



KANAWHA COUNTY  
POLICE | FIRE | EMS

# METRO EMERGENCY OPERATIONS CENTER OF KANAWHA COUNTY

200 Peyton Way  
Charleston, WV 25309  
(304) 746-7911

## Request for Quotations

Re: Communications Center Dispatch Workstations  
Date: November 28, 2017  
Fiscal Year: 2017-2018  
Bid Opening: Bids must be received on or before December 12, 2017 at 9:00 am at the Metro Emergency Operations Center of Kanawha County (the "Center"), 200 Peyton Way, Charleston, WV 25309.

### INSTRUCTIONS TO VENDORS:

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

1. Bids must be received in a sealed envelope with the name and address of the vendor. The envelope must also show "Communications Center Dispatch Workstations" with the date and time that bids are due on the outside of the envelope. Faxed bids or electronically-submitted bids will not be accepted.
2. Bids must include original and two copies.
3. Bids must be F.O.B. Delivery Point, unless otherwise indicated in bid.
4. Bids must be signed in ink, showing all facts and the total amount.
5. The Center reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Center.

Item No.	Description	Amount
1		\$ .

Written Bid Amount: \_\_\_\_\_ Dollars \_\_\_\_\_ Cents

Vendor Name: \_\_\_\_\_

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

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Vendor Name \_\_\_\_\_

# Metro Emergency Operations Center of Kanawha County

## Request for Quotations

**ITEM:** Metro 911 Communications Center Dispatch Workstations

**LOCATION AND TIME IN WHICH WORKED WILL BE COMPLETED:** The Center -- 200 Peyton Way, Charleston, WV 25309 -- during its regular business hours of Monday-Friday 8:00 am to 5:00 pm, excluding Kanawha County Commission holidays

**CONTACT:** Paul Smith or Kirk Ballard  
Metro Emergency Operations Center of Kanawha County  
(304) 746-7911 or [rfp@metro911.org](mailto:rfp@metro911.org)

**BID DUE DATE:** Bids must be received in a sealed envelope on or before December 12, 2017 at 9:00 am at the Center -- 200 Peyton Way, Charleston, WV 25309. Faxed or electronically-submitted bids will not be accepted.

**SPECIFICATIONS:** The following specifications are intended to describe the requested work for the Center; the details contained in these specifications are not designed to exclude any vendor from bidding but, rather, are offered as a means of describing the needs of the Center. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements. Only new, in-box equipment will be deemed compliant. Quoting used or refurbished equipment will not be accepted and will result in the bid being rejected. The bid response must include pricing for the option allowing the Center to either increase or decrease the part quantities as desired.

**OTHER:** The Center will not be responsible for any expenses incurred in the preparation and/or presentation of bid or for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

Bids may be withdrawn prior to the scheduled date and time, or postponement thereof, of the opening of bids. Bids will not be accepted after the scheduled date and time. No vendor may withdraw a bid after bid opening. Once bids are unsealed, all bid documents become public record. The Center reserves the right to reject any and/or all bids, with or without cause, and to waive any informality in bidding. The Center further reserves the right to resolicit proposals.

Payment will be released within 30 days of completion of work that is satisfactory to the Center.

Vendor Name \_\_\_\_\_

Breakdown of Price	Price
(30) Dell OptiPlex 7050 workstations based on specifications below	
<b>TOTAL:</b>	
<b>Options (*note if included in price above)</b>	
<b>Other Options:</b>	

**Options:**

QTY	Model	Description

*Options, if applicable, must include price to purchase additional items at price per additional item.*

Vendor Name \_\_\_\_\_

**Required:**

1. The proposal must include pricing for (30) Dell OptiPlex workstations with the following minimum specifications.

QTY	Description
30	OptiPlex 7050 Tower with 240W up to 85% efficient Power Supply
30	16GB (2x8GB) 2400MHz DDR4 Memory
30	M.2 256GB PCIe Class 40 Solid State Drive
30	Intel® Core™ i7-7700 (QC/8MB/8T/3.6GHz/65W)
30	Windows 10 Pro 64bit
30	8x DVD-ROM 9.5mm Optical Disk Drive
30	Wired Keyboard English Black
30	Wired Mouse Black
30	No Wireless LAN Card
30	AMD Radeon™ R7 450, 4GB
30	No Deployment Services
30	5 Year Hardware Service
30	No Anti-Virus SW
30	No Chassis Intrusion Switch
30	Keep Your Hard Drive

*\*Used or refurbished materials will not be accepted. Only new, in-box materials will be deemed compliant.*

Does your proposal comply? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Vendor Name \_\_\_\_\_

**DOCUMENTATION REQUIREMENTS:**

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

**Required Forms:** Vendor shall complete and submit, or have on file with the Center, a Vendor Registration and Disclosure Statement Form and a State of West Virginia No Debt Affidavit, both of which can be found on the Center's website at metro911.org, as well as a completed IRS Form W9.

Before any work begins, the vendor must provide the Center with a current Certificate of Insurance with proof of minimum one million-dollar-liability coverage and proof of workers' compensation insurance as well as a copy of the vendor's current WV Contractor's License.

*Required Forms Checklist*

\_\_\_ *Vendor Registration Form, if not already on file with the Center*

\_\_\_ *State of WV No Debt Affidavit*

\_\_\_ *IRS Form W9, if not already on file with the Center*

**Bid Documents:** All documents and information submitted in response to this solicitation shall, pursuant to the WV Freedom of Information Act, become public record.

**References:** Please include the name, address, and contact information for three business-type references.

**Conflict of Interest – Mandatory:** Affirm that your firm and all individuals that will be assigned to this transaction are free from all obligations and interest which conflict with the interest of the Center.