



RESPONSE TO RFQ ISCK0068

For: Flat Sorting System

January 4, 2010

WEST VIRGINIA OFFICE OF TECHNOLOGY'S CENTRAL MAIL OFFICE

Submitted by:
BOB STERRETT
Account Executives
Pitney Bowes Document Messaging Technologies



January 4, 2010

Ms. Krista Ferrell
State of West Virginia, IS&C
1900 Kanawha Blvd.
Charleston, WV 25301

Dear Ms. Ferrell:

The West Virginia Office of Technology's Central Mail Office—like many public agencies—is looking for ways to lower overall costs. Presorting flat mail prior to USPS submission is an opportunity for significant postage savings (up to 50¢ per mailpiece), and with recent technology innovations, these savings are now achievable with relatively small volumes of flat mail. Pitney Bowes is pleased to respond to this Request for Quotation for a Flat Sorting System with a solution that is current, dynamic, flexible and right-sized for the WV Central Mail Office: our EZ-Flats Sorting System.

Until recently, the only option for mailers to earn discounts for their flat sized mail was large sorters that were designed to process tens of thousands of pieces of mail per day. These units typically occupy a sizeable footprint, at times in a facility or room of its own.

The Pitney Bowes EZ-Flats Sorting System, on the other hand, will fit comfortably in the WV Central Mail Office's existing space. The EZ-Flats system consists of cutting edge, ergonomic technology that is designed to sort flats, flat parcels and bound printed matter for postal discounts. There are huge discounts available in these categories that will provide a very attractive return on investment. After the payback period, which should be 12 to 16 months, the EZ-Flats System becomes a "money machine" generating huge cash savings on a daily basis. Another enormous benefit is that the EZ-Flats System is significantly less expensive than larger flats sorters.

Current and future customers are our most significant assets. Our focus is on process engineering, system integration and world-class software, hardware and support services. Combined with the development of our people's expertise, our leadership in the industry should give WV Central Mail Office confidence in making this investment and partnering with us. Please do not hesitate to call me with any questions, using 317.514.5135.

Sincerely,

Bob Sterrett
Account Executive
Pitney Bowes Document Messaging Technologies

NOTICE OF CONFIDENTIALITY

Copyright © 2010, Pitney Bowes Inc. All rights reserved.

THE RESPONSES PROVIDED HEREIN ARE INTENDED FOR FURTHER DISCUSSION PURPOSES AND NOTHING CONTAINED HEREIN IS INTENDED AS A BINDING AGREEMENT, WHICH CAN ONLY BE REACHED BY A MUTUAL WRITTEN DEFINITIVE AGREEMENT ENTERED INTO BY THE PARTIES. THE INFORMATION CONTAINED IN THIS DOCUMENT AND THE SOLUTION PROPOSED BY PITNEY BOWES INC., THROUGH ITS DOCUMENT MESSAGING TECHNOLOGIES DIVISION ("DMT") IS PROPRIETARY AND CONFIDENTIAL TO DMT. THESE MATERIALS CAN BE USED SOLELY FOR THE PURPOSE OF EVALUATING A POSSIBLE TRANSACTION BETWEEN DMT AND ITS PROSPECTIVE CUSTOMER. NO RECIPIENT OF THESE MATERIALS MAY USE THEM FOR ITS OWN COMMERCIAL ADVANTAGE. THE RECIPIENT OF THESE MATERIALS MUST HOLD THEM IN CONFIDENCE AND SHALL NOT DISTRIBUTE THEM, IN WHOLE OR IN PART, TO ANY OTHER INDIVIDUAL OR ENTITY IN ANY FORM WITHOUT THE PRIOR WRITTEN CONSENT OF DMT MANAGEMENT.



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
ISCK0068

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

RFQ COPY

TYPE NAME/ADDRESS HERE

Pitney Bowes Inc.
 37 Executive Drive
 Danbury, CT 06810

DEPARTMENT OF ADMINISTRATION
 IS&C - NETWORKING
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/09/2009				

BID OPENING DATE: **01/05/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UCP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		600-71		
<p>FLAT SORTER SPECIFICATIONS</p> <p>REQUEST FOR QUOTATION (RFQ)</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY THE WEST VIRGINIA OFFICE OF TECHNOLOGY'S CENTRAL MAIL OFFICE IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH A FLAT SORTING SYSTEM FOR THE CENTRAL MAIL ROOM LOCATED ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. TECHNICAL QUESTIONS ARE ANY QUESTION RELATING TO THE SCOPE, MATERIAL, OR INSTALLATION OF THIS PROJECT. DEADLINE FOR ALL TECHNICAL QUESTIONS IS MONDAY, DECEMBER 21, 2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 317-514-5135 DATE: January 4, 2010

TITLE: Vice President FEIN: 06-0495050 ADDRESS CHANGES TO BE NOTED ABOVE

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



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Pitney Bowes Inc.
 37 Executive Drive
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 25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/09/2009				

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<p>MAINTENANCE: THE FIRST YEAR'S MAINTENANCE SHALL BE ADDED TO THIS CONTRACT BY CHANGE ORDER UPON THE SUCCESSFUL INSTALLATION, IMPLEMENTATION, AND ACCEPTANCE OF THE SYSTEM BY THE AGENCY.</p> <p>ANNUAL MAINTENANCE PORTION OF THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND THE VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO (4) ONE (1) YEAR RENEWALS.</p> <p>EXHIBIT 10</p> <p style="text-align: right;">REQUISITION NO.: ISCK0068</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 <input checked="" type="checkbox"/></p> <p>NO. 2 <input checked="" type="checkbox"/></p> <p>NO. 3 NO. 4 NO. 5</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dawn J. [Signature]</i>	TELEPHONE 317-514-5135	DATE January 4, 2010
TITLE Vice President.	FEIN 06-0495050	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. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **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.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) 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.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** 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. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** 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



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

RFQ COPY
 TYPE NAME/ADDRESS HERE

Pitney Bowes Inc.
 37 Executive Drive
 Danbury, CT 06810

DEPARTMENT OF ADMINISTRATION
 IS&C - NETWORKING
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/09/2009				

BID OPENING DATE: 01/05/2010 BID OPENING TIME 01:30PM

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I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

VENDOR MUST CLEARLY 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.

Dawn J. Gatie

 SIGNATURE
 Pitney Bowes Inc.

 COMPANY
 January 4, 2010

 DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

REV. 09/21/2009

THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dawn J. Gatie</i>	TELEPHONE 317-514-5135	DATE January 4, 2010
TITLE Vice President	FEIN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
 Department of Administration
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ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RODNEY

RFQ COPY
 TYPE NAME/ADDRESS HERE

Pitney Bowes Inc.
 37 Executive Drive
 Danbury, CT 06810

SHIP TO

DEPARTMENT OF ADMINISTRATION
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 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
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IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.

NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 BUILDING 15
 2019 WASHINGTON STREET, EAST
 CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: KRISTA FERRELL-FILE 21

RFQ. NO.: ISCK0068

BID OPENING DATE: 01/05/2010

BID OPENING TIME: 1:30 PM

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Krista Ferrell</i>	TELEPHONE 317-514-5135	DATE January 4, 2010
TITLE Vice President	FERN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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



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Request for Quotation

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ISCK0068

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

PURCHASER

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

Pitney Bowes Inc.
 37 Executive Drive
 Danbury, CT 06810

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - NETWORKING
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
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12/09/2009				

BID OPENING DATE: **01/05/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 203-749-7761 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Bob Sterrett ----- ***** THIS IS THE END OF RFQ ISCK0068 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 317-514-5135	DATE January 4, 2010
TITLE Vice President	FEIN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
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PAGE
1

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

*709001550 304-744-1067

P O BOX 50130

Pitney Bowes Inc.
 37 Executive Drive
 Danbury, CT 06810

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - NETWORKING
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

DATE PRINTED 12/15/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **01/05/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) CLARIFICATION: ITEM 17 OF THE SPECIFICATIONS "INSTALLATION OF EQUIPMENT WILL NOT BE REQUIRED UNDER THIS CONTRACT". PLEA SE REVISE TO READ: "INSTALLATION OF CONNECTIONS WILL NOT BE REQUIRED UNDER THIS CONTRACT."		
				2.) REPLACE ALL GENERAL TERMS AND CONDITIONS WITH THE ATTACHED.		
				3.) REPLACE PURCHASING AFFIDAVIT WITH THE ATTACHED.		
				BID OPENING DATE REMAINS: 01/05/2010		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	EA		600-71		
				FLAT SORTER SPECIFICATIONS		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Krista Ferrell</i>	TELEPHONE 317-514-5135	DATE January 4, 2010
TITLE Vice President	FEIN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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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.htm 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).

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING 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 the 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 or 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 or 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 vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Pitney Bowes Inc.

Authorized Signature: *[Signature]*

Date: January 4, 2010

State of Connecticut

County of Fairfield, to-wit:

Taken, subscribed, and sworn to before me this 4th day of January, 2010.

My Commission expires LINDA SHREVE, 20
NOTARY PUBLIC

MY COMMISSION EXPIRES AUG. 31, 2011

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]
LINDA SHREVE



State of West Virginia
 Department of Administration
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 2019 Washington Street East
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Request for Quotation

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 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 804-558-2596

*709001550 304-744-1067
 PITNEY BOWES INC
 527 SECOND AVE
 SOUTH CHARLESTON WV 25303

DEPARTMENT OF ADMINISTRATION
 IS&C - NETWORKING
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

DATE PRINTED: 12/30/2009
 TERMS OF SALE
 SHIP VIA
 FOB
 FREIGHT TERMS

BID OPENING DATE: 01/07/2010
 BID OPENING TIME: 01-30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2 THIS ADDENDUM IS ISSUED TO ANSWER ALL TECHNICAL QUESTIONS SUBMITTED AND ACCEPTED IN ACCORDANCE WITH THE PROVISIONS OF THE REQUEST FOR QUOTATION. BID OPENING DATE CHANGED TO: 01/07/2009 BID OPENING TIME REMAINS: 1:30 PM ***** END ADDENDUM NO. 2 *****		
1001	1	EA		600-71		
				FLAT SORTER SPECIFICATIONS ***** THIS IS THE END OF RFQ TSCK0068 ***** TOTAL:		

SIGNATURE: *Raun G. Schmitt* TELEPHONE: 317-514-5135 DATE: January 4, 2010
 TITLE: Vice President FEIN: 06-0495050 ADDRESS CHANGES TO BE NOTED ABOVE

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

ISCK0068

Q. Your existing equipment is currently being serviced by factory trained technicians located in the Charleston WV area. Does the State of WV IS&C require local factory trained technicians for maintenance of the flats sorter?

A. No

Q. You currently receive an average response time of four (4) hours or less in the maintenance of existing equipment. Does State of WV IS&C require a four (4) hour response time average for the flats sorter?

A. Yes, I think I should have specified a required response time for service on the bid. We will probably NOT be leasing the equipment and so the maintenance contract will be a separate PO.... What do you think? Should we add it to the RFQ?

Q. If leased does WV require a Fair Market Value Lease with a dollar buy out at the end of the term?

A. Yes

Q. If leased does the lease for State of WV IS&C have to include a non appropriations clause that allows the agreement to be cancelled if funds are not appropriated each new budget year without penalties?

A. Yes

Q. What is the average daily mail volume to be processed on the Flat sorter?

A. We anticipate about 1500 flats per day

Q. How many days per year is mail processed?

A. 5 days a week except for 13 state holidays per year

Q. Are there peaks in volume, what is the anticipated peak volume and frequency?

A. no

Q. Based on the requirement to sort each flat with one pass through the sorter, how many outputs (sort bins) does the State require on the sorter?

A. There is not a required number. The number of bins could vary depending on how the proposed system accomplishes the sorting. The proposed solution should include the number of bins required to effectively sort flats. The state may acquire more bins later if space becomes available and having more would improve the efficiency of the process.

Q. What is the purpose of the machine being equipped with a labeler?

A. If the proposed system generates labels to properly sort and process the flats, then the labeling process must be automated.

Q. Will the State accept a sorting system that exceeds the requirement of 200 sq. ft. or less?

A. No. There is not enough room in our current facility for a larger system.

Q. Will the incoming mail contain barcodes that can be used for sorting?

A. Some will and some won't. We do not have control over the state's incoming mail.

Q. Can the State provide a 208VAC 80 Amp drop in lieu of the two 110VAC standard outlets?

A. Yes a larger circuit can be installed by the state although the vendor must supply the hardware (e.g wiring and receptacle) for it.

Q. Regarding the requirement to include 1st years Maintenance in the bid, does the State want On-site maintenance or on-call maintenance, or simply 24/7 technical phone support? Please specify periods of coverage required and response time desired.

A. On call Maintenance 9am- 5pm M-F with 4 hour response time

FLAT SORTER SPECIFICATIONS

- 1. Must scan and sort first class flats for maximum postage discounts, including automation, presorted and single piece discounts, using bundle-based processing as defined by the USPS.**

The EZ-Flats Sorting Solution complies with this requirement as it processes the mail using 10 piece bundled based manifesting allowing the State to get to the deepest USPS discounts without having to have the normal 90 piece minimum going to the same 3 and 5 digit zip code.

- 2. Must allow input of 6-digit cost-center by the operator for each batch.**

The EZ-Flats Sorting Solution complies with this requirement as an operator can account for the 6 digit account number and enter it into the system in several different ways. The operator can use the hand scanner and scan a card with the corresponding cost center number thus eliminating any human errors, or have the cost center numbers loaded in the system and simply select from a "pull-down", or enter the number via the keyboard.

- 3. Must allow for mixed-weight flats.**

The EZ-Flats Sorting Solution complies with this requirement as it comes with an in-line scale. As the operator places a piece on the scale, the camera is activated and the mail is then sent down the line to have the permit label applied. The system can accept mail up to 2.5 inches in thickness.

- 4. Must sort each flat with one pass through the sorter.**

The EZ-Flats Sorting Solution complies with requirement. This is a major differentiator for EZ-Flats whereby the operator needs to send the mailpiece through the sorter only one time creating the manifest report and dynamic tags. Operators perform the fine sort as instructed by the tags printed. The Finalization software provides all of the necessary direction to complete the mail for USPS submission.

- 5. Must apply postage permit imprint to each flat as it is sorted.**

The EZ-Flats Sorting Solution complies with this requirement as part of the EZ-Flats workflow employs a Weber Printer that "blows" a thermal label onto each piece. This label contains a wide array of information and meets all USPS requirements.

- 6. Must electronically provide data for billing, including cost center, piece count, postage, date, time, operator ID, machine ID, and rate class, at a minimum. System must include media writing hardware if billing data is not provided directly through a network connection. Data can be provided real time or at operator's discretion.**

The EZ-Flats Sorting Solution complies with nearly all of this requirement as it can scan the cost center number and via the reports, provide piece counts, date and time and tell what EZ-Flats unit the mail came from with the correct class of mail. At this time, we are not offering Operator ID as there is no operator log-in available. When this is developed it will be included as a version update. The way accounting information is transmitted is via disk transfer as the sorter includes a network connection, USB Port, and a CD Burner.

7. Must include an automated labeling process, sort bins, and a conveyor system to direct flats into sort bins.

The EZ-Flats Sorting Solution complies with this requirement as the quoted configuration will come with the base unit housing all of the operating software that drives the address reading, labeling, and sortation to the 2 bin sections which is a total of 8 bins. Out of the 8 bins, one is dedicated for rejects, one for the identification and placement of the 10th piece, and the other six are for the various zip "territories" that we will help define for you the most efficient sort scheme.

8. Must produce manifest and tray tags required by USPS to post presorted first class flats.

The EZ-Flats Sorting Solution complies with this requirement as part of the configuration includes the Finalization Software which produces all of the final tray tags needed for USPS mail submission.

9. Agency does not currently submit manifests or presort mail directly to the USPS. Vendor must assist agency in meeting USPS requirements to qualify for and maintain manifest. The vendor will be required to insure that the manifest produced by the equipment will be acceptable to the USPS.

As part of the EZ-Flats Sorting Solution we will support your operation to ensure State of West Virginia IS&C understands and complies with requirements around creating and submitting a mailing for USPS acceptance. What is being included in this RFP response for install and training purposes is ample time to complete this step. Once the RFP is awarded, the State will need to perform some due diligence in gaining a Mailer's ID as well as be certified by the USPS plus some other items of which we will walk you through if we are the chosen vendor.

10. Must include all necessary software and hardware (e.g., server, monitor, printers, mouse, keyboard, scanner etc.) required to run the sorting system.

The EZ-Flats Sorting Solutions is equipped and complies with this requirement as the system we are providing will be completely "turn-key" and ready to use after install, training and USPS approval is completed.

11. Must have a footprint of 200 sq. ft. or less, including ancillary sorting bins.

The EZ-Flats Sorting Solution complies with this requirement and fits well within

allowed space requirement.

12. Must include any required ancillary sorting bins.

The EZ-Flats Sorting Solution complies with this requirement. The total solution includes 4 sort casing (20 pockets each) and 2 high density cases (30 pockets each). As your mail is run through the sortation process we will have a workflow designed to maximize the efficiencies of the manual sort bins.

13. Must be capable of field upgrades including adding sort pockets and rate categories and processing incoming mail.

The EZ-Flats Sorting Solution complies with this requirement. The proposed solution supports additional Mail Categories, incoming mail sortation as well as a modular design to expand as need requires. There are several various mail categories that can be added to the system and based upon need can be quoted. To process incoming mail would not require any changes to hardware but would require additional software.

14. Must include air compressor, if required for operation. Site does not have compressed air supply.

The EZ-Flats Sorting Solution complies with this requirement. The proposed solution is equipped with an air-compressor that meets all the EZ-Flats specifications.

15. Must include shipping and installation. This is to be included in the Year 1 price.

The EZ-Flats Sorting Solution complies with this requirement. The proposed solution includes shipping, installation and service support for the first year.

16. Must include on-site training for 4 employees until such time as all features are understood by the agency.

The EZ-Flats Sorting Solution complies with this requirement. As part of our solution offering we will train four (4) employees on how to operate the solution. What will be included with this onsite training is one day set for install and testing and two days for training. It is very important for the success of the training that test mail is available and that the personnel being trained are fully present and dedicated for the duration of the training.

17. Agency will supply up to two (2) standard 120vac outlets(s) if required. Agency will also supply one (1) dedicated 120vac 20a outlet if required. Agency will supply network cables or media if necessary for electronic transfer of billing data. Proposed solution must include any additional wiring or connections required. The vendor must provide all equipment and materials necessary. Installation of connections will be not be required under this contract.

The EZ-Flats Sorting Solution complies with this requirement.

Pricing Sheet

Please complete the below pricing sheet. It is strongly preferred that bidders use this form in lieu of submitting separate manufacturer or vendor quote forms.

	Total purchase price and maintenance cost	Total lease/purchase payments including maintenance (if option is available)
Year 1	\$ 134,741	\$ 53,064
Year 2	\$ 23,367	\$ 53,064
Year 3	\$ 24,030	\$ 53,064
Year 4	\$ 24,716	\$ 53,064
Year 5	\$ 25,273	\$ 53,064
Total 5 year Expense	\$ 232,127	\$265,320

Note:

- 1.) Year 1 price must include initial purchase price, shipping and installation, as well as the yearly maintenance cost for Year 1.

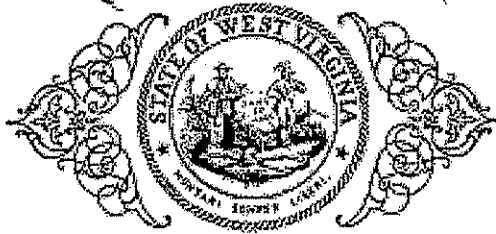
**RFQ#: ISCK0068
Equipment List**

Please complete the below information concerning the brand(s) of equipment being bid in relation to this project. Please attach manufacturer's literature (in the form of technical specification cut sheets, manufacturer's literature, documentation, brochures) which demonstrates adherence to the mandatory requirements stated in the specifications. Please provide (1) original copy plus (1) convenience copy.

Equipment	Manufacturer	Model	Literature Attached
EZ-Flats Sorting System with 8 Sort Bins	Pitney Bowes Inc.	EZ-Flats	brochure
(4) Ancillary Sorting Bins with 20 pockets			
(2) High Density Ancillary Sorting Bins with 30 pockets			
Additional wiring/connections required:			

Note: Additional wiring and connections equipment/parts must be included in the cost of your bid including shipping/handling. Installation is not required.

State of West Virginia



Certificate

*I, Natalie E. Tennant, Secretary of State of the
State of West Virginia, hereby certify that*

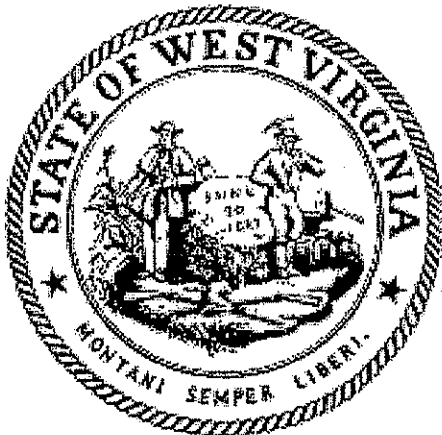
PITNEY BOWES INC.

a corporation formed under the laws of Delaware filed an application to be registered as a foreign corporation authorizing it to transact business in West Virginia. The application was found to conform to law and a "Certificate of Authority" was issued by the West Virginia Secretary of State on January 2, 1957.

I further certify that the corporation has not been revoked by the State of West Virginia nor has a Certificate of Withdrawal been issued to the corporation by the West Virginia Secretary of State.

Accordingly, I hereby issue this

CERTIFICATE OF AUTHORIZATION



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
December 30, 2009*

Natalie E. Tennant

Secretary of State

Scan Technology for easy reads

Pitney Bowes EZ-Flats system uses an automated OCR-based front end with ergonomically designed Sorting Territories on the back end which are adjustable and expandable for any mailing situation.

The system utilizes industry-leading scanning technology (RAF and Parascript) to read both machine-print and handwritten pieces.

Accounting accuracy

EZ-Flats has a Manifest Mailing System that enables mixed weight flats to be sent with a printed permit. Mailers can quickly access billing documentation for complete chargeback detail by cost center even down to exact qualification level. This enables mailers to improve chargeback and accounting accuracy to assure postal expenses are thoroughly tracked and measured. The sorting system produces manifesting reports for First Class Automation, First Class Non Auto Presort and First Class Single Piece Rates. Standard Mail and Bound Printed Matter Flats rates are optionally available.

Mailers can manifest bundle or tray-based, flat-sized mailings. This assures that mailers can achieve the best degree of postal penetration and workshare discounts.

Mail piece flexibility

Pitney Bowes EZ-Flats System allows mailers to process a range of mail piece thicknesses. The system is not restricted by any mechanical specifications—run flats up to 3/4" thick. This capability allows the EZ-Flats System to optionally process mixed weight parcels.

Options to grow your business and discounts

Pitney Bowes EZ-Flats is modular and can be configured to your capital, space and workload requirements. Each system includes one or more workstations and Territory Sort Faces customized to your business needs.

EZ-Flats Dynamic Sort

- Full processing system automates label printing and application with conveyor and applicator
- Patent-pending Dynamic Sort technology increases real time parallel processing for reduced sort and mail preparation time
- Automated sort bins expedite piece takeaway
- Sort bins expandable for quick kills
- Up to 2,000 flats per hour

For more information on Pitney Bowes EZ-Flats Sorting System, call us today at 877-536-2736 or visit us on the Web at www.pbdmt.com.

Pitney Bowes has the software, services and hardware for end-to-end mailstream solutions that integrate and optimize the flow of mail, documents and packages across a range of business operations.

Pitney Bowes and the Corporate Design are registered trademarks and Engineering the flow of communication, USPS MERLIN and the Intelligent Mail are registered trademarks of the United States Postal Service. All other products referenced in this material may be trademarks or registered trademarks of their respective companies.

 **Pitney Bowes**
Engineering the flow of communication™

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For more information contact your local Pitney Bowes office or call toll-free at **1-877-536-2736**.

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