

**RFQ # ISCM0104 RESPONSE**

For: Console Mail Insert

April 26, 2012

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WV PURCHASING  
DIVISION

## STATE OF WEST VIRGINIA

Department of Administration

Submitted by:

**BOB STERRETT**

*Account Executive*

Pitney Bowes Document Messaging Technologies



April 16, 2012

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

Dear Ms. Ferrell:

Pitney Bowes Inc. (Pitney Bowes) through its Document Messaging Technologies Division (DMT) is pleased to receive and respond to your Request for Quote (RFQ #ISCM0104). We value our business relationship with the great State of West Virginia and welcome the opportunity to expand our service offerings and business relationship.

Pitney Bowes has a clear understanding of the fundamental objectives and goals the Office of Technology is looking to achieve. We believe our response provides a combination of proven technologies and continuous improvement services that will enable you to increase accuracy and integrity, while also enhancing operational efficiencies and productivity.

**Specifically, we have tailored a response that meets or exceeds 100% of your RFQ Mandatory Requirements.** We feel we have a solid understanding of how we will operate to ensure our relationship will result in mutual success.

It is important to acknowledge that the State of West Virginia, and in particular, IS&C and Workforce WV, have had Pitney Bowes Mail Inserting Systems installed for many years. In addition, we are able to provide exceptional service support with our local (Charleston) service staff. Through the years, Pitney Bowes has introduced a steady stream of new system improvements and enhancements and we believe you will be extremely satisfied with this new system.

Once again, thank you for allowing Pitney Bowes this opportunity to share our knowledge, technology and vision. We have also included information in support of your request. Please do not hesitate to call with any questions as you are working through your review process. I can be reached at 317-397-7220 or by email at [robert.sterrett@pb.com](mailto:robert.sterrett@pb.com).

Sincerely,

Bob Sterrett  
Account Executive  
Pitney Bowes Document Messaging Technologies

## NOTICE OF CONFIDENTIALITY

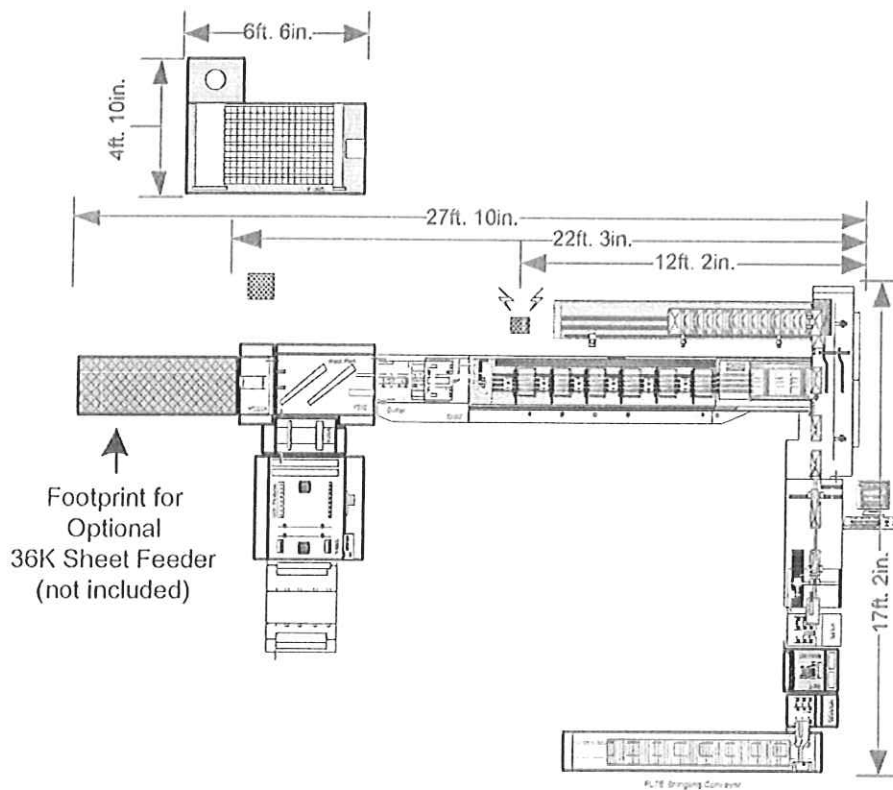
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THE INFORMATION CONTAINED IN THIS DOCUMENT AND THE SOLUTION PROPOSED BY PITNEY BOWES INC., THROUGH ITS DOCUMENT MESSAGING TECHNOLOGIES DIVISION ("PITNEY BOWES") IS PROPRIETARY AND CONFIDENTIAL TO PITNEY BOWES. THESE MATERIALS CAN BE USED SOLELY FOR THE PURPOSE OF EVALUATING A POSSIBLE TRANSACTION BETWEEN PITNEY BOWES 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 PITNEY BOWES MANAGEMENT.

## EQUIPMENT DIAGRAM

All dimensions approximate

Please leave 36" around components for service access.





#### MSE SD Machine

##### Power Requirements:

3 phase (L1, L2, L3, Earth)  
208V, 60Hz, 50 Amp, 4-wire  
receptacle  
Requires NEMA 15-50R  
Uses NEMA 15-50P Plug

##### Air requirements:

must be clean dry air...  
- 70 PSI

##### Note: Internal Air

Compressor supplied by  
Pitney Bowes



#### Y19C Trim and Vac Plus Power

##### Requirements:

208/230vac,  
50/60HZ, 20 AMPS,  
single phase,  
L1, L2 Earth  
Requires a NEMA L6-30P Plug,  
mating connector is a NEMA L6-30R  
receptacle.

Noise Level: 83dBA



## ELECTRICAL REQUIREMENTS

### MSE SYSTEM

Domestic: 208VAC (+10% / -10%), Three Phase, 50 Amp a 4 wire connection (L1, L2, L3, Earth)  
60 Hz NEMA 15-50P plug.

The system uses a NEMA 15-50P plug to connect to the customer supplied 3 phase power  
receptacle drop rated at 50amps. Earth connection is mandatory for safety.

System electrical requirements will vary, based on the application. Peripheral equipment requires  
additional receptacles at the installation site (120 V, 60 Hz, 20A).

Customer supplying main circuit breaker shall have surge protection rated for motor loads and  
typically at least 10 times the rated current of the machine (50 amps).

The customer is responsible to provide the necessary power receptacles at the machine location  
in accordance with local electrical regulations.

Power: Approx 25,000 BTUs.

### VACUUM SYSTEM

Domestic - Y19C - For the U.S. & Canada it uses a NEMA L6-30P plug.

The mating connector is a NEMA L6-30R receptacle.

It uses two hot leads (L1 - L2) for 208v and no neutral.

Ground (earth) wire is required.

Power: Approx 8200 BTU's - 2.4 KW

## ATTACHMENTS

### \*Durable supplies – RFQ ISCM0104

Based on 12 million annual mail pieces listed on the Cost Sheet of ISCM0104, the following are annual costs for the supplies not covered by warranty.

Black Ink Cartridge for DM Infinity Series	\$7,410
DM Series Print-head	\$4,200
E-Z Sealing Solution	<u>\$2,808</u>
	\$14,418

\*\*Pitney Bowes warrants that the Equipment quoted herein ("Equipment") will be free from manufacturing defects in material and workmanship ("Manufacturing Defect(s)") and that it will perform according to Pitney Bowes' specifications for ninety (90) days from the date of delivery ("Warranty Period"). Pitney Bowes does not assume a warranty obligation for consumable parts or supplies such as print heads and ink or for parts worn out due to extraordinary use of the Equipment or use inconsistent with manufacturer's specifications. This warranty excludes: (a) preventative maintenance, routine service and normal wear and tear; (b) Equipment serviced, repaired or refurbished by persons not certified by Pitney Bowes to perform such service and repair; (c) damage to the Equipment caused by use of spare parts or supplies not supplied by Pitney Bowes; (d) damage to Equipment caused by not using the procedures authorized by Pitney Bowes; or (e) damage caused by integrating Equipment with products or processing equipment of companies other than Pitney Bowes or its wholly-owned subsidiaries. For this warranty to be valid, Customer must operate the Equipment in accordance with Pitney Bowes' specifications including, without limitation, under suitable temperature, humidity, line voltage, and any other Pitney Bowes specified environmental conditions and only if Customer uses reasonable care in handling, operating, and maintaining the Equipment and uses the Equipment only for the purpose for which it was designed. Pitney Bowes DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES FOR EQUIPMENT AND SERVICE, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

In Addition to the Equipment warranty described above, for a period of 5 years Pitney Bowes shall perform on-call maintenance services with respect to Equipment, including providing adequately trained and qualified Customer Service Representatives ("CSRs").

Maintenance activities will include reasonable remedial maintenance and preventative maintenance necessitated by normal usage. Remedial maintenance will include replacement of parts, excluding consumable parts, and machine enhancements. Parts provided hereunder shall be new or equivalent to new including refurbished parts.

\*\*\*Maintenance/Warranty/Cost Breakdown:

Pitney Bowes meets or exceeds the installation and maintenance specifications  
(IV page 7)

Price includes shipping and installation

Price includes operator training

User manuals and operating instructions supplied at installation

Price includes one year durable supplies

Price includes durable supply list and item cost

Price includes bid schematic of proposed equipment

Price includes trade in and is identified

Price includes 60 month Maintenance/Warranty -- Cost Breakdown included

Yearly Maintenance Cost – 1 <sup>st</sup> Shift		After-Hours Maintenance**
Year 1	\$45,000	\$13,000.00
Year 2	\$45,900	\$13,000.00
Year 3	\$46,818	\$13,000.00
Year 4	\$47,755	\$13,000.00
Year 5	\$48,710	\$13,000.00
Totals	\$234,183	\$65,000.00
Total reflected on Cost Sheet/Total Cost of System		\$299,183.00

\*\*The After-Hours costs includes coverage of all Pitney Bowes DMT Inserters

Cost of Inserter	\$497,500.00
Total Maintenance	\$299,183.00
1-year Durable Supplies	\$14,418.00
Cost of System	\$811,101.00



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

ISCM0104

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL  
304-558-2596

RFQ COPY

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DEPARTMENT OF ADMINISTRATION  
IS&C - COMPUTER ROOM  
BUILDING 6, ROOM B148  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/04/2012				

BID OPENING DATE:

04/26/2012

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		000-71	\$497,500.00	\$497,500.00
MAILING MACHINES						
REQUEST FOR QUOTATION (RFQ)						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE ONE (1) CONSOLE MAIL INSERT TO REPLACE THE EXISTING INSERTER LOCATED IN BUILDING 6 ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.						
COST SHALL INCLUDE A 60 MONTH WARRANTY.						
TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION 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 04/17/2012 AT THE CLOSE OF BUSINESS.						
ALL TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.						
VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENODR AND ANY STATE PERSONNEL IS NOT BINDING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RF						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Krista Ferrell</i>	317-397-7220	4/26/2012
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE
Director Business Operations	06-0495050	

WHEN RESPONDING TO RFO, 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. 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.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) 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 disqualification: 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).



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

ISCM0104

PAGE

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL  
304-558-2596

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DEPARTMENT OF ADMINISTRATION  
IS&C - COMPUTER ROOM  
BUILDING 6, ROOM B148  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/04/2012				

BID OPENING DATE: 04/26/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
SPECIFICATIONS BY AND OFFICIAL WRITTEN ADDENDUM BY THE PURCHASING DIVISION IS BINDING.						
NO CONTACT BETWEEN THE VENDOR AND ANY AGENCY REGARDING THE SUBJECT MATTER OF THIS RFQ IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.						
EXHIBIT 10						
REQUISITION NO.: ISCM0104 .....						
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 x .....						
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.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Heather Latta</i>	TELEPHONE 317-397-7220	DATE 4/26/2012
TITLE Director Business Operations	FEN 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

# Request for Quotation

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KRISTA FERRELL  
304-558-2596

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DEPARTMENT OF ADMINISTRATION  
IS&C - COMPUTER ROOM  
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25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
04/04/2012						
BID OPENING DATE: 04/26/2012		BID OPENING TIME: 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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><i>Heather Fawn</i> ..... SIGNATURE Pitney Bowes Inc. through its Document Messaging Technologies Division ..... COMPANY <i>4/26/12</i> ..... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.</p> <p>NOTICE SEE REVERSE SIDE FOR TERMS AND CONDITIONS</p>						
SIGNATURE <i>Heather Fawn</i>		TELEPHONE 317-397-7220		DATE 4/26/2012		
TITLE Director Business Operations		FEN 06-0495050		ADDRESS CHANGES TO BE NOTED ABOVE		

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



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

# Request for Quotation

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ISCM0104

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KRISTA FERRELL  
304-558-2596

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DEPARTMENT OF ADMINISTRATION  
IS&C - COMPUTER ROOM  
BUILDING 6, ROOM B148  
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25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/04/2012				

BID OPENING DATE: 04/26/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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.: ISCM0104						
BID OPENING DATE: 04/26/2012						
BID OPENING TIME: 1:30 PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
203-749-7761						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
Bob Sterrett						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Heather Lane</i>	TELEPHONE 317-397-7220	DATE 4/26/2012
TITLE Director Business Operations	FAX 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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

REQUEST FOR QUOTATION  
ISCM0104  
Specifications

I. SCOPE

The Data Center, West Virginia Office of Technology, identified hereinafter as "the agency", wants to replace one of its two console inserters.

II. CURRENT ENVIRONMENT

The agency currently owns and operates the following inserting equipment:

1. One Pitney Bowes FX14 console inserting system, installed in 2004, with continuous and cut-sheet input capability, 6 stations, OMR and 2of5 barcode scanners, meters, and trim/vac collection capability.
2. One Pitney Bowes Series 8 console inserting system, refurbished, installed in 2007, with continuous and cut-sheet input capability, 6 stations, OMR and 2of5 barcode scanners, and dual meter. This machine is being replaced.

The agency processes approximately ten million mail pieces per year through these 2 machines.

III. REQUIREMENTS

The vendor shall provide a solution that meets all of the following mandatory requirements.

1. Must be a programmable, software-controlled, console inserting system.
2. Equipment must be new. Remanufactured or warranted-as-new equipment is unacceptable.
3. Must include all necessary software and hardware (e.g. server, monitor, printers, mouse, keyboard, scanner etc.) required to run the system.
4. Must be capable of processing dual-input (cut sheet and continuous forms) pages simultaneously or separately; accumulating the pages into sets; tri-folding and half-folding the sets; adding pre-folded inserts to the sets; inserting the sets into #10 envelopes or into 6x9.5 envelopes at the operator's discretion; sealing mail pieces; metering mail pieces.
5. Must be capable of processing the current jobs, including scan jobs with OMR marks or 2of5 (interleaved) barcodes, and counted page sets. Scan jobs may be controlling number of pages per set and/or selective added inserts. OMR marks may be on left or right margin. Barcodes are on right margin.
6. Must include a single meter capable of applying metered postage for 1 and 2 ounce letters, first class and standard mail, with various ancillary endorsements. Must have dual auto-cleaning print-heads. Must alert the operator when meter ink is low.

7. Must be capable of accepting forms fed in Z-A sequence.
8. Must be capable of detecting a double feed, bad barcode, or missing page and diverting the entire set before the fold and/or before applying postage.
9. Must be capable of diverting mail pieces, after sealing but before postage is applied, for barcoded exceptions or high seal mail pieces.
10. Must have an accumulator area capable of handling 2 sets of collated documents simultaneously.
11. Must be able to cycle up to 14,000 output mail pieces per hour.
12. Must have a duty cycle of 2,000,000 mail pieces per month, minimum.
13. Must have the capability of user-modified chassis speed control and the capability to auto-adjust speed to optimize job performance, based on pieces inserted per hour.
14. Must have the capability to auto-adjust speed (insertions/hour) based on thickness of inserted materials.
15. Must gradually increase speed at start-up to minimize paper jams .
16. Must have capability of starting and stopping the system via remote control.
17. Must have 6 modular servo-driven friction feeders with missed form and double detect features.
18. Must have an automatic stop/delay for jammed, mis-fed, or empty feeder stations with visible indicators.
19. Must have feeders that can be continuously loaded without stopping the machine.
20. Must have a Graphical User Interface (GUI) with on screen help and troubleshooting.
21. Must be able to fold up to 7 tri-folded or up to 10 half-folded sheets of 20# paper and have the capability to switch between the 2 modes by a single operator.
22. Must have envelope feeder with capacity of 3500 letter envelopes, minimum.
23. Must be able to process executive, side-seam and diagonal-seam outer envelopes.
24. Must be able to process tri-fold (#10) and half-fold (6x9.5) outer envelopes, and have the capability to switch between the 2 sizes by a single operator.
25. Must have the capability to detect faulty envelopes and bypass them without operator intervention.
26. Must include a servo-controlled cutter with the ability to cut, trim, feed, and accumulate 25,000 1-up continuous-form pages per hour.
27. Must be capable of attaching a sheet feeder to process and fold cut-sheet input separately or simultaneously with the cutter. Sheet feeder is not part of this procurement.
28. Must have the capability to process continuous form input printed in a 2-up format.
29. Must be compatible with Business Manager accounting system software to verify valid cost center and be able to electronically provide the system data for billing, including operator ID, cost center, piece count, postage used, date, time,



machine ID, rate class, and special fee codes.

30. Must have capability of producing formatted reports of jobs run.
31. Must be capable of self-optimizing its' own performance.
32. Must be capable of storing common application set-up criteria.
33. Must include a vacuum waste collection system capable of removing cutter waste, including an integrated chopper, waste buffer, filter and sensor to signal operator when the receptacle requires emptying.
34. Must include air compressor, if required for operation. Site does not have compressed air supply.

#### IV. INSTALLATION AND MAINTENANCE

1. The vendor shall deliver and install the console inserter at the agency's site:  
Building 6, Room B-148  
1900 Kanawha Blvd. E.  
Charleston, WV 25305
2. Cost must include shipping and installation.
3. Vendor must include on-site training for 3 employees deployed on 2 shifts: dayshift (7am – 3pm) and evening shift (3pm – 11pm).
4. Vendor must provide 2 complete sets of user manuals and operating instructions.
5. The agency will formally accept the equipment after the product has been installed and confirmed to be working properly.
6. Vendor must warrant and maintain the system for 60 months, effective upon acceptance of the equipment by the agency. During this 60-month period, the vendor shall make any necessary repairs, replace any defective parts, perform preventative maintenance, install engineering changes and modifications, and otherwise maintain the system at no additional cost to the agency. Warranty/maintenance period must include 1-hour phone response and 2-hour onsite service response, M-F 7am-10pm. See Attachment
7. The vendor shall provide durable supplies and/or parts required but not included in the warranty/maintenance (e.g. ink, sealant, printheads) along with the current price and estimated yield of each. Annual cost of these items based on 1 million sealed, metered, mail pieces per year must be included on the cost sheet.
8. The vendor shall provide in the bid a schematic of the proposed equipment showing the dimensions, arrangement and required access space surrounding the equipment. Schematic must also indicate requirements and placement of electrical circuits. Agency will supply and install all electrical circuits required.
9. Successful vendor must have a representative onsite within 15 days of issuance of purchase order, to meet with the agency to develop a schedule for delivery, installation, testing and training. The schedule for delivery and installation will be coordinated with a separate project not included in this RFQ to rearrange

existing equipment. Delivery and installation is expected to occur within 120 days after the issuance of the purchase order. Training and testing are expected to occur for 3 consecutive days immediately following the installation or until all features have been tested and understood, whichever is longer.

10. Vendor must identify trade-in allowance, if any, for existing equipment being replaced by this procurement (Pitney Bowes refurbished Series 8 console inserter). De-installation and shipping costs pertaining to the trade-in must be borne by the vendor.

#### V. COSTS

The vendor must complete the following cost sheet and submit it as part of the bid response. All costs must be identified on the cost sheet. Costs will be all inclusive including all hourly rates, travel, and all goods/services needed to fulfill the mandatory requirements. The Grand Total Cost will be the firm bid price.

#### VI. AWARD

Details for mandatory requirements are described in Section III. The State shall make the award to the lowest-cost response that meets all the mandatory requirements.



## COST SHEET

Vendor Name Pitney Bowes Inc. through its Document Messaging Technologies Division

Vendor Address 37 Executive Drive  
Danbury CT, 06810

Vendor Contact Bob Sterrett

Vendor Phone No. 317-397-7220

Please provide cost with and without trade-in allowance:

Cost of system (including delivery, installation, testing, training and 60-month warranty):	Annual cost of durable supplies (i.e. parts and supplies not covered by the vendor's warranty), based on 12 million annual mail pieces.	Trade-in allowance for existing Pitney Bowes Series 8 console inserter	GRAND TOTAL COST:
\$796,683.00	\$14,418.00	(\$5000.00)	\$806,101.00
\$796,683.00	\$14,418.00	_____	\$811,101.00

Vendor must provide informational list of durable supplies (item IV.7. above) and informational schematic (item IV.8. above). This information should be included in the vendor's bid response.

It is strongly preferred that vendors  
type cost sheets.

\* Please see attachment for durables list

\*\* Please see attachment concerning warranty language

\*\*\* Please see attachment for detailed pricing breakdown

## 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. through its Document Messaging Technologies Division

Signed: Heather Fanta

Date: 4/26/2012

Title: Director Global Business Operations

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

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. through its Document Messaging Technologies Division

Authorized Signature: *Heather Tate* Date: 4/26/12

State of Connecticut

County of Fairfield, to-wit:

Taken, subscribed, and sworn to before me this 26<sup>th</sup> day of April, 2012.

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

AFFIX SEAL HERE

**AMANDA JONES**  
NOTARY PUBLIC  
STATE OF CONNECTICUT  
My Commission Expires Dec. 31, 2015



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

ISCM0104

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL  
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

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DEPARTMENT OF ADMINISTRATION  
IS&C - COMPUTER ROOM  
BUILDING 6, ROOM B148  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/25/2012				

BID OPENING DATE:

05/01/2012

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) EXTEND THE PERIOD FOR TECHNICAL QUESTIONS TO 04/26/2012 AT THE CLOSE OF BUSINESS						
2.) PROVIDE ANSWERS TO TECHNICAL QUESTIONS PREVIOUSLY RECEIVED, AND						
3.) EXTEND THE BID OPENING DATE.						
BID OPENING DATE IS EXTENDED TO: 05/01/2012						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	BA		600-71	\$497,500.00	\$497,500.00
MAILING MACHINES						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Hacker</i>	TELEPHONE 317-397-7220	DATE 4/26/2012
TITLE Director Business Operations	FAX 06-0495050	ADDRESS CHANGES TO BE NOTED ABOVE

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

## TECHNICAL QUESTIONS ISCM0104

- Q. 10. Must have an accumulator area capable of handling 2 sets of collated documents simultaneously.

Is there an application that you currently run on your folder inserter that requires an accumulator area capable of handling 2 sets of collated documents simultaneously and if so how many applications of this nature are there and how many pieces per month are processed for each application?

- A. No, there is no current application, an accumulator area handling 2 sets of collated documents is a way to keep up with the speed capacity. WVOT agrees to remove this as a mandatory requirement of the specification as long as the speed capacity is met.

- Q. 11. Must be able to cycle up to 14,000 output mail pieces per hour.

Would a cycle of up to 12,000 output mail pieces per hour be accepted?

- A. No, the inserter must be able to cycle up to 14,000 output mail pieces per hour.

- Q. 12. Must have a duty cycle of 2,000,000 mail pieces per month, minimum.

Would a duty cycle of 900,000 mail pieces per month, minimum be accepted?

- A. No, we already average 1,000,000 mail pieces per month and the specification were written to accommodate our current workload and additional growth over the next 5-7 years.

- Q. 33. Must include a vacuum waste collection system capable of removing cutter waste, including an integrated chopper, waste buffer, filter and sensor to signal operator when the receptacle requires emptying.

Is there an application that you currently run on your folder inserter that requires the use of a vacuum waste collection system capable of removing cutter waste, including an integrated chopper, waste buffer, filter and sensor to signal operator when the receptacle requires emptying and how many applications of this nature are there and how many pieces per month are processed for each application?

- A. We currently have a vacuum system that pulls paper waste into a receptacle. It is a requirement of the machine, not a particular application.

- Q. I would like to make sure I understand the statement on the 60 month warranty that this is a warranty and not a maintenance contract for five years.

- A. Regardless of whether it's considered warranty or a maintenance contract, the final cost must warrant and maintain the system for 60 months, effective upon acceptance of the equipment by the agency.

## TECHNICAL QUESTIONS

### ISCM0104

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