1 job | 1F. 350 Capitol St., to 619 Virginia St. W 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.7 | 1 job | 1G. 350 Capitol St., to 167 11 th Ave. 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.8 | 1 job | 1H. 1900 Kanawha Blvd E., to 200 Davis St. 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.9 | 1 job | 1I. 350 Capitol St., to 505 Capitol Street 10 MB | \$ _____ /job | \$ _____ |
| 3.1.1.10 | 1 job | 1J. 350 Capitol St., to 408 Leon Sullivan Way 10 MB | \$ _____ /job | \$ _____ |

1st Year of Services + Maintenance:

| | | | | |
|---------|--|---|---------------|----------|
| 12 mths | | 1K. 350 Capitol St. to Bldg. 6, 1 GB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1L. 350 Capitol St., to 1321 Plaza East 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1M. 350 Capitol St to 1012 Kanawha Blvd. 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1N. 350 Capitol St to 4190 Washington St. W 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1O. 350 Capitol St to 110 Stockton St., 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1P. 350 Capitol St., to 619 Virginia St. W 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1Q. 350 Capitol St., to 167 11 th Ave. 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1R. 1900 Kanawha Blvd E., to 200 Davis St. 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1S. 350 Capitol St., to 505 Capitol Street 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 1T. 350 Capitol St., to 408 Leon Sullivan Way 10 MB | \$ _____ /mth | \$ _____ |

2. 2nd Year of Services + Maintenance:

| | | | | |
|---------|--|---|---------------|----------|
| 12 mths | | 2A. 350 Capitol St. to Bldg. 6, 1 GB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2B. 350 Capitol St., to 1321 Plaza East 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2C. 350 Capitol St to 1012 Kanawha Blvd. 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2D. 350 Capitol St to 4190 Washington St. W 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2E. 350 Capitol St to 110 Stockton St., 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2F. 350 Capitol St., to 619 Virginia St. W 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2G. 350 Capitol St., to 167 11 th Ave. 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2H. 1900 Kanawha Blvd E., to 200 Davis St. 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2I. 350 Capitol St., to 505 Capitol Street 10 MB | \$ _____ /mth | \$ _____ |
| 12 mths | | 2J. 350 Capitol St., to 408 Leon Sullivan Way 10 MB | \$ _____ /mth | \$ _____ |

3 3rd Year of Service + Maintenance:

| | | | |
|---------|---|--------------|----------|
| 12 mths | 3A. 350 Capitol St., to Bldg 6, 1 GB | \$ _____/mth | \$ _____ |
| 12 mths | 3B. 350 Capitol St., to 1321 Plaza East 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3C. 350 Capitol St. to 1012 Kanawha Blvd. 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3D. 350 Capitol St. to 4190 Washington St. W 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3E. 350 Capitol St. to 110 Stockton St. 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3F. 350 Capitol St., to 619 Virginia St. W 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3G. 350 Capitol St., to 167 11 th Ave. 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3H. 1900 Kanawha Blvd E., to 200 Davis St. 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3I. 350 Capitol St., to 505 Capitol Street 10 MB | \$ _____/mth | \$ _____ |
| 12 mths | 3J. 350 Capitol St., to 408 Leon Sullivan Way 10 MB | \$ _____/mth | \$ _____ |

Section No. 4 will be included in the evaluation of award.

4. Vendor must have the ability to upgrade connections: Additional annual cost of upgrade and equipment to the above pricing if given approval by West Virginia Department of Health and Human Resources, Management Information Services, to proceed with an upgrade:

| | | | |
|---------|---|--------------|----------|
| 12 mths | 4A. 350 Capitol to Bldg 6, 1 GB – no upgrade | \$ _____/mth | \$ _____ |
| 12 mths | 4B. 350 Capitol to 1321 Plaza East 10 MB to 100 MB | \$ _____/mth | \$ _____ |
| 12 mths | 4C. 350 Capitol to 1012 Kanawha Blvd. 10 MB to 100MB | \$ _____/mth | \$ _____ |
| 12 mths | 4D. 350 Capitol to 4190 Washington St W 10 MB to 100 MB | \$ _____/mth | \$ _____ |
| 12 mths | 4E. 350 Capitol to 110 Stockton St. 10 MB to 100 MB | \$ _____/mth | \$ _____ |
| 12 mths | 4F. 350 Capitol St., to 619 Virginia St. W 10 MB to 100 MB | \$ _____/mth | \$ _____ |
| 12 mths | 4G. 350 Capitol St., to 167 11 th Ave. 10 MB to 100 MB | \$ _____/mth | \$ _____ |
| 12 mths | 4H. 1900 Kanawha Blvd E., to 200 Davis St. 10 MB to 100 MB | \$ _____/mth | \$ _____ |
| 12 mths | 4I. 350 Capitol St., to 505 Capitol Street 10 MB to 100 MB | \$ _____/mth | \$ _____ |
| 12 mths | 4J. 350 Capitol St., to 408 Leon Sullivan Way 10 MB to 100 MB | \$ _____/mth | \$ _____ |

GRAND TOTAL \$ _____

Vendor Name: _____ Phone#: _____

Vendor Address: _____ Fax#: _____

_____ E-mail: _____

Remit to Address: _____

Signature: _____ Date: _____

**Award will be made to lowest Grand Total bid meeting specifications.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: HHR14036

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.