



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  
**ISCK0103**

PAGE  
**1**

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Pitney Bowes Inc.  
 37 Executive Drive  
 Danbury, CT 06810

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/04/2010				

BID OPENING DATE: **03/23/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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001	1	EA		600-71	\$107,374.00	\$107,374.00
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FLAT SORTER FOR DATA CENTER

REQUEST FOR QUOTATION  
(RFQ)

THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH A FLAT SORTING SYSTEM FOR THE CENTRAL MAIL ROOM LOCATED ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.

TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WV 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 03/16/2010 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED.

QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WV ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.

MAINTENANCE: THE FIRST YEAR'S MAINTENANCE SHALL BE

RECEIVED

2010 MAR 23 A 8:01

PURCHASING DIVISION  
STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Diana J. Fitzpatrick</i>	TELEPHONE 317-514-5135	DATE March 19, 2010
TITLE Vice President	FEIN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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

## **NOTICE OF CONFIDENTIALITY**

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

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

**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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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 Department of Administration  
 Purchasing Division  
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Pitney Bowes Inc.  
 37 Executive Drive  
 Danbury, CT 06810

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DEPARTMENT OF ADMINISTRATION  
 IS&C - NETWORKING  
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ADDED TO THIS CONTRACT BY FULLY EXECUTED CHANGE ORDER UPON THE SUCCESSFUL INSTALLATION, IMPLEMENTATION, AND ACCEPTANCE OF THE SYSTEM BY THE AGENCY.

ANNUAL MAINTENANCE PORTION OF THIS CONTRACT MAY BE RENEWED UP ON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND THE VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO FOUR (4), ONE (1) YEAR RENEWALS.

EXHIBIT 10

REQUISITION NO.: ISCK0103

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, 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) MAY BE CAUSE FOR REJECTION OF BIDS.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dawn J. Gitzpatrick</i>	TELEPHONE 317-514-5135	DATE March 19, 2010
TITLE Vice President	FEIN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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



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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.

*Susan J. Fitzpatrick, Esq.*  
 SIGNATURE  
 Pitney Bowes Inc.  
 COMPANY  
 March 19, 2010  
 DATE

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

REV. 09/21/2009

THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4 (F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Susan J. Fitzpatrick, Esq.</i>	TELEPHONE 317-514-5135	DATE March 19, 2010
TITLE Vice President	FEIN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: ISCK0103</p> <p>BID OPENING DATE: 03/23/2010</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:            203-749-7761</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Bob Sterrett</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>James J. Fitzpatrick</i>	TELEPHONE 317-514-5135	DATE March 19, 2010
TITLE Vice President	FEIN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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## FLAT SORTER Specifications – ISCK0103

1. Must scan and sort first class flats for maximum postage discounts, including automation, presorted and single piece discounts, using bundle-based processing as defined by the USPS.
2. Must allow input of 6-digit cost-center by the operator for each batch.
3. Must have a duty cycle of at least 1500 flats per day, 5 days per week.
4. Must allow for mixed-weight flats.
5. Must sort each flat with one pass through the sorter.
6. Must apply postage permit imprint to each flat as it is sorted.
7. Must electronically provide data for billing, including cost center, piece count, postage, date, time, machine ID, and rate class, at a minimum. System must include media writing hardware if billing data is not provided directly through a network connection. Data can be provided real time or at operator's discretion.
8. Must make use of automated processes with minimum manual intervention. All labeling processes, sort bins, conveyor systems, etc. in the system must be included in the cost.
9. Must produce manifest and tray tags required by USPS to post presorted first class flats.
10. Agency does not currently submit manifests or presorted mail directly to the USPS. Vendor must assist agency at no additional cost in meeting USPS requirements to qualify for and maintain manifest mailing privileges for presorted flats.
11. Must include all necessary software and hardware (e.g. server, monitor, printers, mouse, keyboard, scanner etc.) required to run the sorting system.
12. Must have a footprint of 200 sq. ft. or less, including ancillary sorting bins.
13. Must include any required ancillary sorting bins.
14. Must be capable of field upgrades including adding sort pockets and rate categories and processing incoming mail.
15. Must include air compressor, if required for operation. Site does not have compressed air supply. State will supply and install all electrical connections required.
16. Must include shipping and installation. This cost must be included in the price.
17. Must include on-site training for 4 employees until all features are understood.
18. Must include at least a 90-day full warranty. Warranty must include 1-hour phone response and 4-hour onsite service response. Service agreement after the warranty expiration must be available (will be a separate procurement) and will also require 1-hour phone response and 4-hour onsite response. Durable supplies and/or parts required but not included in the warranty/maintenance must be specified in the bid.

ISCK0103

Purchase Price including 90-day warranty:	\$107,374.00
Year 1 maintenance (9 months):	\$ 19,388.00*
Year 2 maintenance cost:	\$ 25,850.00*
Year 3 maintenance cost:	\$ 25,850.00*
Year 4 maintenance cost:	\$ 25,850.00*
Year 5 maintenance cost:	\$ 25,850.00*
<b>Total:</b>	<b>\$230,162.00</b>

\*Maintenance costs include Annual License Fees and maintenance.



## RESPONSE TO RFQ ISCK0103

For: Flat Sorting System

MARCH 19, 2010

# WEST VIRGINIA OFFICE OF TECHNOLOGY'S CENTRAL MAIL OFFICE

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



March 19, 2010

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

Dear Ms. Ferrell:

The West Virginia Office of Technology's Central Mail Office—like many public agencies—is looking for ways to lower overall costs. Presorting flat mail prior to USPS submission is an opportunity for significant postage savings (up to 50¢ per mailpiece), and with recent technology innovations, these savings are now achievable with relatively small volumes of flat mail. Pitney Bowes is pleased to respond to this Request for Quotation ISCK0103 for a Flat Sorting System with a solution that is current, dynamic, flexible and right-sized for the West Virginia Central Mail Office: our EZ-Flats Sorting System. **Please note, we meet or exceed all specifications listed in RFQ ISCK0103.**

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

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

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

Sincerely,

Bob Sterrett  
Account Executive  
Pitney Bowes Document Messaging Technologies



## Scan Technology for easy reads

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

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

## Accounting accuracy

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

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

## Mail piece flexibility

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

## Options to grow your business and discounts

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

## EZ-Flats Dynamic Sort

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

**For more information on Pitney Bowes EZ-Flats Sorting System, call us today at 877-536-2736 or visit us on the Web at [www.pbdmt.com](http://www.pbdmt.com).**

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

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

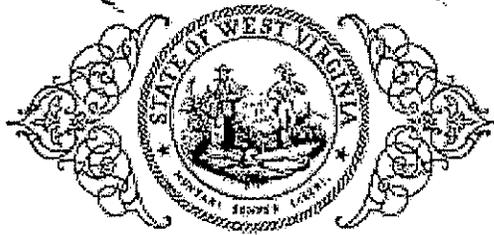
 **Pitney Bowes**  
*Engineering the flow of communication™*

Pitney Bowes Inc.  
37 Executive Drive  
Danbury, CT 06810-4148  
Tel: 877.536.2736  
203.792.1600  
Web: [www.pbdmt.com](http://www.pbdmt.com)

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

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# State of West Virginia



## Certificate

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

**PITNEY BOWES INC.**

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

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

Accordingly, I hereby issue this

## CERTIFICATE OF AUTHORIZATION



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

*Natalie E. Tennant*

*Secretary of State*

## **SPECIFICATIONS RESPONSE AND EQUIPMENT LIST**

### **FLAT SORTER SPECIFICATION RESPONSE – RFQ# ISCK0103**

The Pitney Bowes EZ-Flats Sorting System meets or exceeds all specifications listed in RFQ ISCK0103.

### **EQUIPMENT LIST – RFQ# ISCK0103**

- EZ-Flats Sorting System with eight (8) Sort Bins – Brochure included
- Four (4) Ancillary Sorting Bins with twenty (20) pockets
- Two (2) High Density Ancillary Sorting Bins with thirty (30) pockets
- Includes shipping, installation, set-up and on-site training
- Includes an initial supply of core labels (20,000) and USPS Tray Labels (3,000). Additional labels are priced as such:
  - USPS Tray Labels
    - \$200/Case (4 boxes of 3,000)
  - 3" Core Labels
    - 1-4 Cases - \$175 per case
    - 5-9 Cases - \$160 per case
    - 10+ Cases - \$145 per case

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.

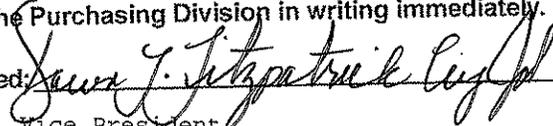
1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,  
 Bidder is a partnership, association or corporation 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: Pitney Bowes Inc.  
Date: March 19, 2010

Signed:   
Title: Vice President

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

RFQ No. ISCK0103

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Pitney Bowes Inc.

Authorized Signature: *Dawn J. Fitzpatrick by Jd* Date: March 19, 2010

State of Connecticut

County of Fairfield to-wit:

Taken, subscribed, and sworn to before me this 19<sup>th</sup> day of March, 2010.

My Commission expires Aug. 31, 2011.

**LINDA SHREVE  
NOTARY PUBLIC  
MY COMMISSION EXPIRES AUGUST 31, 2011**

AFFIX SEAL HERE

*Linda Shreve*  
LINDA SHREVE