



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  
**ISCH0234**

PAGE  
**1**

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

RFQ COPY

TYPE NAME/ADDRESS HERE

*Info Print Solutions Co. LLC  
 6300 Diagonal Hwy.  
 Boulder, CO. 80301*

VENDOR

SHIP TO

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

*Attn: Fed Rvrm - Maintenance Svc Mgr.*

DATE PRINTED <b>06/11/2008</b>	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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BID OPENING DATE: **07/01/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		983-34		
<p>PRINTER MAINTENANCE</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH PRINTER MAINTENANCE SERVICES PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA 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. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 06/23/2008. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. QUESTIONS ABOUT THE ACTUAL BID SUBMISSION PROCESS ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD 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 "REASONABL</p>						

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08 JUN 27 AM 10:41

PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Anthony Solo</i>	TELEPHONE <del>787-558-2596</del>	DATE <i>6/25/08</i>	
TITLE <i>Maintenance Svc Mgr</i>	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

*212-493-5838*

**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 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 Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**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



State of West Virginia  
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 ISCH0234

PAGE  
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ADDRESS CORRESPONDENCE TO ATTENTION OF  
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RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SUPPLIER

DEPARTMENT OF ADMINISTRATION  
 IS&C - DATA CENTER MANAGER  
 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
06/11/2008				

BID OPENING DATE: 07/01/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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# Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
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POSTER

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BID OPENING DATE: 07/01/2008 BID OPENING TIME 01:30PM

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<p>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>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 10</p> <p style="text-align: right;">REQUISITION NO.: .....</p>						

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DEPARTMENT OF ADMINISTRATION  
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BID OPENING DATE: **07/01/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>ADDENDUM ACKNOWLEDGEMENT</b></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 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.</p> <p style="text-align: center;">             SIGNATURE  <i>Info. Syst. Solutions, Co. LLC</i>            COMPANY         </p>						

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
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DEPARTMENT OF ADMINISTRATION  
 IS&C - DATA CENTER MANAGER  
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 CHARLESTON, WV  
 25305-0135 304-558-5914

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

BID OPENING DATE: **07/01/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	QAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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>(X) 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 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 &amp; 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>						

*Main Employee is a resident*  
*James Miller*  
*Charleston WV.*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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State of West Virginia  
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### Request for Quotation

RFQ NUMBER: ISCH0234

PAGE: 7

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
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VENDOR

SHIP TO

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

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06/11/2008				

BID OPENING DATE: 07/01/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 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.</p> <p>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.</p> <p>BIDDER: <u>Info Print Solutions Co. LLC.</u></p> <p>DATE: <u>6/25/08</u></p> <p>SIGNED: <u>[Signature]</u></p> <p>TITLE: <u>Maintenance Sales Specialist.</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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# Request for Quotation

RFQ NUMBER  
**ISCH0234**

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**8**

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

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**DEPARTMENT OF ADMINISTRATION  
 IS&C - DATA CENTER MANAGER  
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 1900 KANAWHA BOULEVARD, EAST  
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 25305-0135 304-558-5914**

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<b>06/11/2008</b>				

BID OPENING DATE: **07/01/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p> <p><b>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</b></p> <p><b>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</b></p> <p><b>SEALED BID</b></p> <p><b>BUYER: KRISTA FERRELL-FILE 21</b></p> <p><b>RFQ. NO.: ISCH0234</b></p> <p><b>BID OPENING DATE: 07/01/2008</b></p> <p><b>BID OPENING TIME: 1:30 PM</b></p> <p><b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 845 463 8074</b></p> <p>-----</p> <p><b>CONTACT PERSON (PLEASE PRINT CLEARLY): Anthony Sofo</b></p>						

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# Request for Quotation

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**9**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
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**DEPARTMENT OF ADMINISTRATION  
 IS&C - DATA CENTER MANAGER  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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***** THIS IS THE END OF RFQ ISCH0234 ***** TOTAL: _____						

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ISCH0234

**I. SCOPE**

The West Virginia Office of Technology (WVOT) requests quotations for maintenance of IBM InfoPrint 4000 printing systems and their auxiliary equipment. The WVOT, identified hereinafter as the customer, provides centralized printing support for various State agencies. The customer's printing equipment, identified on the attached cost sheet, was installed in 2001 and has been in continual operation since.

**II. MAINTENANCE REQUIREMENTS**

1. Maintenance service for all equipment identified on the attached cost sheet shall be provided by either the manufacturer of the equipment or a representative trained and authorized by the manufacturer. If other than manufacturer, vendor must provide written proof of authorization from manufacturer.
2. Each trained and authorized representative shall have a minimum of three (3) years experience in maintaining equipment similar to the items identified on the attached cost sheet.
3. Service coverage shall be available 24/7/365.
4. The vendor shall place a call-back to the customer site within 30 minutes after being notified of a problem, in order to provide an estimated time of arrival (ETA). The ETA at the customer's site shall be within two (2) hours of the initial call.
5. Corrective action shall be in progress within two (2) hours after the service personnel are on site. If the vendor cannot identify the problem within two (2) hours after arriving on site, the vendor shall escalate the problem.
6. The vendor shall provide a full description of its problem-escalation process, including a timetable.
7. The vendor shall perform preventative maintenance (PM) on the printing equipment at least once a month, at a time that will not interfere with the customer's critical print windows.
8. After each service call or occurrence of PM, the vendor shall provide a written report describing the nature of the work performed.
9. The vendor shall be authorized to install engineering changes (microcode) and modifications in a timely manner, at the customer's convenience. The vendor shall inform the customer about patches/fixes when they are made generally available.

ISCH0234

10. The vendor shall provide and maintain a parts cabinet at the customer's site. The cabinet shall be stocked with frequently needed parts. The customer and the vendor will mutually determine the needed inventory. The customer's site is located at:  
  
Building 6 Room B-110  
1900 Kanawha Blvd., E.  
Charleston, WV 25305
11. The vendor shall maintain a local parts drop within 25 miles of the customer's site. The parts stored at this location shall be those deemed "critical" or having a tendency to be frequently replaced, as determined by the manufacturer.
12. Parts not stored locally shall be ordered and shipped as follows:  
  
If there is a non-critical problem, with no outage, the parts shall be ordered and received within 24 hours of original problem-notification.  
  
If there is a critical problem, with outage, the parts shall be ordered and shipped promptly, and shall arrive at the customer's site within 12 hours of problem diagnosis.  
  
The customer will be the ultimate authority in deciding if a problem is critical.
13. The vendor's maintenance program shall cover all labor, parts, materials, shipping and handling, inclusive of all travel expense. The customer will furnish toner and developer. All other materials, including tools and consumables (other than toner and developer), that the vendor will require to maintain the equipment shall be the vendor's responsibility.
14. The vendor shall provide 24/7 hotline support.

### **III. TERMS AND CONDITIONS**

1. The vendor shall assume full responsibility for the delivery, warranty and maintenance of all equipment and support services provided under this contract.
2. The vendor shall be responsible for supervising and directing the work under this contract. If subcontractors perform work under this contract, they shall be responsible to the vendor. The use of subcontractors will not relieve the vendor of sole responsibility for performance under this contract.

ISCH0234

**IV. COSTS**

1. The vendor shall complete the attached cost sheet and include it with the bid response.
2. Costs quoted shall be all-inclusive. No separate reimbursement will be made to the vendor for travel or any other expense.
3. Each "click", as in "click charge," cited as the last item on the cost sheet, represents 100 feet of paper produced by the InfoPrint 4000 printing systems. For bid evaluation purposes, the vendor's click charge will be multiplied by 20,000 in order to calculate a monthly charge for printing an estimated quantity of 2,000,000 feet of paper, times 12 months to arrive at an annual cost.
4. The grand total cost will include the monthly cost to maintain each item of hardware, times 12 months to arrive at an annual cost, plus the prorated click charge (see Section IV, item 3, immediately above).

# COST SHEET

## Data Center Printing Equipment

Manufacturer Name	Description	Model	Serial No.	Monthly Cost	Multiplier	Annual Cost
IBM	INFOPRINT 4000 Laser Printer	ID1	00013282	1457.48	X 12 =	17,417.81
IBM	INFOPRINT 4000 Laser Printer	ID2	00014282	1530.15	X 12 =	18,361.73
Roll Systems	Unwinder	800152	00009506	356.47	X 12 =	4,277.60
Roll Systems	Unwinder	800152	00009108	349.60	X 12 =	4,195.20
Roll Systems	Folder/Job Separator	800162	00018224	924.00	X 12 =	11,088.00
Roll Systems	Folder/Job Separator	800162	00018225	924.00	X 12 =	11,088.00
Roll Systems	Autoloader	501254	00018657	62.33	X 12 =	748.00
Roll Systems	Autoloader	501254	00018696	62.33	X 12 =	748.00
Roll Systems	Web Handler	503866	00018616	119.38	X 12 =	1,432.60
Roll Systems	Cutter	503176	00018459	1053.80	X 12 =	12,645.60
Roll Systems	Trimmer	503410	00018143	491.16	X 12 =	5,894.00
Roll Systems	Stacker	500777	00011982	0	X 12 =	0
			<b>Sub Total</b>	7343.66		88,133.94
		<b>Click rate</b>	<b>Monthly Qty.</b>	<b>Monthly Cost</b>	<b>Multiplier</b>	<b>Annual Cost</b>
	Print rate(Click Charge) per 100 feet of paper	.26496	20,000	5,299.20	X 12 =	63,590.40
			<b>Grand Total</b>			151,714.34

RFQ No. ISCH 234STATE 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.

**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](http://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: InfoPrint Solutions Co.  
Authorized Signature: [Signature] Date: 6/28/08

# InfoPrint Solutions Company Schedule for ServiceElite



This Schedule contains a listing of the Eligible Machines at the Specified Locations identified below for which InfoPrint Solutions Company (also "PS") will provide the identified Services as described in the referenced Master Services Attachment and any referenced Statements of Work and Change Authorizations. The complete agreement between us about these Services consists of 1) this Schedule 2) the referenced Master Services Attachment and any referenced Statements of Work and Change Authorizations, and 3) the InfoPrint Solutions Company Customer Agreement (or any equivalent agreement in effect between us) identified below.

**Name and Address of Customer:**

STATE OF WEST VIRGINIA  
 1900 KANAWHA BLVD  
 BLDG 6  
 CHARLESTON WV 25305-0001

**Customer Billing Address:**

STATE OF WEST VIRGINIA  
 IS&C FINANCE DIV  
 PO BOX 50121  
 2019 WASHINGTON STE  
 CHARLESTON WV 25305-0100

Agreement Number: YR70186  
 Master Services Attachment Number: MAG1J83  
 Statement of Work Number: AG6QDL  
 Change Authorization Number: 09894945

Schedule Number: AG6QDL  
 Revised Schedule: No  
 Schedule Effective Date: 06/23/2008  
 Proposal Reference Date: 06/23/2008

Transaction Contract Period:  
 Start Date: 07/01/2008  
 End Date: 06/30/2009  
 Renewal Contract Period: 1 Year(s)

**Charge Period Charges / Payment Plan (Inclusive of MES):**  
 WSU One Time Charges: 0.00  
 SWMA ALF One Time Charges: 0.00  
 MMS for CISCO HW One Time Charges: 0.00  
 MMS for CISCO SW One Time Charges: 0.00  
 MMS for Nortel One Time Charges: 0.00  
 One Time Charges: 0.00

Maintenance Charges: 88,123.94  
 Service Charges: 0.00  
**TOTAL CHARGE PERIOD CHARGES:** 88,123.94  
 Monthly  
 Charge Period: 07/01/2008  
 Start Date: 06/30/2009  
 End Date: 07/01/2008

Automatic Inventory Increase Option Applies: Y  
 Machine Maintenance Services Option #1: Y  
 Software Services Option #2: N  
 Price Protection Option: Opt#1 Annual Price Protection  
 Pricing Method: Line Item

Charges are based on the current inventory and services identified in this Schedule. Actual charges may vary with any additions, deletions, or changes to the inventory or services. Any applicable taxes are not included in the charge amounts herein but will be added to your invoice.  
 For a Machine subject to usage charges, in addition to the Service charge identified herein, you will be separately billed for usage in accordance with applicable usage rates and billing cycles.

**The Parties need not to sign this Schedule, unless either of us requests it.**

Agreed to:

STATE OF WEST VIRGINIA

By: \_\_\_\_\_  
 Name (type or print): \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Authorized signature

Agreed to:

InfoPrint Solutions Company, LLC

By: \_\_\_\_\_  
 Name (type or print): \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Authorized signature



# InfoPrint Solutions Company Schedule for ServiceElite



## Enterprise Total for Charge Period by Customer Number Inclusive of MES:

Customer No.	Customer Name	Customer Location	Charges
00886102	STATE OF WEST VIRGINIA	1900 KANAWHA BLVD, BEHAVIORAL HEALTH SERVIC, CHARLESTON WV 25305-0009	1,432.00
09894945	STATE OF WEST VIRGINIA	1900 KANAWHA BLVD, BLDG 6, CHARLESTON WV 25305-0001	86,691.94
<b>Total</b>			<b>88,123.94</b>

Note: One Time Charges are not included in the Total

# InfoPrint Solutions Company Schedule for ServiceElite



## Maintenance Machine List

-----Eligible Machine Description-----

Mfg Type	Model Feed	Acq/ Reim	Order/ Serial Number	Related Order/ Serial Number	Product Description	Qty	Type of Svc	Main Svc	Charges	Charges Start	Charges Stop
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Specified Location: 00886702

City, State: CHARLESTON WV 25305-0009

ROLL SYSTEMS, 1503866 WEB HAND

1 B 2

1,432.00

Subtotal Without MES

1,432.00

Subtotal With MES

1,432.00

Specified Location: 09894945

City, State: CHARLESTON WV 25305-0001

ROLL SYSTEMS, 1800152HSP

1 B 2

4,435.20

ROLL BOX FEED

1 B 2

4,277.60

ROLL SYSTEMS, 1503410 BOOKMAST

1 B 2

5,894.00

ROLL SYSTEMS, 1800037HSP

1 B 2

11,088.00

ROLL SYSTEMS, 1800037HSP

1 B 2

11,088.00

ROLL SYSTEMS, 1024 CTS

1 B 2

12,633.60

ROLL BOX FEED

1 B 2

748.00

ROLL BOX FEED

1 B 2

748.00

INFOPRINT ADVANCED PRINTER

1 B 1

17,417.81 C

INFOPRINT ADVANCED PRINTER

1 B 1

18,361.73 C

Subtotal Without MES

86,691.94

Subtotal With MES

86,691.94

Total Charge Period Charges for Maintenance Machine List Without MES

\$88,123.94

Total Charge Period Charges for Maintenance Machine List With MES

\$88,123.94

See Legend for Details

# InfoPrint Solutions Company Schedule for ServiceElite

## Legends:

<sup>1</sup> Charge adjustments related to inventory and service changes will be accumulated and invoiced with your next standard invoicing cycle (may be sooner for annual or semiannual payment plans)

## <sup>2</sup>TYPE OF SERVICE

- A) On-Site Repair/Exchange Services, Monday through Friday (excluding holidays), 8am to 5pm, next business day
- B) On-Site Repair/Exchange Services, 7 days a week, 24hrs/day.
- C) On-Site Repair/Exchange Services, Monday through Friday (excluding holidays), 8am to 5pm, 4 hour response objective
- D) On-Site Repair/Exchange Services, 7 days a week, 24hrs/day, 2 hour response objective.
- X) EasyServe (remotely delivered services)

## <sup>3</sup>MAINTENANCE SERVICES

- 1) Maintenance of InfoPrint Solutions Company Machines
- 2) Maintenance of non-InfoPrint Solutions Company Machines
- 3) Warranty Service Upgrade
- 4) Maintenance of Cisco Products
- 5) Maintenance of InfoPrint Solutions Company Machines - Enhanced Service Response
- 6) Service for Machines Withdrawn from InfoPrint Solutions Company Maintenance
- 7) Non-InfoPrint Solutions Company Service for Machines Withdrawn from InfoPrint Solutions Company Maintenance
- 8) Maintenance of InfoPrint Solutions Company Machines (Labor Only)
- 9) Non-InfoPrint Solutions Company Memory Exchange
- 10) Enhanced Parts Inventory
- 11) Spare Machine
- 12) Key Operator Support
- 13) Maintenance of non-InfoPrint Solutions Company Machines during the Manufacturer's Warranty Period
- 16) InfoPrint Solutions Company Maintenance Services - First Line Maintenance for Wincor Nixdorf ATMs
- 17) InfoPrint Solutions Company Maintenance Services - Applications Maintenance Services for Wincor Nixdorf ATMs
- 18) Post Installation Coverage (PIC) Service Upgrade, for selected Non-InfoPrint Solutions Company Machines

## <sup>4</sup>Charges shown are for the Charge Period

- A (C) indicates a Machine that will have Usage Charges billed separately
- An (E) indicates a Machine that has been announced as withdrawn from generally available Maintenance Service
- An (F) indicates an Assumptive Product included in the total Charge Period Price that has a manually inserted serial number and configuration provided by the customer
- An (H) identifies a Machine on an existing ServiceElite/ServiceSuite/ ServiceElect CHS contract with duplicate Maintenance Services Coverage
- A (K) indicates Assumptive Products included in the total Charge Period Price that are based on the customer provided configuration
- An (N) indicates that the product is a non-GSA Schedule item
- An (O) indicates a One Time Charge
- A (P) indicates averaged billing or annual prepayment
- An (R) indicates the usage charge rate (Feel, Hours, or Impressions) for a machine under a usage plan
- A (U) indicates Usage Charges which are measured in either Feel, Hours, or Impressions
- A (W) indicates a Machine under Warranty
- An (X) indicates On-order Products which are shown for planning purposes only
- A (Y) indicates On-order MESS products which are shown for planning purposes only. These charges are included in the related machine.

<sup>5</sup> Charges Start/Stop dates shown are those that differ from the Contract Period Start/End Dates