

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0117

Request for Quotations

Re: Three-Year Contract (to be Renewed Annually) for Digital Wireless Telephone Service for the Kanawha County Commission

Date: August 18, 2010

Bid Opening: Bids must be received on or before Friday, September 3, 2010, at 11:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

INSTRUCTIONS TO BIDDERS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. Any bid may be withdrawn prior to the above scheduled time for the opening or authorized postponement thereof. Any bid received after the time and date specified will not be opened. No bidder may withdraw a bid after the bid opening.
5. The County reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the County, and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the County.

Item No.	Description
1	Three-Year Contract (to be Renewed Annually) for Digital Wireless Telephone Service for the Kanawha County Commission per the Attached Specifications

Vendor Name: _____
Address: _____

Telephone: _____
Signature: _____ Date: _____
E-Mail Address: _____

*****ATTENTION VENDORS*****

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications? Register by visiting our website @ www.kanawhacounty.com/purchasing/alerts.

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY

CHARLESTON, WEST VIRGINIA

ITEM: Three-Year Contract (to be Renewed Annually) for Digital Wireless Telephone Service for the Kanawha County Commission

LOCATION: Kanawha County Commission
409 Virginia Street, East
Charleston, WV 25301

CONTACT: Jerie Whitehead
Purchasing Director
Kanawha County Commission
407 Virginia St., East
P.O. Box 3627
Charleston, WV 25336
Telephone (304) 357-0115

BID OPENING: Bids must be received in a sealed envelope, with the date and time of the bid opening on the outside of the envelope, on or before Friday, September 3, 2010, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed bids will not be accepted.*

SPECIFICATIONS: The following specifications are intended to describe digital wireless telephone service for the Kanawha County Commission and the details contained in these specifications are not designed to exclude any manufacturer from bidding, but are offered as a means of describing the needs of the Kanawha County Commission. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

Please complete the following and submit with your bid documents:

1. Digital wireless telephone service for 159 active lines with 33,150 aggregate minutes \$_____ per month
2. Unlimited data for specified lines \$_____ per line
3. Unlimited text messaging for specified lines \$_____ per line
4. The plan must allow for additional lines to be added as necessary. Service fee to add an additional line \$_____ per line

List airtime availability included in the above plan (i.e. anytime minutes, nights & weekends, etc.):

5. Activation fee per telephone \$ _____
6. Service fee to upgrade a phone before a phone is upgrade eligible \$ _____; service fee to upgrade an upgrade eligible phone \$ _____
7. Bidder shall have cellular devices available with walkie-talkie capabilities. These capabilities shall be similar to that of direct connect, push to talk, touch to talk or equivalent.
- Does walkie talkie feature have roaming capabilities outside of provider's network? YES _____ NO _____
- Roaming charges per minute \$ _____
8. Capability of porting Kanawha County Commission cellular telephone numbers to the bidder's cellular devices and network?
YES _____ NO _____
9. **Attach** to the bid documents a map of the coverage area detailing tower site locations.
Attached?
YES _____ NO _____
10. Does each cellular device have enhanced 911 tier 2 wireless locator capabilities? YES _____ NO _____
11. Does each cellular device have local, regional and nationwide voice and data network capabilities? YES _____ NO _____
12. If yes, do the network capabilities have the ability to be disabled on each cellular device? YES _____ NO _____
13. Specify the type of voice and data network technology

14. **Attach** to the bid documents a retail price list of all available cellular devices and accessories along with their general features/capabilities.
Attached?
YES _____ NO _____
- Percentage discount from the retail list price the Kanawha County Commission and its agencies would receive: _____ % discount
15. Roaming charges for: West Virginia \$ _____
Nationwide \$ _____
16. Nationwide calling shall be defined as calls made or received within the continental United States. Do nationwide calling plans incur roaming or long distance charges? YES _____ NO _____
17. Is aggregate billing available for all telephones?
YES _____ NO _____

18. Is detailed billing available for **incoming & outgoing** calls?

YES _____ NO _____

19. Ability to designate specific phone numbers that, for security purposes, are exempt from detailed billing

YES _____ NO _____

20. Additional charge for billing on CD \$ _____

21. Maintenance contract per telephone per month \$ _____

Attach to the bid documents, manufacturer's brochures and all warranty agreements on proposed equipment.

22. Only new equipment will be accepted.

23. Each vendor may be required to provide five (5) temporary cellphones to be used for a two-week period by county personnel to determine coverage throughout the county. Phones do not need to be submitted with the bid documents. Arrangements will be made during the bid evaluation period.

TERMS & CONDITIONS:

Real Estate and Personal Property Taxes: "No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid."

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a "No Debt Affidavit". A registration form and affidavit are being supplied for your convenience (available from Website).

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.

VENDOR REGISTRATION & DISCLOSURE STATEMENT
KANAWHA COUNTY COMMISSION, P.O. BOX 3627, CHARLESTON, WEST VIRGINIA 25336

TELEPHONE (304) 357-0115 FAX (304) 357-4674

1. Name & Address of Individual, Company or Corporation: _____

2. **ACCOUNTS RECEIVABLE ADDRESS:** _____

3. FEIN (or SSN if Individual): _____

4. Vendor is Classified as: _____ Individual _____ Company _____ Partnership _____ Corporation _____ Proprietorship _____

5. ★ If the Vendor is an **individual**, indicate below "INDIVIDUAL" his name and residence address; if he has associates or partners sharing in his business, indicate "ASSOCIATE" or "PARTNER", their names and residence addresses.

★ If the Vendor is a **firm**, indicate below each "MEMBER", "PARTNER", or "ASSOCIATE" of the firm, their names and residence addresses.

★ If the Vendor is a **corporation**, indicate below the "PRESIDENT", "SECRETARY", "TREASURER", and "GENERAL MANAGER" of the corporation, their names and residence address; and the names and residences of any stockholders of the corporation owning or holding more than ten percent of the capital stock thereof. Attach another sheet if additional space is needed.

POSITION	NAME	ADDRESS (STREET & NUMBER), CITY & STATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Is the vendor acting as an agent for some other individual, firm or corporation? Yes _____ No _____ If yes, attach a statement of the principal authorizing such representation. _____

7. What is the vendor's net worth? _____

8. List one or more banking institutions to serve as references for the vendor: _____

9. List the State in which the Company was incorporated and the date of the incorporation: _____

10. List the general classification of the products and/or services offered by the Vendor: _____

11. Indicate the areas of Kanawha County that the Vendor can service or supply with the Vendor's product: _____

12. Has the vendor or those owning a controlling interest of the Vendor or those serving as managers or officers of the Vendor done business within the preceding ten years under a different name or a different form of business organization? Yes _____ No _____ If yes, list the names and form of business organization under which such business was conducted: _____

13. If those owning a controlling interest of the Vendor or those serving as the managers or officers of the Vendor own at least ten percent of the capital stock of another corporation, list the name and state of incorporation of such corporations: _____

14. The above named vendor practices equal employment opportunities and is in compliance with the Immigration Reform and Control Act.

STATE OF _____, COUNTY OF _____

I, _____, do solemnly swear the above disclosed information is true & complete. Given under my hand this _____ day of _____, 20____. _____ (Signature & Title)

Subscribed and sworn to before me, a Notary Public in and for the aforesaid County and State, on this _____ day of _____, 20____. _____, Notary Public

PLEASE LIST THE GOODS AND/OR SERVICES YOUR BUSINESS PROVIDES:

BUSINESS NAME:

CONTACT PERSON:

REMIT PAYMENT ADDRESS:

STREET ADDRESS:

TELEPHONE:

FAX:

E-MAIL/WEBSITE:

*****ATTENTION VENDORS*****

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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 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 of 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 of 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 exceeds 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 bidder and all related parties do not owe any debts or, if a debt is owed, that the provisions of the exception clause above apply; and all state licensing requirements are in compliance.

Vendor's Name: _____

Authorized Signature: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
OR								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.