



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:
AGR0904

PAGE:
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE
**IKON OFFICE SOLUTIONS, INC
 3006 MT. VERNON ROAD
 HURRICANE, WV 25526
 TODD YOUNG**

SHIP TO
**DEPARTMENT OF AGRICULTURE
 ADMINISTRATIVE SERVICES
 BUILDING 2, ROOM 106
 4720 BRENDA LANE
 CHARLESTON, WV
 25312 304-558-2221**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/06/2008				

BID OPENING DATE: **12/02/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		985-26-01-001	See pricing pages	
DIGITAL COLOR PRESS REQUEST FOR QUOTATION THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH (1) DIGITAL COLOR PRESS: CANON IMAGEPRESS C7000VP OR EQUAL PER THE ATTACHED SPECIFICATIONS. TECHNICAL QUESTIONS CONCERNING THIS REQUEST FOR QUOTATION (RFQ) MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS NOVEMBER 18, 2008 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. QUESTIONS CONCERNING THE 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. CLICK CHARGES WILL BE ADDED BY CHANGE ORDER UPON THE DELIVERY, INSTALLATION, AND ACCEPTANCE OF THE EQUIPMENT BY THE AGENCY. THE BELOW EXHIBIT APPLIES TO THE CLICK CHARGES ONLY.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Todd M. Young</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
TITLE MAE	FEIN 23-0334400	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, this Contract may be deemed null and void, and 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 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



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 4720 BRENDA LANE
 CHARLESTON, WV
 25312 304-558-2221

DATE PRINTED 11/06/2008	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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BID OPENING DATE: **12/02/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	EXHIBIT 3					
<p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ACCPTANCE OF MACHINE & 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 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
TITLE MAE	FEN 23-0334400	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>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. 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>REV. 04/11/2001</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p>						

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SIGNATURE <i>[Signature]</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
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VENDOR RESPONSE

VENDOR RESPONSE

DEPARTMENT OF AGRICULTURE
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<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</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY DRAL 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.</p> <p style="text-align: right;">  SIGNATURE IKON Office Solutions, Inc COMPANY </p>						

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SIGNATURE 	TELEPHONE 304-395-0953	DATE 12-17-2008
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				12-17-2008 DATE		
				REV. 11/96		
				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.: AGR0904		
				BID OPENING DATE: 12/02/2008		
				BID OPENING TIME: 1:30 PM		
				PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Krista M. Ferrell</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
TITLE MAE	FEIN 23-0334400	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>TO CONTACT YOU REGARDING YOUR BID: 304-757-7840</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Todd Young</p> <p>-----</p> <p>***** THIS IS THE END OF RFQ AGR0904 ***** TOTAL: <u>See pricing pages</u></p>						

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SIGNATURE <i>Todd M. Young</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
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The Product IKON is bidding meets all required bid specs.

DIGITAL COLOR PRESS SPECIFICATIONS
Canon Imagepress C7000VP or Equal

1. Must print full color copies at 70 ipm (letter), 35 ipm (11x17) and 31 ipm (13x19.2). Equipment must run at the full rated speed on 17 lb. bond to 110 lb. cover paper stocks (64 – 300 gsm), with a maximum image area of 12.72" x 19" and a maximum monthly production volume of 500,000 impressions.
2. Must print at a maximum resolution of at least 1200 dpi and scan up to 11"x17" black & white and color images at 600 dpi.
3. Must perform automatic calibration using a spectrophotometer or densitometer, with measurements performed every other page and adjustments made with no operator intervention.
4. Must have independent RGB, CMYK and PANTONE control, support auto gray, GCR replacement, custom simulation targets, SWOP, sRGB and Adobe RGB through ICC profiles, and provide trapping and overprinting. Equipment must have color calibration, color editor, color profile manager and provide SpotOn and ColorCAL or equal color management software with HKS, Toyo and DIC spot color support. Equipment must include graphic arts features with auto trapping, halftone screening, unlimited separations, paper simulation and soft proofing.
5. Must provide advanced job reorder, archiving, auto duplex support, booklet maker wizard, continuous print, cover mode, custom page sizes, face-down delivery, image shift, PDF editing, PPML support, print/process next, document merge, reverse order printing, RIP while print, print scheduling, slip sheeting, suspend on mismatch, tab inserting and transparency interleaving.
6. Must have image settings that control brightness, color graphics/line, density, smoothing, halftone simulation, image compression, resolution, sharpness and toner reduction and saving.
7. Must be compatible with Windows XP/Vista, be fully integrated with the agency computer network, support Adobe Postscript 3 and Adobe Acrobat 9. Must be an open system designed and licensed to run on any Postscript device.
8. Must have five paper input trays. Tray 1: 1,000 sheets, tray 2: 1,000 sheets, tray 3: 1,000 sheets, tray 4: 1,000 sheets, tray 5: 2,000 sheets. All trays must support 7.2"x7.2" to 13"x19.2" paper sizes, 64 - 300 gsm page weights, and air suction feeding must be standard. Must have the output capacity to stack 5,000 sheets, with 2 removable dollies and a 1,000 sheet capacity proof tray.
9. Must have double sheet detection standard on all trays, with escape trays for double-sheet feeds.
10. Must utilize waxed based toner.
11. Must be able to auto duplex 7.2"x7.2" to 13"x19.2" at all weights (64 – 300 gsm), including any custom sizes from engine drawers. When duplexing, must have the ability to adjust the 2nd side size to compensate for paper size changes (post fuser). Must have front to back registration technology to ensure that images register on a duplexed job.
12. Must have saddle stitch finisher that accepts 64 - 200 gsm paper stock in 11x17, 8½x14 and 8½x11, staple capacity up to 20 sheets 80gsm paper including one cover sheet, coated: 15 sheets 80gsm paper.
13. Must have booklet trimmer with an output capacity of 30 booklets through a conveyor system.

14. Must have ability to print full color envelope printing, with the ability to print variable data that includes; names/addresses, graphic objects, postal permits, and barcodes needed for postal discounts and is compatible with current Pitney-Bowes SmartMailer 7 software.

15. Must feed #10, 9"x12", and 10"x13" envelopes with a 3 line address code at a print speed of 9,000 per hour. The feeder must accommodate at least 200 #10 envelopes and the stacker must accommodate 300 #10 envelopes and print at a maximum monthly production volume of 77,000 envelopes.

16. Must have duplexing automatic document feeder with a tray capacity of 100 20 lb. bond sheets. Must accept originals up to 11x17 with paper stocks from 50-216 gsm.

17. Must have an Intel Core 2 Dual E6700 2.66GHz processor or equal, with (2) 1 GB DDR2 memory, (1) 1066 MHz front side bus, (2) 160GB SATA hard drives, and (1) Internal DVD/CD-RW drive.

18. Must be fully compatible with existing Planet Press variable data software, run all existing Planet Press applications and include an additional printer license for the current Planet Press variable data software.

19. Must have a local systems analyst with Planet Press forms design and variable data application experience that is certified by the variable data software manufacturer.

20. Must have local factory trained service technicians that must respond to a service call within one hour by phone and be on-site within two hours. Factory trained service certification certificates must be made available upon request. Vendor must have 24 hour toll free technical support hotline

21. Vendor must provide 3 references from current customers for which the vendor provides on-site maintenance and support for the product bid.

22. Bid must include cost for 5 and 7 years, with all labor, parts and supplies (excluding staples) included in the per click charge (all images must be single click, regardless of size).

23. Vendor must provide specifications and terms of the manufacturer's warranty.

24. Delivery time frame must be within 30 days of award.

The product IKON is bidding meets all bid specs.

References available upon request.

Cost Sheet AGR0904

Vendors are to complete the below cost sheet.

A: Equipment:			Unit Cost
(1) Canon Imagepress C7000VP (or equal) **If bidding and equal product, please list manufacturer and model number on the line below. Model literature should be included with your bid.			\$ 279,200
Equipment Bid			
** Manufacturer	Canon		
** Model Number	Imagepress C7000VP		
<p>The Options below will be added to the above total for the equipment for evaluation purposes. The agency will add Option B or Option C at the agency's discretion to get the best value to the State of West Virginia. The quantities provided are for bid evaluation purposes and will vary depending on the actual usage by the agency.</p>			
Option B: 5 Year Rates	Unit Cost	Estimated Quantity	Extended Cost
Color Click Charge (5 year)	.03	Per month 70000	\$2,100 / Month
	<i>(per click)</i>		<i>(per click)</i>
Black and White Click Charge (5 year)	.012	Per month 5000	\$60 / Month
	<i>(per click)</i>		<i>(per click)</i>
		Total/Mo.	\$2,160
Sub-Total for Evaluation Purposes	Total for 4.2 million color 300k b/w for 5 years		\$ 129,600

Option c: 7 Year Rates	Unit Cost	Estimated Quantity	Extended Cost
Color Click Charge (7 year)	.04	Per month 70000	\$2,800
	(per click)		(per click)
Black and White Click Charge (7 year)	.015	Per month 5000	\$75
	(per click)	Total/Mo.	(per click) \$2,875
Sub-Total for Evaluation Purposes	Total for 5.88 million color 420k b/w for 7 years		\$ 241,500

A: Equipment	\$ 279,200
Subtotal: Option B 5 Year	\$ 129,600
Total (A + B)	\$ 408,800
A: Equipment	\$ 279,200
Subtotal: Option C 7 Year	\$ 241,500
Total (A + C)	\$ 520,700

Rev. 09/08

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

- 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,
 Bidder is a partnership, association or corporation resident vendor and 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 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,
 Bidder is a 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; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

- 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; or,

3. Application is made for 2.5% resident vendor preference for the reason checked:

- 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 Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% resident vendor preference for the reason checked:

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: IKON Office Solutions

Signed: James K. Douglas

Date: DECEMBER 19, 2008

Title: AREA VICE PRESIDENT

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. AGR0904STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: 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.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

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 materials, 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.

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, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, 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.

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 is in compliance with the requirements as stated.

Vendor's Name: IKon Office SolutionsAuthorized Signature: James K. Dayley Date: December 19, 2008Purchasing Affidavit (Revised 07/01/08) JAMES K. DAYLEY



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
 AGR0904

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

DEPARTMENT OF AGRICULTURE
 ADMINISTRATIVE SERVICES
 BUILDING 2, ROOM 106
 4720 BRENDA LANE
 CHARLESTON, WV
 25312 304-558-2221

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/20/2008				

BID OPENING DATE: BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE UNTIL FURTHER NOTICE. A SUBSEQUENT ADDENDUM WILL BE ISSUED TO REESTABLISH THE BID OPENING DATE.						
***** END ADDENDUM NO. 1 *****						
0001	1	EA		985-26-01-001		
DIGITAL COLOR PRESS						
***** THIS IS THE END OF RFQ AGR0904 ***** TOTAL: See pricing pages						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Maed M. V</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
TITLE MAE	FEIN 23-0334400	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
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
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 KRISTA FERRELL
 304-558-2596

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

BUYER

DEPARTMENT OF AGRICULTURE
 ADMINISTRATIVE SERVICES
 BUILDING 2, ROOM 106
 4720 BRENDA LANE
 CHARLESTON, WV
 25312 304-558-2221

DATE PRINTED 12/15/2008	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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BID OPENING DATE: 12/22/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #03						
THIS ADDENDUM IS ISSUE TO DELETE THE FOLLOWING SPECIFICATIONS:						
ITEM 14: "MUST HAVE ABILITY TO PRINT FULL COLOR ENVELOP PRINTING, WITH THE ABILITY TO PRINT VARIABLE DATAT THAT INCLUDES: NAMES/ADDRESSES, GRAPHIC OBJECTS, POSTAL PERMITS, AND BARCODES NEEDED FOR POSTAL DISCOUNTS AND IS COMPATIBLLE WITH CURRENT PITNEY-BOWES SMARTMAILER 7 SOFTWARE."						
AND						
ITEM 15: "MUST FEED #10, 9" X 12", AND 10" X 13" ENVELOPES WITH A 3 LINE ADDRESS CODE AT A PRINT SPEED OF 9,000 PER HOUR. THE FEEDER MUST ACCOMODATE 300 #10 ENVELOPES AND PRINT AT A MAXIMUM MONTHLY PRODUCTION VOLUME OF 77,000 ENVELOPES."						
ALSO, TO EXTEND THE BID OPENING DATE.						
BID OPENING DATE IS EXTENDED TO: 12/22/2008						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 3 *****						
0001		EA		985-26-01-001		See pricing pages
	1			DIGITAL COLOR PRESS		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
TITLE MAE	FEIN 23-0334400	ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia
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RFQ NUMBER:
 AGR0904

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	DIGITAL COLOR PRESS					

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SIGNATURE <i>[Signature]</i>	TELEPHONE 304-395-0953	DATE 12-17-2008
TITLE MAE	FEIN 23-0334400	ADDRESS CHANGES TO BE NOTED ABOVE

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