



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

State of West Virginia
 Request for Quotation
 21 – Info Technology

Proc Folder: 133021

Doc Description: LEASE - 2 PRINTER/PLOTTER COPIER

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-10-06	2015-11-04 13:30:00	CRFQ 0803 DOT1600000029	1

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

Vendor Name, Address and Telephone Number:

Aaron's Business Solutions
 1041 8th Ave
 PO Box 332
 Huntington, WV 25708
 304-522-7022 x.224

11/03/15 09:35:46
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Misty DeLong
 (304) 558-8802
 misty.m.delong@wv.gov

Signature X

FEIN # 55-0488450

DATE 11/03/2015

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS RIGHT OF WAY 1900 KANAWHA BLVD E, BLDG 5 RM A618 CHARLESTON WV25305-0430 US		DIVISION OF HIGHWAYS RIGHT OF WAY 1900 KANAWHA BLVD E, BLDG 5 RM A618 CHARLESTON WV 25305-0430 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	36 MONTH LEASE PRINTER/PLOTTER, COPIER,	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43212107			

Extended Description :

36 MONTH TERMS LEASE FOR PRODUCTIVE LARGE FORMAT BLACK & WHITE PRINTER/PLOTTER, COPIER, SCAN SYSTEM WITH COLOR SCANNING FOR A 36 MONTH TERMS LEASE WHICH INCLUDES 12,000 SQ.FT. PER MONTH AND ALL SERVICE AND MAINTENANCE COST.

If submitting a bid online enter total bid in the Oasis commodity line. Vendor must enter pricing in the attached excel pricing page. Pricing entered in the Oasis Commodity line will not be evaluated.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due	2015-10-19

DOT1600000029	Document Phase Final	Document Description LEASE - 2 PRINTER/PLOTTER COPIER	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 133021

Doc Description: Addendum 1 LEASE - 2 PRINTER/PLOTTER COPIER

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-10-22	2015-11-04 13:30:00	CRFQ 0803 DOT1600000029	2

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

Vendor Name, Address and Telephone Number:

Aaron's Business Solutions
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 PO Box 332
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Signature X

FEIN # 55-0488450

DATE 11/03/2015

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum Number 1 - To attach responses to vendor questions. No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

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SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due	2015-10-19

DOT160000029	Document Phase Final	Document Description Addendum 1 LEASE - 2 PRINTER/P LOTTER COPIER	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ DOT1600000029

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. Attach vendor questions and responses.

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

States answers to questions about bid DOT1600000029

Question 1: What Brand and Model are the specs referring to? The specifications are very detailed to a specific brand and model.

Answer 1: These specification were prepared by using a combination of the specs from different scanning/printing systems manufactures that would allow for vendors to bid their authorized brands and selected models.

Question 2: Section 4.1.1.1.a – What version of Bentley Iplot is being used?

Answer 2: Version 08.11.11.34 which is ProjectWise Interplot Organizer Select Series 4.

Question 3: Section 4.1.1.2.b – Would a system that runs 8 “D”s per minute be acceptable? When considering our systems measure a D-size print at 24x36”. Our system will actually run 180 sq. inches more per minute than a system that runs 9 prints at 22x34” Please either change the spec to 8 D’s per minute or accept that our system will still meet the specs and will not be disqualified.

Answer 3: The size of the “D” size print was based upon the American National Standard Institution (ANSI) paper sizes. We would have no problem reducing the Black & White minimum speed from 9 prints per minute to now be 8 prints per minute.

Question 4: Section 4.1.1.4.g – Why is a 40” scanner needed on a 36” printer? Most documents that exceed 40” in one direction are usually 36” or less in the other, therefore still could be scanned on a 36” scanner. Also what is the actual longest document that will scanned? 72 feet seems unusual.

Answer 4: We have some old archived plans/exhibits that range from 38 inches to 40 inches in width that also exceeds the 36 inches in length, so to turn the document would not be an option. Although if the scanner would have a throat width that would accept the 40 inch document and would provide for a scan area of 36 inches, then that would be acceptable. However the scanner length of 8 inches – 72 feet specification requirement is a typo error on the states part and should be corrected to read 8 inches to 12 feet.

Question 5: Since color scanning is required, would you also consider full color system that will scan, print and copy in full color? If so, will the pricing page be adjusted to accommodate color costs? This could enhance productivity and range of printing capabilities such as color markups, indoor/outdoor signage.

WV State Purchasing

Page 2

States answers to questions about bid DOT160000029

Answer 5: As long as the printer would still meet the specification and requirements of the black and white system, then we would have no objections to a color printer being bid. We proposed no changes to the pricing page and if the additional costs you are referring to is due to the color toner cartridges then that is a use/replacement item then can be purchased outside of this contract. Note: that the black toner cost per each is still required to be submitted on the pricing page.

Question 6: Under (4.1.1.2), on the (d.) line it states Minimum: 4 rolls and a minimum of one cut sheet tray. Is this going to be mandatory?

Answer 6: Yes this is a mandatory requirement.

Question 7: Will the state do electronic payment transfers in lieu of the purchasing card?

Answer 7: That is an option as long as the vendor is set up to accept electronic payment transfers.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DOT160000029

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Aaron's Business Solutions

Company



Authorized Signature

11/03/2015

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

- 4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding. Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: October 19, 2015

Submit Questions to: Misty Delong
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Misty.M.Delong@wv.gov

- 5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
- 6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile. The bid delivery address is:

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

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:
BUYER:
SOLICITATION NO.:
BID OPENING DATE:
BID OPENING TIME:
FAX NUMBER:

In the event that Vendor is responding to a request for proposal, and chooses to respond in a manner other than by electronic submission through wvOASIS, the Vendor shall submit one original technical and one original cost proposal plus NA convenience copies of each to the Purchasing Division at the address shown above. Additionally, if Vendor does not submit its bid through wvOASIS, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: November 04, 2015 at 1:30 PM, EST.
Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
10. **ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
12. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
13. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the

same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.3. **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4. **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.5. **"Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.6. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.7. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on _____ and extends for a period of _____ year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
 - Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
 - Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
 - Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
 - One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND: All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of _____ or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

11. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

_____ for _____.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 12. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Award Document, upon receipt.
- 13. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.
- 15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 16. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 18. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable law.
- 20. PREVAILING WAGE:** Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.

- 21. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 22. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.
- 23. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 24. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 25. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 26. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 27. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 28. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.
- 29. CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.

- 30. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code §§ 29B-1-1 et seq. and the competitive bidding laws found West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. A legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information WILL NOT BE HONORED.

Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

- 31. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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 agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.
- 32. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

34. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense

against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater.

For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

(Company)

(Authorized Signature) (Representative Name, Title)

(Phone Number) (Fax Number) (Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT1600000029

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Highways to establish a contract for a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 “Contract Services”** means leasing, service, and maintenance for a 36 month term of the productive large format black & white printer/plotter, copier, scan systems with color scanning that will be performed under this contract as being more fully described in these specifications.

 - 2.2 “Pricing Page”** means the pages, contained in wvOASIS, upon which Vendor should list its proposed price for the Contract Services.

 - 2.3 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.4 “Delivery Destination”** attached as Exhibit A, which shows locations for delivery of each system.

- 3. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1.** Service representatives must be a full time employee of the Vendor or a subcontracted party designated by Vendor in writing.

 - 3.2.** All service representatives must be factory trained technicians.

- 4. MANDATORY REQUIREMENTS:**
 - 4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

4.1.1 Two (2) Productive large format black & white printer/plotter, copier, scan systems with color scanning, includes 12,000 sq. ft. per month.

4.1.1.1 General Specifications

- a. Configuration: Multifunctional System with Color Scanning and Printer, including drivers and software to allow network printing and printing from Bentley's Iplot Software.
- b. On Screen copy/print/scan preview.
- c. Concurrent one step scan to copy.
- d. Certification: EPA ENERGY STAR

4.1.1.2 Minimum Large Format Printer/Plotter Specifications

- a. Must have Electrophotography light emitting diode (LED), organic photoconductor (OPC), closed toner system, and Radiant Fusing technology or better.
- b. Black & white Speed: 9 "D" size/per minute. Note: "D" size = 22 inch X 34 inch (559 mm X 864mm)
- c. Resolution: up to and including 600 X 1200 dpi (dot per inch) or greater.
- d. Minimum: 4 rolls and a minimum of one cut sheet tray.
- e. Maximum paper capacity: Up to 500 feet per roll, minimum 4 rolls
- f. Paper weight: 20-24 pound, minimum
- g. Roll width: 11 inch – 36 inch
- h. Output delivery: top delivery preferred.
- i. Media type:
 - a. Paper: plain paper, recycled paper, colored paper and transparencies.
 - b. Film: Film and Vellum

4.1.1.3 WorkFlow

- a. Description: Concurrent print, copy and scan of single document or sets.
- b. Printer drivers: must be compatible with Bentley Iplot.
- c. Printer license should include all licenses for professional workflow requirements.

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

4.1.1.4 Controller Specifications

- a. Controller must be compatible with Microsoft Windows 7 technology
- b. Processor Intel core 2 i5-520M @ 2.39GHz (gigahertz) or equal
- c. Memory 2GB (gigabytes) or better
- d. Hard drive 500 Gb or better
- e. Network Interface: Ethernet 100 Mbits/s (megabits), 1 Gbit/s (gigabit).
- f. Page description language: TIFF (Tagged Image File Format), JPEG (Joint Photographic Experts group), PDF (Portable Document File), HP-GL(Hewlett-Packard Graphics Language), HP-GU2 (Hewlett-Packard Graphics Language 2), DWF (Design Web Format), C4 (JEDMICS Bitmap Image File), Calcomp 906/907/951 (Calcomp Plotter Files), CALS (Continuous Acquisition and Life-cycle Support), NIRS, ASCii (American Standard Code for Information Interchange).
- g. Security: E-shredding (Electronic Data Shredding), IPsec (Internet Protocol Security), HTTPS (Hypertext Transfer Protocol Secure), extended security protection for administrator, audit logging.
- h. Must be able to interpret Adobe PostScript 3/PDF (Portable Document File) files.
- i. Printer license should include all licenses for professional workflow requirements such as scan-to-file capability (color, grayscale, and black & white) and provide features for enhanced productivity like faster scanning speeds as well as instant viewing of scanned files.

4.1.1.5 Scanner Specifications

- a. Description: scanner with color scanning technology.
- b. Scanner Stand.
- c. Scan resolution: Maximum 600 dpi (dots per inch) or better.
- d. Scan speed: Black & white: 2 inch/second, Color: 0.7 inch/second or better.
- e. Minimum Scan format: TIFF (Tagged Image File Format), PDF (Portable Document File), PDF/A (Archival Format of Portable Document File), JPEG (Joint Photographic Experts Group), CALS (Continuous Acquisition and Life-cycle

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

- Support), multi-page PDF, multi-page PDF/A and multi-page TIFF.
- f. Scan image destination: Network Directory via FTP (File Transfer Protocol) or SMB (Server message Block) and on Controller
- g. Original Width: 8 inch – 40 inch; length: 8 inch – 72 feet; thickness up to .12 of an inch or greater.
- h. Zoom: Scale to standard format: Custom: 10 - 1000 % (per cent)
- i. Preset modes: Lines, Text, Photo, Grays, Dark Original, Blueprint.
- j. Capability to exit scanned original from top or front and rear outputs.

4.1.1.6 Environmental

- a. Power requirements: 100 - 120 Volt, 200-240 Volt; 50/60 Hertz; 20-10 Amps, printing mode, standby mode and sleep mode for power consumption / energy savings.

4.1.2 Lease Terms

4.1.2.1 Lease to include all necessary software, drivers, hardware, cables for connection between system components as required, power supply cord and surge protector to connect to existing electrical outlets, and patch cables (Category 6) to allow connection to our existing network jacks located in installation location. Lease to include all service and maintenance cost for number of months listed with a 12 business hour response, with the exception of use items such as toner and paper. Lease will be subject to a 30 day written cancellation clause. Lease shall also include all costs of the installation and network connections, along with the installation of drivers and software for the Bentleys Iplot and for network printing.

4.1.2.2 Thirty-Six (36) Month Lease Term must include a minimum of 12,000 square feet per month.

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

4.1.2.3 All vendors are required to submit their Lease terms and conditions, with their bids.

4.1.2.4 Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor must complete the Pricing Page by showing the costs for per month for a 36 month lease that meets the required specifications, includes service and maintenance, and 12,000 square feet per month usage. Vendor must show a price for overage of said 12,000 square feet per month, based upon an amount of 1,500 square feet per month for bidding purposes. Pricing should show total cost for the full fixed firm price for the 36 month term lease. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Note that all monthly lease payments must be in an equal amount for the entire 36 month term.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Page for bid purposes by sending an email request to the following address: Misty.M.Delong@wv.gov

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency.

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

- 7. DELIVERY:** Delivery is to be made within 30 calendar days from date of the award of this Contract. Two (2) systems are being ordered as part of this order and are to be delivered to two (2) separate locations as shown hereinafter on Exhibit "A" as Destinations Numbers 1 & 2.
- 8. PAYMENT:** Agency shall pay in equal monthly payments, two separate flat monthly fees for each system for the term of the lease, as shown on the Pricing Page, for all Contract Services performed and accepted under this Contract, which said separate billing addresses will be provided to winning Vendor upon award of contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 9. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 10. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
 - 10.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 10.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 10.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 10.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 10.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

11. VENDOR DEFAULT:

11.1. The following shall be considered a vendor default under this Contract.

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4. Failure to remedy deficient performance upon request.

11.2. The following remedies shall be available to Agency upon default.

11.2.1. Immediate cancellation of the Contract.

11.2.2. Immediate cancellation of one or more release orders issued under this Contract.

11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

12.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

REQUEST FOR QUOTATION

For a 36 month term Lease for two (2) productive large format black & white printer/plotter, copier, scan systems with color scanning, which includes 12,000 sq. ft. per month.

Exhibit "A"

Delivery Destination

Two (2) systems are being ordered as part of this order and are to be delivered to two (2) separate location as shown hereinafter as Destinations Numbers 1 & 2.

Destination 1 :

**WV Dept. of Transportation
Division of Highways
Right of Way Division,
Building 5 Room 618
1900 Kanawha Blvd East
Charleston, WV 25305-0430**

Destination 2 :

**WV Dept. of Transportation
Division of Highways
Engineering Division,
1334 Smith Street
Charleston, WV 25301**

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 Vendor Preference, if applicable.

1. **Application is made for 2.5% 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% 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% 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% 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% 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% 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.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: AARON'S BUSINESS SOLUTIONS Signed: 
Date: 10/27/2015 Title: EXECUTIVE Administrator

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: AARON'S BUSINESS SOLUTIONS

Authorized Signature: *[Signature]* Date: 10/27/2015

State of West Virginia

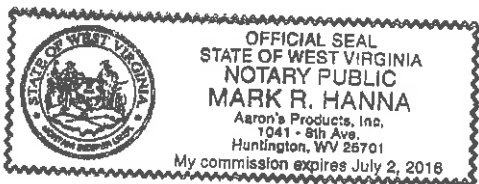
County of Cabell , to-wit:

Taken, subscribed, and sworn to before me this 27th day of October , 20 15 .

My Commission expires July 2, 2016 , 20 16 .

AFFIX SEAL HERE

NOTARY PUBLIC *[Signature]*



Pricing Page

36 Month Term Lease for System delivered to Destinations No. 1 & 2
 (includes 12,000 sq. ft. per month) (sq. ft. = square feet)

Line No.	Destination	Monthly Cost	Quantity (No. Months)	Line Total
1	1	\$1,497.03	36	\$53,893.08
2	2	\$1,497.03	36	\$53,893.08
Line No.	Destination	Overage costs per sq. ft. over 12,000 sq. ft	Quantity (per square ft)	Line Total
3	1	.019	1,500	\$28.50
4	2	.019	1,500	\$28.50
Line No.	Destination	Toner Cost per Each	Estimated Quantity	Line Total
5	1	139.75	1	\$139.75
6	2	139.75	1	\$139.75
Cost for Destination 1 for full 36 months (includes yearly upgrades & training)				\$53,893.08
Cost for Destination 2 for full 36 months (includes yearly upgrades & training)				\$53,893.08
Total cost for the full 36 month term lease: (include costs for both systems - Destinations 1 & 2)				\$107,789.16

<u>Destination 1 :</u>
WV Dept. of Transportation Division of Highways Right of Way Division, Building 5 Room 618 1900 Kanawha Blvd East Charleston, WV 25305-0430
<u>Destination 2 :</u>
WV Dept. of Transportation Division of Highways Engineering Division, 1334 Smith Street Charleston, WV 25301

Company Name: Aaron's Business Solutions
Contact Name: Jennifer Hamden
Company Address: 1041 8th Ave
PO Box 332
Huntington, WV 25708
Telephone No.: 304-522-7022 x.224
Fax Number: 304-525-3069
Email: jennifer.hamden@aaronsproducts.com



 Signature



KIP 7770

Exceptional Value - Infinite Possibilities

SYSTEM
SOFTWARE 

KIP 7770

Infinite Possibilities



Smart Multi-Touch Control

- 12" Smart Multi-Touch Display
- Touch Simplicity: Swipe, Rotate, Pinch, Spread & Tap
- Intuitive, Tablet Style Touch Controls
- Uniform Operations for Improved Experience
- Walk-Up Operator Convenience
- High Demand Productivity
- View and Print Area of Interest

KIP 7770

MULTI-FUNCTION SPACE SAVING SYSTEM

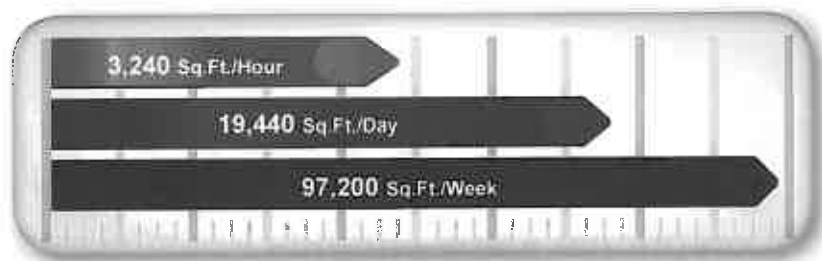
The KIP 7770 System features an innovative top stacking design that fits where you need it - in tight spaces or against a wall, delivering easy access to all system features and enhancing workflow productivity.



System Features

- Space saving automation
- 9 'D'/A1' size prints per minute
- 2 or 4 integrated media rolls
- Integrated touch screen
- Advanced user management
- PC & web based submission tools
- 600 x 2400 dpi resolution
- Uniform cut length
- Consistent print quality
- Lowest operational costs
- Minimal operator training
- Reliable system processes
- Energy saving technologies

KIP 7770 Print Production



Integrated USB Drives

KIP 7770 systems eliminate the need for additional PC hardware by printing documents directly from the touchscreen software. Integrated support for removable media such as standard USB drives provides the ability to securely print documents directly from a range of media formats.



KIP 7770

PRODUCTION SYSTEMS

The KIP 7770 production systems address the current reality of demanding print runs and compressed delivery times coupled with the highest quality expectations. The excellent across the board performance of the system will satisfy the most stringent demands on quality and productivity.



Superior Productivity

- Performance & reliability
- Print, copy and scan in B&W and color
- Fast imaging with KIP Tru-Speed Technology
- Visual operator feedback system
- Productive, non-stop stream scanning
- Color and B&W production software apps
- High resolution, 24-bit color image quality



KIP 7770

PRINT SYSTEMS

KIP 7770 network print systems increase print production possibilities by delivering high volume output with exceptionally reliable performance. These printers meet the toughest demands of virtually any digital imaging environment and may be easily upgraded to B&W and color MFP or Production copy & scan systems.



Space Saving Printers

- Ultra-fast file processing and conversion times
- Network and web-based apps
- View and print files with multi-touch control
- Integrated image viewing
- AutoCAD® and Microsoft® certified drivers
- Advanced grayscale and fine line enhancement
- Patented KIP high definition print technology

SYSTEM SOFTWARE K

A new generation of wide format functionality

We invite you to experience the intuitive interface, extensive functionality, advanced navigation and cloud collaboration for your production environment. KIP System K Applications are uniformly integrated with KIP Multi-function Systems for smarter color and B&W copy, scan and print solutions.

SYSTEM K

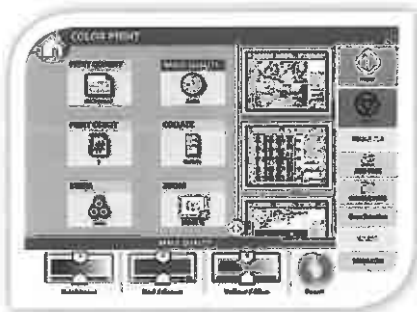
MULTI-TOUCH SCREEN

KIP Multi-Touch Control

All system functions for the KIP 70 Series are performed through an integrated, 12" multi-touch style color display to copy, print and scan both color and B&W documents.



Vivid 12" Color Multi-Touch Display | Fully Articulating Viewing Angle | Print, Copy and Scan in B&W and Full Color* | Super View for Swipe, Pinch, Spread and Rotate | Print Directly from Removable Media, the Cloud and Local Mailboxes | Full Color User Guides | Integrated Print Previews | View and Print Area of Interest | On-screen Set Copy Editor | Manage History Queue | Optional KIP Color Plus for Copy and Print in Full Color*



KIP Color Copy & Print Plus

KIP Color Copy & Print Plus expands the capabilities of the KIP 70 Series System by connecting to up to three networked color printers.



Full Size Color Preview with Super View | Guest Printer Connection via IP Address | Quick Closed Loop Calibration for Accurate Document Reproduction | Simultaneous Operation of Color and B&W Functions | Real Time Image Preview | Full Screen Color Preview | Advanced Color Image Enhancement | Preview Color Adjustments

KIP Cloud Connect

Sharing online content via popular Cloud Services has become a critical collaboration tool. Scan to and print from the cloud directly at the multi-touch display.



Select from Multiple Cloud Services | Print from KIP Cloud Connect | Scan to KIP Cloud Connect | Unlimited Cloud Connections | Single or Multiple Files | Choose Files from Multiple Cloud Services for Single Print Job | Easy Configuration from Multi-Touch Screen | Collated Sets Printing





SYSTEM K

PRINT DRIVERS

Windows® Driver

The KIP Windows® Driver Pro is Microsoft® WHQL certified, meeting exact standards of reliability and quality.



Fast Spooling for Multiple Copies or Sets | Displays Real Time System Status | Information Set Collation | Provides Current Media Information | Media Selection | Secure PIN Printing | Send Job on Hold | Save Templates | Brightness Adjustment | Unlimited Image Quality Presets | Pen Preset Selection



AutoCAD® Driver

The KIP certified AutoCAD® Driver provides integrated printing from within Autodesk® software applications such as AutoCAD®, AutoCAD® LT and DWG TrueView.



Fully Compatible with Current Versions of AutoCAD® | True HDI AutoCAD® Driver | 32 and 64 Bit Operating System Compatibility | Real Time Media Status | Custom Media Size Configuration | Media Saving by Auto Rotation | Advanced Color Mode Image Type Selection | Dither Pattern Control for B&W Lines vs Aerial

KIP Data Security Features

At KIP, security is paramount. As a world leader in the development of digital wide format production technology, KIP is committed to keeping digital information safe and secure.



Image Overwrite | Removable Hard Disk Drive Accessory Kit | System K Operating System Windows® Embedded System 7 | Standard Security Updates | Data Encryption and Virus Scanning Applications | KIP Secure Print



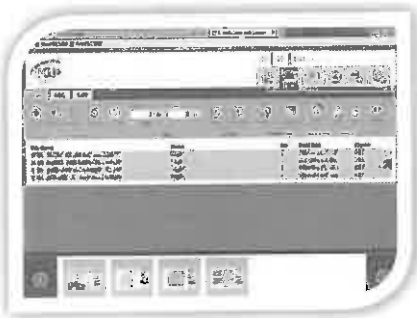
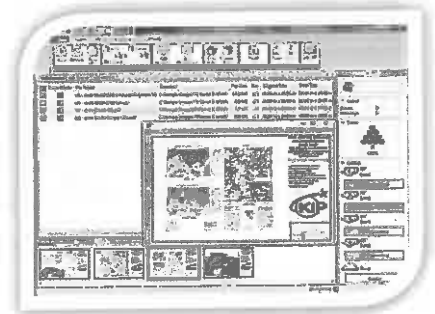
KIP Print Management Applications provide intuitive productivity for professional results across the full range of KIP Color and B&W Systems.

KIP PrintPro

Designed for Windows® PC's, KIP PrintPro is an intuitive system management and print submission application for the complete range of KIP Color and B&W Systems.



Multiple Copies or Collated Sets | WYSIWYP Image Preview | Individual File Settings for Job Matrix Templates | Multi-Page Settings | Color Adjustments and Filter Selections | Email Notification | Customize Job Build Matrix Windows | Document Folding and Stamping | HPGL Pen Preset Selection | Windows® 7/8 and Vista Compatible (32 and 64 Bit) | Customize System and Folder Presets | Manage Print Queue | KIP Secure Print



KIP PrintPro.net

KIP PrintPro.net provides KIP Color and B&W Systems with the most feature rich browser based print submission and system management application on the market.



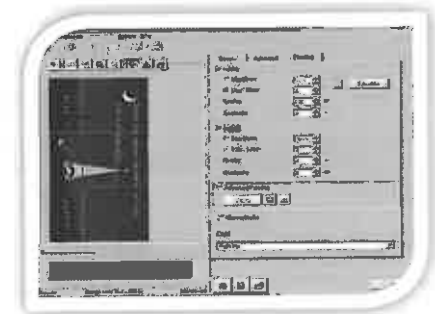
Multiple Copies or Collated Sets | WYSIWYP Image Preview | Individual File Settings for Job Matrix Templates | Multi-Page Support | Color Adjustments and Filter Selections | Email Notification | Document Folding and Stamping | HPGL Pen Preset Selection | Transfer Files from KIP Printer Mailbox | Customize System and Folder Presets | Manage Print Queue and User Settings | KIP Secure Print

KIP GraphicPro

KIP GraphicPro is a full featured RIP for graphic and technical production printing on KIP Color Systems that fully supports graphic and technical production printing.



Unlimited Workstation Licenses | B&W, Grayscale and Color Printing | Job Editor for Mixed B&W and Color Sets | Multi-Page PDF/TIF | Filter Editor for Color Control | ICC Profile Support for CMYK and RGB Color Management | Factory/Custom Media Profiles | Nesting Single and Multiple Images | Automatic Horizontal and Vertical Paneling | Area of Interest (Zoom to Area and Print) | B&W and Color Editing Tools | Job Monitor



KIP Smart Print & Scan

KIP Smart Print & Smart Scan are flexible approaches to delivering print and scan services – one that responds to mobile business needs by providing a driverless cloud solution.



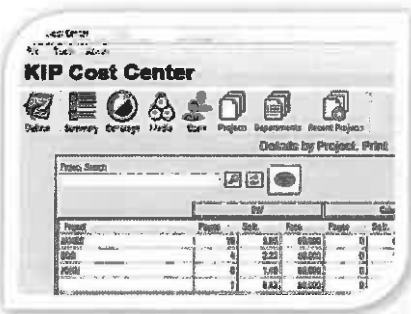
Submit Print Ready Files via Email Attachments | Works with any Web Enabled KIP Printer | Print B&W or Color Documents | Scan Full Size Documents | Choose an Area of Interest | Remote Scan Auto-Archived or Printed by KIP Printer | Optional Keywords Provide Expanded Flexibility

KIP Accounting Center

The KIP Accounting Center consolidates control of user account data and printing rules for all copy, print and scan activities for KIP Color and B&W Systems. All System K Print Submission Apps are integrated with KIP Accounting Center.



Username and Two Customizable Fields | Import User Data Using LDAP | Clear Fields After Each Job Submission | ASCII Import/Export | Easily Update User, Project and Department Data | Automated KIP System Update via Scripting | Password Protect any or all Data Entries | No Special Data Servers Required



KIP Cost Center

The KIP Cost Center application retrieves extensive log files directly from KIP Systems and automatically generates production reports for user, project and department level accounting data.



Integrated with all KIP Apps and Touchscreen Systems | Track Color and B&W Copy, Scan and Print | Easy to Understand Graphical Reports | Average Toner Coverage by Percent | Daily Print and Scan Volume for Color and B&W | User, Project and Department Categories | Access the Details of the Last 100 Jobs | KIP Toner Costs by Color and B&W | KIP Maintenance Costs | KIP Scanner Costs by Color and B&W

KIP Card Reader Systems

KIP offers customers two solutions to secure the KIP Systems using contactless card readers.



Contactless Card System Integration: Standard FeliCa Cards | Various Contactless Cards | User Authentication Linked to Card | Load User and System Presets | Load User Cloud and SMB Credentials | Track Usage by Card | Release User Jobs at Touchscreen | KIP Accounting Center Integration | KIP Cost Center Integration

Common Access Card Solution: Enables/Disables Network Access | Designed for Easy Installation | Meets Homeland Presidential Security Directive (HSPD-12) | Local and Network User Authentication Using LDAP or Active Directory | Netgard MFD In-Line Network Appliance



KIP Printer Status / SNMP

The KIP Printer Status application is the ideal solution for providing centralized status updates and information to administrators and users over a local or Wide Area Network.



SNMP Communication to KIP Printer | PC Based Windows® 7/8 Application | Monitor Status of KIP Printers | Auto Detect KIP Printer (LAN) | Visual Notification for Machine Status | View all KIP Printers on a Single Screen | Automated Meter Read

SYSTEM SOFTWARE **K**

Print Management Solutions

KIP Touchscreen Technical Interface

The KIP Touchscreen Technical interface is a comprehensive program for the control of KIP Systems, Installation & Technical Support.

The touch intuitive and versatile interface includes mode tiling which simplifies the technical experience and management of the KIP System.

- Integrated with KIP Color plus Black & White Systems
- Manage and Modify Printer Functions and Settings
- Review Printer Status and Operational History

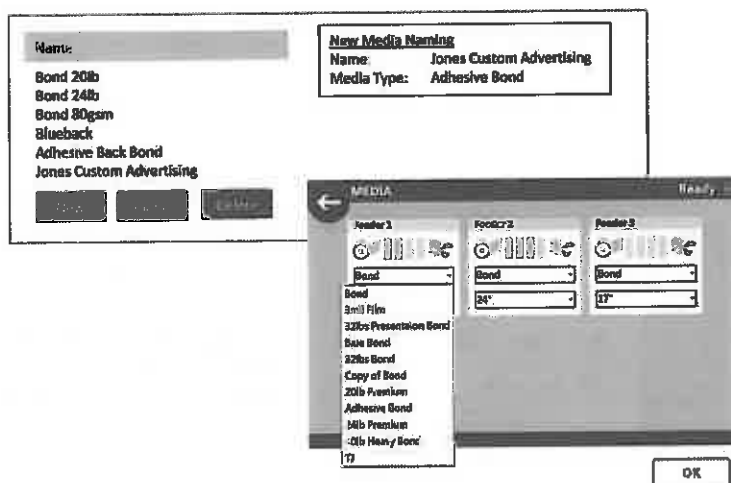


Print Management Solutions

KIP Custom Media Manager

The KIP Custom Media Manager is a graphic user interface that allows the operator to identify and customize names to a wide range of media types and the KIP Systems specifications.

- Integrated with KIP Color plus Black & White Systems
- Automatically Adjust Systems Parameters
- Descriptive Media Categories

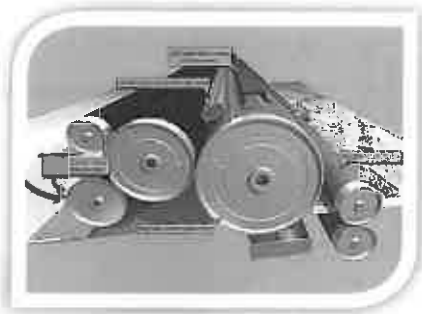


KIP 7770

EXCLUSIVE TECHNOLOGIES

High Definition Print (HDP) Technology

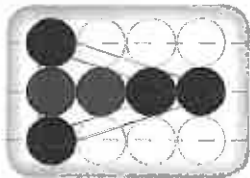
KIP HDP is a green technology that is 100% toner efficient, reducing the cost of printing and returning outstanding value and industry leading low cost of ownership. KIP Systems do not employ carriers, developers or waste receptacles that require disposal and replacement.



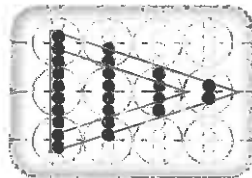
100% toner efficiency

600 x 2400 dpi – High Resolution

KIP Systems feature crisp, 600 x 2400 dpi printing for sharper details and extremely smooth grayscales. This higher resolution allows the system to enhance curves, diagonal lines and arcs by smoothing out line edges with excellent precision.



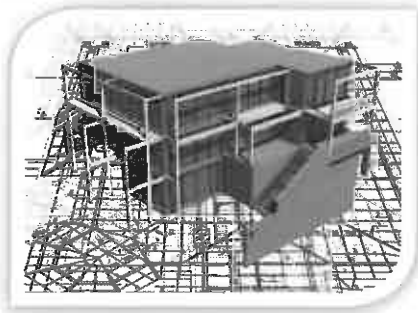
600 dpi x 600 dpi



600 dpi x 2400 dpi

Consistent Print Quality

KIP Systems deliver solid blacks, smooth grayscale and uniform print quality from the first to the last page of a print job. Advanced technologies including automatic environmental adjustments and contact-based developer units keep your print quality on track through seasonal climate changes.



Media Capacity

KIP Systems feature auto-switching media drawers to ensure non-stop print production and maximum media versatility. Media status is illustrated on the touchscreen. KIP Systems feature a user friendly "End Cap" design for easy loading of media rolls.



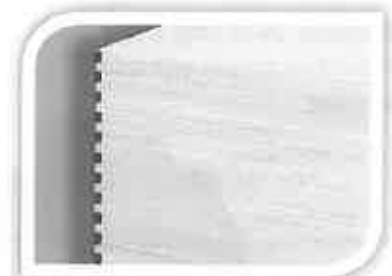
End caps for easy changing of media rolls



Field upgrade from 2 to 4 media rolls

Accurate Print Sets

KIP Systems provide precise cut lengths that conform to KIP sheet size specifications. Electronic monitoring of media while printing provides an accurate page cut length. Print jobs are produced at an identical sheet size, resulting in a professional presentation.



KIP precision cutting for accurate sheet sizes

KIP 7770

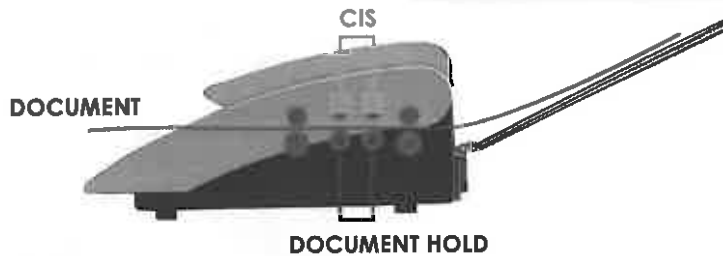
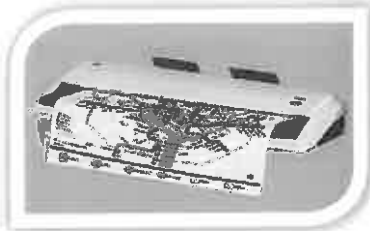
SCANNING SYSTEMS

KIP 720 Multi-Function CIS Scanning System

The KIP 720 large format scanner is a 24-bit, full-color image capture system perfect for processing photographs, complex maps, and AEC/CAD drawings. The CIS (Contact Image Sensor) scanning technology enables high-resolution, high-speed image capture with energy saving operation from a compact design.

System Features:

- Create color copies directly to inkjet printers
- Scan to a wide range of file formats
- Real-time copy and scan previews
- USB printing and scanning support
- On-screen copy, print & scan previews



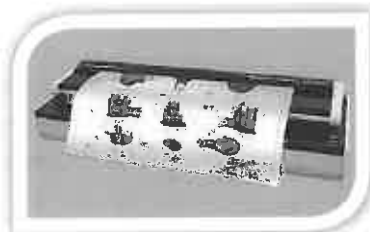
The KIP 720 Scanner features a support system to enhance feed reliability

KIP 2300 High Production CCD Scan System

The KIP 2300 high productivity camera scanner sets a uniquely high standard for speed; quality and flexibility in a digital image capture system. Best in class productivity is achieved via new KIP Tru•Speed Technology for high speed data processing with no delays.

System Features:

- Ultra fast imaging with KIP Tru•Speed Technology
- Visual operator feedback system
- Productive stream-scanning
- Extended optical system warranty
- High resolution, 24-bit color image quality
- Rigid/thick stock support with auto tension adjust



Three independent imaging cameras with an advanced laser alignment system and self calibrating diagnostics provide an extraordinary level of quality.

KIP 7770

SYSTEM OPTIONS



2 or 4 media rolls field upgradable



High capacity print tray



KIP 1200 high capacity online stacker



KIPFold 1000 compact online fan folder



KIPFold 2000 online fan & cross folder



PDF format printing keycode



Secure hard drive connection kit



KIP 7770 INTEGRATED FOLDING & FINISHING

Document Automation

KIP integrated folding and finishing systems automate wide-format document finishing by providing folding, stacking and collation in a compact design.



KIPFold 1000

The KIPFold 1000 is a compact but powerful online folder designed to easily, conveniently and quickly fan fold documents with KIP 7770 print systems.

KIPFold 2000

The KIPFold 2000 system automates wide-format document folding requirements by providing folding, stacking and collation in a compact design. KIP online folders intelligently communicate with KIP printers and are fully integrated with KIP software applications & printer drivers to provide seamless workflow integration.

The Color of KIP is Green

KIP is committed to product designs that promote environmental health and sustainability. KIP's goal is to consistently improve and refine the technologies in products that keep our planet green. KIP considers the total product life cycle - from the manufacturing process to final device disposal in our shared ecosystems.



KIP Systems print on
recycled paper



Reduced electrical
consumption



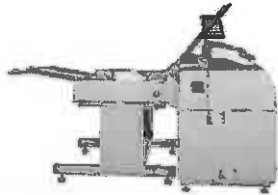
Environmental Responsibility

SMART SOLUTIONS - INFINITE POSSIBILITIES

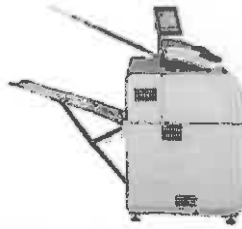
KIP 7770 MULTI-FUNCTION SYSTEMS



Single footprint multi-function system with KIP 720 scanner & integrated front delivery print tray



Multi-function system with KIP 720 scanner, integrated front delivery tray & optional KIP 1200 high capacity stacker

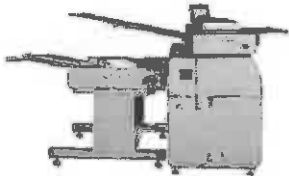


Single footprint multi-function system with KIP 720 scanner with optional high capacity print tray

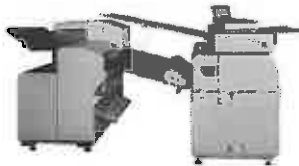


Multi-function system with KIP 720 scanner & optional KIPFold 2000 online fan & cross folder

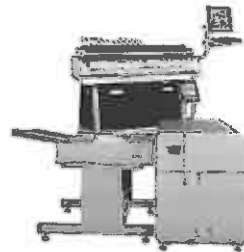
KIP 7770 PRODUCTION SYSTEMS



Production system with KIP 2300 scanner & optional KIP1200 high capacity print stacker



Production system with KIP 2300 scanner & optional KIPFold 2000 online fan & cross folder



Production system with KIP 2300 scanner & optional scanner stand & KIP 1200 high capacity print stacker

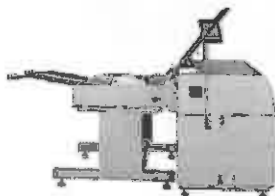


Production system with KIP 2300 scanner & optional scanner stand & KIPFold 2000 online fan & cross folder

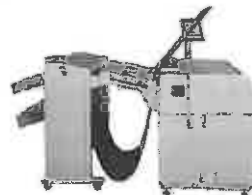
KIP 7770 PRINT SYSTEMS



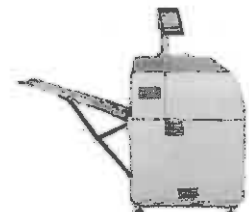
Single footprint system with integrated front delivery print tray



Print system with integrated front delivery print tray & optional KIP 1200 high capacity print stacker



Print system with integrated front delivery print tray & optional KIPFold 1000 online fan folder



Single footprint system with optional high capacity print tray



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