



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
INKCRT07

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETTY FRANCISCO
304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

Software House Intl (SHI)
2 Riverview Drive
Somerset, NS 08873

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/25/2006	Net 30 / P-CARD	UPS/Fedex		

BID OPENING DATE: **10/24/2006** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR AN OPEN-END STATEWIDE CONTRACT TO PROVIDE PRINTER CARTRIDGES FOR ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.						
MANDATORY PRE-BID: A MANDATORY PRE-BID WILL BE HELD AT THE PURCHASING DIVISION, BUILDING 15, 2019 WASHINGTON STREET, EAST, CHARLESTON, WV 25305; OCTOBER 11, 2006, 11:00 AM. FAILURE TO ATTEND THE PRE-BID WILL AUTOMATICALLY DISQUALIFY A VENDOR FROM BEING AWARDED A CONTRACT.						
0001	1	EA		966-24-01-001		\$ 802,100.34
COMPUTER LASER CARTRIDGES, INKJETS & RIBBONS						
BIDDERS MUST BID ACTUAL NEW CARTRIDGES; REMANUFACTURED, "COMPATIBLE" OR OTHER USED ARE NOT PERMITTED. BIDDERS MUST CERTIFY THAT THEIR BID COVERS ONLY NEW UNITS. PRODUCTS THAT HAVE BEEN REBUILT WITH "NEW" MATERIAL DO NOT QUALIFY FOR THIS CONTRACT. ALL ITEMS BID MUST BE ORIGINAL MANUFACTURER BRAND SPECIFIED.						
BIDDERS MUST SIGN THE PRICING SCHEDULE VERIFYING THE ITEMS BID MEET THE SPECIFICATIONS. BIDS RECEIVED WITHOUT THIS SIGNATURE VALIDATION MAY BE DISQUALIFIED. BIDDERS ARE REQUESTED TO TYPE THE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: **ESch** TELEPHONE: **732-564-8217** DATE: **10/27/06**

TITLE: **Account Executive** FEIN: **22-3009648** 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 \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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, this contract is automatically null and void, and is terminated 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 Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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 cases 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.

SIGNED BID TO:

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



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<p>INFORMATION ON THE PRICING PAGES. THIS IS AN EXCEL DOCUMENT AND IS AVAILABLE BY SENDING AN E-MAIL REQUEST TO: BFRANCISCO@WVADMIN.GOV</p> <p>ALL PRICES INCLUDE ALL SHIPPING CHARGES TO ANY LOCATION WITHIN WEST VIRGINIA. THERE IS NO MINIMUM ORDER.</p> <p>ITEM(S) MUST BE DELIVERED TO THE ORDERING LOCATION WITHIN 24 HOURS AFTER RECEIPT OF THE ORDER.</p> <p>THE CONTACT PERSON FOR THIS CONTRACT IS: NAME: Erik Schroeder ADDRESS 2 Riverview Drive Somerset NJ 08873 TELEPHONE NUMBER: 732-564-8217 FAX NUMBER: 732-564-8218</p> <p>PRICES ARE PER THE ATTACHED PRICING PAGES. ATTACHMENTS: 1. PRICING SCHEDULE INKCRT07 2. AFFIDAVIT</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON , AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

SIGNATURE ESch	TELEPHONE 732-564-8217	DATE 10/27/2006
TITLE Account Executive	FEIN 22-3009648	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND 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 TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I</p>						

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<p>WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA</p>						

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SIGNATURE <i>ESchm</i>	TELEPHONE 732-564-8217	DATE 10/27/06
TITLE Account Executive	FEIN 22-3009648	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING.</p> <p style="text-align: center;">NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>MANDATORY PRE-BID: OCTOBER 11, 2006, 11:00 AM LOCATION: 2019 WASHINGTON STREET, E CHARLESTON, WV 25305 PURCHASING DIVISION BUILDING 15</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
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* See New list per Addendum 1

Pricing Schedule INKCR07 - BID OPENING 10/24/2006, 1:30 PM				
Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
Hewlett Packard				
1	51626A	50	\$	\$
2	51629A	90	\$	\$
3	51641A	50	\$	\$
4	51645A	600	\$	\$
5	51649A	90	\$	\$
6	92274A	70	\$	\$
7	92291A	85	\$	\$
8	92298A	45	\$	\$
9	C1823D	99	\$	\$
10	C3900A	35	\$	\$
11	C3903A	50	\$	\$
12	C3906A	50	\$	\$
13	C3909A	70	\$	\$
14	C4092A	60	\$	\$
15	C4096A	55	\$	\$
16	C4127X	100	\$	\$
17	C4129X	70	\$	\$
18	C4151A	40	\$	\$
19	C4152A	40	\$	\$
20	C4153A	40	\$	\$
21	C4154A	15	\$	\$
22	C4155A	15	\$	\$
23	C4182X	45	\$	\$
24	C4191A	60	\$	\$
25	C4192A	60	\$	\$
26	C4193A	60	\$	\$
27	C4194A	60	\$	\$
28	C4195A	80	\$	\$
29	C4196A	30	\$	\$
30	C4197A	20	\$	\$
31	C4800A	80	\$	\$
32	C4801A	80	\$	\$
33	C4802A	80	\$	\$
34	C4803A	85	\$	\$
35	C4804A	85	\$	\$
36	C4805A	80	\$	\$
37	C4806A	80	\$	\$

Pricing Schedule INKCR07 - BID OPENING 10/24/2006, 1:30 PM				
Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
38	C4810A	85	\$	\$
39	C4811A	40	\$	\$
40	C4812A	40	\$	\$
41	C4813A	40	\$	\$
42	C4841A	40	\$	\$
43	C4842A	40	\$	\$
44	C4843A	40	\$	\$
45	C4844A	45	\$	\$
46	C4921A	40	\$	\$
47	C4922A	40	\$	\$
48	C4923A	40	\$	\$
49	C5010AN	80	\$	\$
50	C5011AN	85	\$	\$
51	C5023A	60	\$	\$
52	C5024A	60	\$	\$
53	C5025A	60	\$	\$
54	C5026A	65	\$	\$
55	C6578AN	300	\$	\$
56	C6578DN	310	\$	\$
57	C6614DN	200	\$	\$
58	C6615DN	140	\$	\$
59	C6625AN	90	\$	\$
60	C6628AN	80	\$	\$
61	C6656AN	420	\$	\$
62	C6657AN	215	\$	\$
63	C6658AN	105	\$	\$
64	C7115A	120	\$	\$
65	C8061X	145	\$	\$
66	C8543X	75	\$	\$
67	C8727AN	125	\$	\$
68	C8728AN	110	\$	\$
69	C9700A	50	\$	\$
70	C9701A	50	\$	\$
71	C9702A	55	\$	\$
72	C9703A	50	\$	\$
73	C9704A	50	\$	\$
74	C9720A	60	\$	\$
75	C9721A	60	\$	\$
76	C9722A	60	\$	\$
77	C9723A	60	\$	\$

Pricing Schedule INKCR7 - BID OPENING 10/24/2006, 1:30 PM				
Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
78	C9730A	50	\$	\$
79	C9731A	40	\$	\$
80	C9732A	40	\$	\$
81	C9733A	40	\$	\$
82	Q1138A	100	\$	\$
83	Q1339A	90	\$	\$
84	C4836A	45	\$	\$
85	C4837A	50	\$	\$
86	C4838A	30	\$	\$
87	C9362WN	65	\$	\$
88	C9361WN	70	\$	\$
89	C8766WN	70	\$	\$
90	C8767WN	95	\$	\$
91	C9351AN	55	\$	\$
92	C9352AN	60	\$	\$
93	C4190A	45	\$	\$
94	Q2670A	20	\$	\$
95	Q2671A	20	\$	\$
96	Q2672A	20	\$	\$
97	Q2673A	20	\$	\$
98	Q3960A	30	\$	\$
99	Q3961A	30	\$	\$
100	Q3962A	30	\$	\$
101	Q3963A	30	\$	\$
102	Q3946A	30	\$	\$
103	Q2612A	40	\$	\$
104	Q6511A	30	\$	\$
105	Q5949A	100	\$	\$
106	Q2613A	40	\$	\$
107	Q2610A	40	\$	\$
108	Q2624A	100	\$	\$
			Subtotal	\$
Lexmark				
109	08A0477	50	\$	\$
110	12A0725	40	\$	\$
111	13T0101	50	\$	\$
112	17G0152	40	\$	\$
113	12A1970	90	\$	\$

Pricing Schedule INKCR07 - BID OPENING 10/24/2006, 1:30 PM				
Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
114	15M0120	85	\$	\$
115	16G0055	45	\$	\$
116	17G0050	90	\$	\$
117	17G0060	80	\$	\$
118	1382150	100	\$	\$
119	1382925	110	\$	\$
120	12A5845	100	\$	\$
121	12A6865	105	\$	\$
122	12A6835	105	\$	\$
123	10N0217	60	\$	\$
124	10N0227	60	\$	\$
125	1382050	40	\$	\$
126	1382060	45	\$	\$
127	18L0000	45	\$	\$
128	15M2971	45	\$	\$
129	12A7465	120	\$	\$
130	24015HY	100	\$	\$
131	15W0900	10	\$	\$
132	15W0901	10	\$	\$
133	15W0902	10	\$	\$
134	15W0903	10	\$	\$
135	15W090K	10	\$	\$
136	20K0500	15	\$	\$
137	20K0501	10	\$	\$
138	20K0502	15	\$	\$
139	20K0503	10	\$	\$
140	1361750	15	\$	\$
141	1361751	15	\$	\$
142	1361752	15	\$	\$
143	1361753	10	\$	\$
144	1361754	15	\$	\$
145	4K00199	20	\$	\$
146	1380950	20	\$	\$
147	12A7462	20	\$	\$
148	64015HY	20	\$	\$
149	10B042K	20	\$	\$
150	10B042C	20	\$	\$
151	10B042M	20	\$	\$
152	10B042Y	20	\$	\$
			Subtotal	\$

Pricing Schedule INKCR07 - BID OPENING 10/24/2006, 1:30 PM				
Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
Epson Inkjet				
153	T003011	40	\$	\$
154	T005011	45	\$	\$
155	T007201	45	\$	\$
156	T008201	40	\$	\$
157	T009201	40	\$	\$
158	T019201	30	\$	\$
159	T020201	20	\$	\$
160	T032120	40	\$	\$
161	T032220	40	\$	\$
162	T032320	40	\$	\$
163	T032420	40	\$	\$
Subtotal				\$
GRAND TOTAL				\$
<p>I _____, (print name) representing (print company name) hereby certify, under penalty of law for fraud, that items priced above are new toner/inkjet cartridges; these products are not "remanufactured, "compatible", or remade and are the brands as specified.</p> <p>Signature/Date: _____</p>				

**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.
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4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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, this contract is automatically null and void, and is terminated 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 Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
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3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases 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.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office 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
 INKCRT07

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 BETTY FRANCISCO
 304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

Software House INTL (SHI)
 2 Riverview Drive
 Somerset, NJ 08873

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/16/2006				
BID OPENING DATE: 10/31/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	QAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1. REVISED PRICING PAGES ATTACHED. BIDDERS MUST USE THIS VERSION FOR THEIR BID.						
2. ADDENDUM 1 - PRE-BID MEETING DISCUSSION NOTES ARE ATTACHED.						
3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. VENDORS SHOULD SIGN AND RETURN WITH THEIR BIDS. FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF BID.						
4. BID OPENING DATE HAS BEEN MOVED TO TUESDAY, OCTOBER 31, 2006.						
*****END OF ADDENDUM NO. 01*****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE ESch	TELEPHONE 732-564-8217	DATE 10/27/06
TITLE Account Executive	FEIN 22-3009648	ADDRESS CHANGES TO BE NOTED ABOVE

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

Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
Hewlett Packard				
1	51626A	50	\$27.34	\$1,367.00
2	51629A	90	\$27.34	\$2,460.60
3	51641A	50	\$28.10	\$1,405.00
4	51645A	600	\$24.83	\$14,898.00
5	51649A	90	\$28.10	\$2,529.00
6	92274A	70	\$84.53	\$5,917.10
7	92291A	85	Discontinued	Discontinued
8	92298A	45	\$87.54	\$3,939.30
9	C1823D	99	\$27.86	\$2,758.14
10	C3900A	35	\$128.81	\$4,508.35
11	C3903A	50	\$74.70	\$3,735.00
12	C3906A	50	\$56.55	\$2,827.50
13	C3909A	70	\$159.75	\$11,182.50
14	C4092A	60	\$49.15	\$2,949.00
15	C4096A	55	\$83.37	\$4,585.35
16	C4127X	100	\$106.10	\$10,610.00
17	C4129X	70	\$136.16	\$9,531.20
18	C4151A	40	\$147.15	\$5,886.00
19	C4152A	40	\$147.15	\$5,886.00
20	C4153A	40	\$130.73	\$5,229.20
21	C4154A	15	\$336.27	\$5,044.05
22	C4155A	15	\$271.63	\$4,074.45
23	C4182X	45	\$156.62	\$7,047.90
24	C4191A	60	\$71.37	\$4,282.20
25	C4192A	60	\$103.57	\$6,214.20
26	C4193A	60	\$103.57	\$6,214.20
27	C4194A	60	\$103.57	\$6,214.20
28	C4195A	80	\$68.20	\$5,456.00
29	C4196A	30	\$179.40	\$5,382.00
30	C4197A	20	\$210.62	\$4,212.40
31	C4800A	80	\$27.86	\$2,228.80
32	C4801A	80	\$27.86	\$2,228.80
33	C4802A	80	\$27.86	\$2,228.80
34	C4803A	85	\$27.86	\$2,368.10

Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
35	C4804A	85	\$53.65	\$4,560.25
36	C4805A	80	\$53.65	\$4,292.00
37	C4806A	80	\$53.65	\$4,292.00
38	C4810A	85	\$27.86	\$2,368.10
39	C4811A	40	\$27.86	\$1,114.40
40	C4812A	40	\$27.86	\$1,114.40
41	C4813A	40	\$27.86	\$1,114.40
42	C4841A	40	\$27.17	\$1,086.80
43	C4842A	40	\$27.17	\$1,086.80
44	C4843A	40	\$27.17	\$1,086.80
45	C4844A	45	\$27.17	\$1,222.65
46	C4921A	40	\$27.86	\$1,114.40
47	C4922A	40	\$27.86	\$1,114.40
48	C4923A	40	\$27.86	\$1,114.40
49	C5010AN	80	Discontinued	Discontinued
50	C5011AN	85	Discontinued	Discontinued
51	C5023A	60	\$57.83	\$3,469.80
52	C5024A	60	\$57.83	\$3,469.80
53	C5025A	60	\$57.83	\$3,469.80
54	C5026A	65	\$57.83	\$3,758.95
55	C6578AN	300	\$47.97	\$14,391.00
56	C6578DN	310	\$27.86	\$8,636.60
57	C6614DN	200	Discontinued	Discontinued
58	C6615DN	140	\$23.69	\$3,316.60
59	C6625AN	90	\$25.77	\$2,319.30
60	C6628AN	80	\$27.34	\$2,187.20
61	C6656AN	420	\$16.75	\$7,035.00
62	C6657AN	215	\$27.86	\$5,989.90
63	C6658AN	105	\$20.45	\$2,147.25
64	C7115A	120	\$51.15	\$6,138.00
65	C8061X	145	\$106.10	\$15,384.50
66	C8543X	75	\$229.26	\$17,194.50
67	C8727AN	125	\$15.37	\$1,921.25
68	C8728AN	110	\$18.01	\$1,981.10
69	C9700A	50	\$68.84	\$3,442.00
70	C9701A	50	\$82.91	\$4,145.50

Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
71	C9702A	55	\$82.91	\$4,560.05
72	C9703A	50	\$82.91	\$4,145.50
73	C9704A	50	\$143.99	\$7,199.50
74	C9720A	60	\$128.84	\$7,730.40
75	C9721A	60	\$174.31	\$10,458.60
76	C9722A	60	\$174.31	\$10,458.60
77	C9723A	60	\$174.31	\$10,458.60
78	C9730A	50	\$186.31	\$9,315.50
79	C9731A	40	\$261.46	\$10,458.40
80	C9732A	40	\$261.46	\$10,458.40
81	C9733A	40	\$261.46	\$10,458.40
82	Q1138A	100	Discontinued	Discontinued
83	Q1339A	90	\$169.26	\$15,233.40
84	C4836A	45	\$27.17	\$1,222.65
85	C4837A	50	\$27.17	\$1,358.50
86	C4838A	30	\$27.17	\$815.10
87	C9362WN	65	Discontinued	Discontinued
88	C9361WN	70	Discontinued	Discontinued
89	C8766WN	70	Discontinued	Discontinued
90	C8767WN	95	Discontinued	Discontinued
91	C9351AN	55	\$12.81	\$704.55
92	C9352AN	60	\$14.74	\$884.40
93	C4190A	45	Discontinued	Discontinued
94	Q2670A	20	\$109.89	\$2,197.80
95	Q2671A	20	\$109.26	\$2,185.20
96	Q2672A	20	\$109.26	\$2,185.20
97	Q2673A	20	\$109.26	\$2,185.20
98	Q3960A	30	\$68.84	\$2,065.20
99	Q3961A	30	\$82.91	\$2,487.30
100	Q3962A	30	\$82.91	\$2,487.30
101	Q3963A	30	\$82.91	\$2,487.30
102	Q3946A	30	Discontinued	Discontinued
103	Q2612A	40	\$58.11	\$2,324.40
104	Q6511A	30	\$102.95	\$3,088.50
105	Q5949A	100	\$59.37	\$5,937.00

Pricing Schedule INKCR707 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
106	Q2613A	40	\$59.37	\$2,374.80
107	Q2610A	40	\$99.78	\$3,991.20
108	Q2624A	100	\$59.37	\$5,937.00
			Subtotal	\$460,334.14
Dell				
109	7Y743	30	Discontinued	Discontinued
110	7Y743	30	Discontinued	Discontinued
			Subtotal	\$ -
Lexmark				
111	12A1450	30	\$110.94	\$3,328.20
112	12A1451	30	\$161.40	\$4,842.00
113	12A1452	30	\$161.40	\$4,842.00
114	12A1453	30	\$161.40	\$4,842.00
115	12A1454	30	\$119.01	\$3,570.30
116	12A1455	30	\$296.34	\$8,890.20
117	1361750	15	\$136.43	\$2,046.45
118	1361751	15	\$80.13	\$1,201.95
119	1361752	15	\$73.67	\$1,105.05
120	1361753	10	\$73.67	\$736.70
121	1361754	15	\$73.67	\$1,105.05
122	1380950	20	\$284.47	\$5,689.40
123	1382050	40	\$32.33	\$1,293.20
124	1382060	45	\$35.73	\$1,607.85
125	1382150	100	\$292.85	\$29,285.00
126	1382925	110	\$192.81	\$21,209.10
127	08A0477	50	\$138.35	\$6,917.50
128	10B042C	20	\$357.94	\$7,158.80
129	10B042K	20	\$167.90	\$3,358.00
130	10B042M	20	\$357.94	\$7,158.80
131	10B042Y	20	\$357.94	\$7,158.80
132	10N0217	60	\$15.95	\$957.00
133	10N0227	60	\$17.34	\$1,040.40

Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
134	12A0725	40	\$297.24	\$11,889.60
135	12A1970	90	\$26.83	\$2,414.70
136	12A5845	100	\$272.73	\$27,273.00
137	12A6835	105	\$272.73	\$28,636.65
138	12A6865	105	\$305.14	\$32,039.70
139	12A7462	20	\$290.66	\$5,813.20
140	12A7465	120	\$313.70	\$37,644.00
141	13T0101	50	\$140.84	\$7,042.00
142	15G041C	30	\$180.62	\$5,418.60
143	15G041K	30	\$109.91	\$3,297.30
144	15G041M	30	\$180.62	\$5,418.60
145	15G041Y	30	\$180.62	\$5,418.60
146	15M0120	85	\$31.58	\$2,684.30
147	15M2971	45	\$17.02	\$765.90
148	15W0900	10	\$177.95	\$1,779.50
149	15W0901	10	\$177.95	\$1,779.50
150	15W0902	10	\$177.95	\$1,779.50
151	15W0903	10	\$119.01	\$1,190.10
152	15W090K	10	Discontinued	Discontinued
153	16G0055	45	\$39.14	\$1,761.30
154	17G0050	90	\$25.15	\$2,263.50
155	17G0060	80	\$29.77	\$2,381.60
156	17G0152	40	\$113.02	\$4,520.80
157	18L0000	45	\$38.29	\$1,723.05
158	20K0500	15	\$101.43	\$1,521.45
159	20K0501	10	\$101.43	\$1,014.30
160	20K0502	15	\$101.43	\$1,521.45
161	20K0503	10	\$88.86	\$888.60
162	24015HY	100	Discontinued	Discontinued
163	4K00199	20	\$218.80	\$4,376.00
164	64015HY	20	Discontinued	Discontinued
			Subtotal	\$333,600.55
Epson Inkjet				
165	T003011	40	\$25.45	\$1,018.00
166	T005011	45	\$30.77	\$1,384.65

Pricing Schedule INKCR707 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
167	T007201	45	\$18.94	\$852.30
168	T008201	40	\$15.33	\$613.20
169	T009201	40	\$23.09	\$923.60
170	T019201	30	\$23.09	\$692.70
171	T020201	20	\$19.20	\$384.00
172	T032120	40	\$26.98	\$1,079.20
173	T032220	40	\$10.15	\$406.00
174	T032320	40	\$10.15	\$406.00
175	T032420	40	\$10.15	\$406.00
			Subtotal	\$8,165.65
			GRAND TOTAL	\$ 802,100.34
Rebate for returned cartridges		1000	See Cover Letter	See Cover Letter
<p>All toner cartridge orders received prior to 3pm Est shall be delivered the next business day should the end user choose the Overnight Shipping option. Please see cover letter for details. NOTE: This cannot be prior to 2:00 p.m.</p>				
<p>I, <u>Erik Schroeder</u>, representing <u>Software House Intl (SHI)</u> (print name) (company name)</p> <p>hereby certify, under penalty of law for fraud, that items priced above are new toner/inkjet cartridges; these products are not "remanufactured", "compatible", or remade and are the brands as specified.</p> <p>Signature/Date: <u>ESch</u> <u>10/27/06</u></p>				

INKCRT07

Addendum No. 1

Pre-Bid Meeting

1. Bids received shall be firm for 365 days from award. Substantiated price increases may be requested at renewal. Purchasing may either accept the price increases, or reject the increases and rebid the commodity.
2. Revised Pricing Pages are attached. This list replaces the list in the original request for quotation. Bidders must enter their pricing on this revised pricing list. This is an excel document and we are requesting that the bidders type this information.
3. The revised pricing pages also contain a space for bidders to enter their cut-off time for next day delivery. This time cannot be prior to 2:00 p.m. The contract holder will be required to deliver any cartridge ordered by 2:00 p.m. the next business day.
4. The pricing page has been revised to allow space for the bidders to indicate a rebate on used toner cartridges. For evaluation purposes, 1,000 cartridges will be used. The total of this estimated rebate will be deducted from the grand total of the cartridge cost shown on your bid.
5. The Annual spend on this contract is approximately \$350,000.00. No guarantee of any future contract use is made.
6. Selected vendor shall be required to submit quarterly summary reports detailing items purchased and agencies making the purchase. Such report shall be sent to the Purchasing Division, 2019 Washington Street, East, Charleston, WV 25305.

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INSTRUCTIONS TO BIDDERS

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SIGNED BID TO:

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

Vendor:	Spending Unit:
---------	----------------

Requisition No.: INKCRT07

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

- No. 1 ✓
- No. 2 ✓
- No. 3
- No. 4
- No. 5

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

ESchur
Signature

Software House Intl (SHI)
Company

10/27/2006
Date



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:
INKCRT07

PAGE:
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**BETTY FRANCISCO
 304-558-0468**

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

**Software House Intl (SHI)
 2 Riverview Drive
 Somerset, NJ 08873**

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 10/19/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 10/31/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 02						
<p>IT HAS BEEN BROUGHT TO OUR ATTENTION THAT SOME OF THE IDENTIFICATION NUMBERS ARE INCORRECT OR HAVE BEEN DISCONTINUED; NONE OF THOSE ITEMS WILL BE USED IN THE EVALUATION. PLEASE SUBMIT YOUR BID ON THE REMAINING ITEMS. ANY CONTRACT RESULTING FROM THIS BID WILL BE RESTRICTED TO THOSE ITEMS WITH VALID ITEM NUMBERS.</p>						
*****END OF ADDENDUM NO. 02*****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE E. Schu	TELEPHONE 732-564-8217	DATE 10/27/06
TITLE Account Executive	FEIN 22-3009648	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 (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

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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, this contract is automatically null and void, and is terminated 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 Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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 cases 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.

SIGNED BID TO:

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



Software House International
Weston Canal Plaza, 2 Riverview Drive, Somerset, NJ 08873
Tel. 732.764.8888 • Fax. 732.764.8889

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



October 27, 2006

Betty Francisco,

Thank you for the opportunity to respond to RFP#INKCRT07. SHI is a minority-owned reseller of software and hardware. We have enjoyed working with the State of West Virginia for Microsoft Software for the past three years, and would like to be considered as your supplier of toner. We believe we have the pricing, service and support offering to meet or exceed your needs.

Please allow me to address the issues discussed at the Pre Bid Conference. I will also explain in detail the pricing proposal that I have enclosed with the Bid for a Statewide Toner Cartridge Contract.

1. Delivery Time – In order to facilitate 24 Hour Delivery, it would be necessary to ship via Fed Ex Standard Overnight. I am going with a cut off time of 3pm should an end user choose to ship Fed Ex Standard Overnight since Fed Ex promises delivery by 2pm the next day. This method of delivery would increase the cost of each item significantly and may not make it a cost effective way for the State of West Virginia to purchase their Toner Cartridges. I have provided a sliding scale based on weight so as to give the State an option to ship Overnight should the need arise. Pricing on my bid reflects Free shipping via UPS or FedEx Ground which usually gets to the End User within 24-72 hours at no additional cost to the State. Some of the items on this Bid weigh as much as 20+ lbs and could create Overnight Shipping costs of \$80 or more per item. Using Fed Ex Standard Overnight would meet the 24 hour delivery time but I ask that you consider the cost to the State and consider my alternative. Please note however that there are no guaranteed delivery times with Ground Shipping. Also, we can not guarantee a delivery time for items that are Backordered by the manufacturer. SHI will notify your end users at the time of quote if an item is on backorder, and also when the order is processed.



Software House International
Weston Canal Plaza, 2 Riverview Drive, Somerset, NJ 08873
Tel. 732.764.8888 • Fax. 732.764.8889

2. Rebates on Used Cartridges – SHI does not offer this service but I can refer you to the manufacturer for options on returning used Toner Cartridges. In the case of HP, end users can visit www.hp.com/go/recycle to obtain Shipping Labels to return their used cartridges where they will be disposed of safely. Please also remember that most Toner does come with a Return Label in the box that the end user can use to return used cartridges.
3. E-Commerce/Reporting – I have also included a detailed document on SHI's extensive Web capabilities and reporting capabilities. SHI can offer you a user friendly Website where end users can purchase not only the Toner Cartridges on this Contract but also have access to the Statewide Microsoft Contract Pricing as well. Toner Cartridges on this Contract will be "Flagged" on the Website so that the end users know that they are purchasing only items authorized by this Contract. Other items available via SHI will not be "Flagged" as contract items but will still be available to agencies needing to purchase them. SHI truly offers "One Stop Shopping" for all State of West Virginia agencies. Reports can be sent daily, monthly, etc.... to anyone that needs them to show these purchases. Please read the entire document on E-Commerce as it explains in detail the many benefits of using SHI as your Contract Vendor.

I hope that this helps to explain our offering for your Request for Proposal and I hope that you can see that I have the best interests of the State in mind. I know that the bottom line for the State of West Virginia is to have the correct item at the correct price delivered to the end user in a timely fashion. SHI can provide this service to you. Thank you for considering us.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Schroeder", written in a cursive style.

Erik Schroeder
WV Account Executive

FedEx Express U.S. Package Standard List Rates - Zone 4
Effective January 2, 2006

Weight	FedEx Standard Overnight
1	\$23.27
2	\$26.38
3	\$29.18
4	\$31.28
5	\$33.67
6	\$37.19
7	\$39.59
8	\$41.94
9	\$44.54
10	\$47.60
11	\$49.95
12	\$52.30
13	\$54.69
14	\$57.04
15	\$59.90
16	\$61.28
17	\$62.70
18	\$64.39
19	\$65.77
20	\$70.15
21	\$72.09
22	\$74.59
23	\$76.53
24	\$78.47
25	\$79.85
26	\$82.35
27	\$84.29
28	\$86.48
29	\$88.42
30	\$90.92
31	\$92.55
32	\$94.80
33	\$96.68
34	\$99.74
35	\$101.43
36	\$103.06
37	\$105.00
38	\$107.50
39	\$109.13
40	\$111.07
41	\$113.27
42	\$115.51
43	\$118.01
44	\$120.77
45	\$122.70
46	\$124.64
47	\$126.28
48	\$128.21
49	\$130.97
50	\$132.65


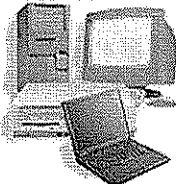









State of West Virginia E-Procurement

SHI views support for our West Virginia customers' electronic procurement initiatives as critical to our success. As our customers move to deploy these systems to automate and improve their procurement practices, we are committed to providing efficient, timely support to them to ensure that these efforts are a success. Both customers and solution providers recognize SHI as a leader in E-commerce technology. SHI is willing and able to integrate with any existing procurement system, open or proprietary. SHI has created over one dozen interfaces for customers' proprietary procurement systems. Our implementation process is rapid; SHI can build support for your proprietary system in as little as 2 weeks. Some of our current customers require support for up to 5 different procurement systems.

YourHome@shi.com

Your Home is designed to provide the State of West Virginia with the information you need to manage your IT procurement needs quickly, easily, and effectively. West Virginia customers can choose from a pallet of features to build an optimum feature set for procurement via our web site. Your Account Executive has direct access for immediate implementation of any of these features, resulting in quick adaptation to your best e-purchasing environment.

<p>Welcome to Your Home @ SHI.COM!</p> <p>SHI is excited to provide you with the IT products, services, and support tools that help you get your job done, and done right. To help you manage the fast-paced world of IT procurement, this page can be customized to give you direct access to what you need most: your organization's product standards, important news from SHI and leading product manufacturers, links to useful web resources, and much more. Talk to your account team about how the "Your Home @ SHI.COM" page can become a communication center for the contract information, policies, and procurement practices you need to know about. Thank you for choosing SHI! Here's a link to SHI's "SHIPS" web site.</p>																									
<p> Featured Products Customized listing of your product catalog displayed in an easily navigable format.</p>	<p> Recommended Products</p> <p>The most frequently ordered products for your organization are organized into the groups below. This list is not all-inclusive, so if you can't locate a product in one of the groups below, search the catalog using the search tools. If you need any assistance, contact your SHI account team at (800) 527-6389.</p> <p>Featured Product Groups</p> <ul style="list-style-type: none"> Microsoft Adobe Symantec 																								
<p> Frequently Asked Questions Instructions on how to navigate our main web site, customer service functions, and other help documents.</p>	<p> Can't find the hardware you are looking for? Click here for the Hardware Product Request form.</p>																								
<p> Can't find the software you are looking for? Click here for the Software Product Request form.</p>	<p> News For Customer Demo <i>No news items found.</i></p>																								
<p> Your Account Team</p> <table border="0"> <tr> <td>Account Executive:</td> <td>John Clark</td> <td>E-Mail:</td> <td>john_clark@shi.com</td> </tr> <tr> <td></td> <td></td> <td>Voice:</td> <td>732-555-1212</td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td>732-555-1313</td> </tr> <tr> <td>Inside Sales Representative:</td> <td>Dana Trehorn</td> <td>E-Mail:</td> <td>dana_trehorn@shi.com</td> </tr> <tr> <td></td> <td></td> <td>Voice:</td> <td>732-555-1414</td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td>732-555-1515</td> </tr> </table>	Account Executive:	John Clark	E-Mail:	john_clark@shi.com			Voice:	732-555-1212			Fax:	732-555-1313	Inside Sales Representative:	Dana Trehorn	E-Mail:	dana_trehorn@shi.com			Voice:	732-555-1414			Fax:	732-555-1515	
Account Executive:	John Clark	E-Mail:	john_clark@shi.com																						
		Voice:	732-555-1212																						
		Fax:	732-555-1313																						
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		Voice:	732-555-1414																						
		Fax:	732-555-1515																						
<p> Hot Links Novell Web Site</p>	<p> Your Licensing Programs Your Enterprise is currently enrolled in the following licensing</p>																								

Basic Features

While Your Home offers advanced functionality, we understand that the State of West Virginia still requires all of the basic features you need to order products and track your shipments.

- **Product Catalogs**—The State of West Virginia has their own custom catalog, built by their Sales Team to reflect their unique needs. Your Sales Team will use SHI's master catalog of more than 250,000 part numbers to create a custom catalog that reflects the products you want to see at the pricing contracted between the State of West Virginia and SHI, including your volume purchase programs and custom SKU's.
- **State of West Virginia Contract Items**—SHI offers support for the State of West Virginia's defined set of Contract products. We allow users of the site to narrow their search to only their Contract Items instead of the broader catalog to allow the user to find the common products more rapidly. In addition, our site's security features allow customers to designate some users who can only purchase Contract products, while permitting others to access the full State of West Virginia catalog.
- **Product Searches**—SHI offers a variety of ways for users of Your Home to search for products within the custom product catalog
 - **Quick Search**—allows the user to search based on the manufacturer part number, keyword, or catalog number.
 - **Basic Search**—allows all of the functionality of the basic search with the addition of specifying searching for all key words, some key words, or a Boolean expression.
 - **Advanced Search**—adds the ability to search by manufacturer name, product line, product category, media type, or any combination of the above.
 - **Browse by Category**—provides the user with the ability to "drill down" through the categories of products in the customer catalog, browsing the products in each category as s/he drills down. This search is designed for the user who knows the type of product, but does not know the name of the product.
- **Product Details and Inventory**—Once the user has located the product in which he is interested, he can click on the links to product details and inventory. The details link brings the customer to box shots when available, product features, hardware and/or software requirements, and much more. The inventory link provides the customer with real-time product availability in all of SHI's distribution centers.

Adobe Acrobat Standard - (v. 7.0) - complete package - 1 user - STD - CD - Win

Status as of: 11:43 AM EDT

Total Inventory: 8628

Warehouse	In Stock Quantity	ETA Quantity	ETA Date
Fontana, CA	579	60	1/30/2006
Fullerton, CA	2435	242	3/13/2006
Miami, FL(export only)	205	20	2/27/2006
Suwanee, GA	638	20	3/1/2006
Carol Stream, IL	1358	3600	2/28/2006
South Bend, IN	873	150	3/1/2006
Swedesboro, NJ	790	100	3/4/2006
Jonestown, PA	958	2000	3/2/2006
Millington, TN	0	1400	3/2/2006
Carrollton, TX	158	1380	3/2/2006
Ft Worth, TX	634	50	3/6/2006

- **Shopping Cart**—As the user selects product, he can add them to a simple, familiar shopping cart. Once the user has finished shopping, he can save the items in the shopping cart for a later visit or place the order immediately with SHI.
- **Quotes**—the user can assemble items within the shopping cart to be saved as a quote, which SHI will honor for 30 days from the time the quote is saved. At any time during that 30-day period, the user can turn the quote into an order.
- **Order Template**—Ideal for allowing users to conveniently place orders for common products, without searching for the product again. Many customers use this feature for the product bundles that are needed to outfit a new employee. Unlike quotes, order templates are saved in the system and can be used indefinitely.
- **Custom Data Collection**—Many customers require that SHI capture additional information beyond the basic shipping and payment information needed to fill orders. Your Account Executive will create custom data fields in which we can capture any information required by the State of West Virginia, such as cost center, department number, organization code, etc. Once the data is captured, SHI can include it on custom reports, electronic information feeds, and/or invoices.
- **Order Tracking**—Your Home provides you with the tracking numbers for your orders. SHI receives tracking information for most of the orders we process. When this information is available to us, we in turn make it available to you while you are checking the status of your orders via the web. We also provide links to the carrier's web page for automated shipment tracking.
- **Report Factory**—connects the State of West Virginia to your information when you need it and how you want it. Authorized users can run reports directly from Your Home and deliver those reports to you as Email attachments (Microsoft Excel, HTML, tab delimited text files, or fixed width text files). Over 95% of our Report Factory reports are delivered to the user within 5 minutes.



ReportFactory

Choose an option

Request a report

Select a report to be delivered to you via email.



Request a report subscription

Schedule a report to be delivered to you via email every day/week/month.



Manage report subscriptions

View or remove existing report subscriptions.



- **Security**—SHI's sophisticated and fully customizable security system is a key feature to Your Home. Our model permits each end user within the State of West Virginia to be granted different levels of access to the system and to each individual feature of the site.
 - **Browsers**—have the ability to search for product information, read licensing articles, and obtain order status.
 - **Quoters**—allows all of the functionality above, plus the ability to create and save quotes, without the ability to place orders.
 - **Purchasers**—allows all of the functionality above, with the addition of creating and placing orders and the ability to retrieve quotes created by others.
 - **Managers**—have access to all of the above functionality and can also manage the access of users within their organization.
 - **Custom Access**—the above "user roles" are only the foundation to the security system. Access to each individual feature of the system can be adjusted individually, to allow us to tailor the web site to work the way the State of West Virginia requires.

Advanced Features

Your Home @ SHI.COM is your personalized entryway into the highly sophisticated and powerfully functional on-line product procurement, order tracking, and information system at SHI. With our modular features, the user can adjust Your Home to his specific needs.

- **Featured Products**—provides a customizable directly of products displayed in an easy to navigate format. Your Account Team will tailor these product listings to meet the State of West Virginia's individual needs. This feature has simplified and expedited the procurement process at SHI.COM.
- **Your Licensing Programs**—provides an overview of the licensing programs in which the State of West Virginia is enrolled. The overviews link to more detailed information regarding the benefits of the program, how to purchase licenses under the program, and contact information for further assistance.
- **SHI.COM Shortcuts**—the most frequently used features and information directories are book-marked here for the user's convenience.
- **Hot Links**—provides connections to web sites outside of SHI, including manufacturer sites, news and educational resources, and pages within your own Intranet.
- **Upcoming Events**—SHI and our partners offer informative teleconferencing and Internet-based seminars featuring various product and implementation services. The user can view the schedule of events and register on-line.
- **FAQs**—is a useful reference section that can be customized to include the State of West Virginia's most commonly asked IT procurement questions.
- **Enterprise News**—includes customized and exclusive messages and information relevant to the State of West Virginia.
- **Vendor and Product News**—includes press releases, product announcements, white papers, and other important information from SHI's partners and manufacturers.
- **Important Announcements**—includes industry-wide news, national, and global events affecting the IT industry.
- **Vendor Information**—lists the contact information including toll-free and technical support telephone numbers and website links for the vendors and manufacturers that SHI represents.

A F F I D A V I T

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 owned 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.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Software House Intl (SHI)

Authorized Signature: ESch Date: 10/27/06