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Header 4

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 328007

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0212

Vendor ID: 000000218562

SO Doc ID: SWC1700000015

Legal Name: WV BUSINESS PRODUCTS

Published Date: 7/17/17

Alias/DBA:

Close Date: 7/21/17

Total Bid: \$2,399,740.37

Close Time: 13:30

Response Date: 07/20/2017

Status: Closed

Response Time: 13:27

Solicitation Description: Addendum No.10 - SWC contract for digital copiers

Total of Header Attachments: 4

Total of All Attachments: 4



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

State of West Virginia
Solicitation Response

Proc Folder : 328007

Solicitation Description : Addendum No.10 - SWC contract for digital copiers

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-07-21 13:30:00	SR 0212 ESR07191700000000173	1

VENDOR

000000218562

WV BUSINESS PRODUCTS

Solicitation Number: CRFQ 0212 SWC1700000015

Total Bid : \$2,399,740.37

Response Date: 2017-07-20

Response Time: 13:27:48

Comments: I had to split the response pages into two groups which are attached as part 1 and part 2. All the signed pages and attachments are here

FOR INFORMATION CONTACT THE BUYER

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Signature on File

FEIN #

DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Statewide contract for digital copiers	1.00000	LS	\$2,399,740.370000	\$2,399,740.37

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :	Statewide contract for digital copiers

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
1	Purchase	Monochrome						
		Band 1						
		Copier	Lexmark	MX417de	4	per year	\$ 429.00	\$ 1,716.00
		Scanning	Included	Included	4	per year		\$ -
		Network Printing	Included	Included	4	per year		\$ -
		Fax	Included	Included	4	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Lexmark	OEM	500	per month	\$ 0.019750	\$ 474.00
		Total for Band 1						
								\$ 2,190.00
		Band 2						
		Copier	Canon	IR2525	3	per year	\$ 2,399.00	\$ 7,197.00
		Scanning	Included	Included	3	per year		\$ -
		Network Printing	Included	Included	3	per year		\$ -
		Fax	Included	Included	3	per year		\$ -
		Staple	Included	Included	3	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	2,200	per month	\$ 0.004900	\$ 388.08
		Total for Band 2						
								\$ 7,585.08
		Band 3						
		Copier	Canon	IR2530	4	per year	\$ 3,885.00	\$ 15,540.00
		Scanning	Included	Included	4	per year		\$ -
		Network Printing	Included	Included	4	per year		\$ -
		Fax	Included	Included	4	per year		\$ -
		Staple	Included	Included	4	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	4,500	per month	\$ 0.003830	\$ 827.28
		Total for Band 3						
								\$ 16,367.28
		Band 4						
		Copier	Canon	IRADV4545i	1	per year	\$ 5,939.00	\$ 5,939.00
		Scanning	Included	Included	1	per year		\$ -
		Network Printing	Included	Included	1	per year		\$ -
		Fax	Included	Included	1	per year		\$ -
		Staple	Included	Included	1	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	7,000	per month	\$ 0.003100	\$ 260.40
		Total for Band 4						

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)	
1	Purchase (cont.)	Monochrome							
		Band 5							
		Copier	Canon	IRADV4551	1	per year	\$ 6,168.00	\$ 6,168.00	
		Scanning	Included	Included	1	per year		\$ -	
		Network Printing	Included	Included	1	per year		\$ -	
		Fax	Included	Included	1	per year		\$ -	
		Staple	Included	Included	1	per year		\$ -	
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	12,000	per month	\$ 0.003190	\$ 459.36	
		Total for Band 5							\$ 6,627.36
		Band 6							
		Copier	Canon	IRADV6565i	1	per year	\$ 9,800.00	\$ 9,800.00	
		Scanning	Included	Included	1	per year	\$ -	\$ -	
		Network Printing	Included	Included	1	per year		\$ -	
		Fax	Included	Included	1	per year		\$ -	
		Staple	Included	Included	1	per year		\$ -	
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	18,000	per month	\$ 0.003100	\$ 669.60	
		Total for Band 6							\$ 10,469.60
		Band 7							
		Copier	Canon	IRADV6575i	1	per year	\$ 10,995.00	\$ 10,995.00	
		Scanning	Included	Included	1	per year		\$ -	
		Network Printing	Included	Included	1	per year		\$ -	
		Fax	Included	Included	1	per year		\$ -	
		Staple	Included	Included	1	per year		\$ -	
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	25,000	per month	\$ 0.003100	\$ 930.00	
		Total for Band 7							\$ 11,925.00
			Total Purchase Price of Monochrome Bands 1 through 7					\$ 61,363.72	

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
2	Purchase	Color						
		Band 1						
		Copier	Canon	IRADVC350P	1	per year	\$ 1,479.00	\$ 1,479.00
		Scanning	Included	Included	1	per year		\$ -
		Network Printing	Included	Included	1	per year		\$ -
		Fax	Included	Included	1	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Canon	OEM	200	per month	\$ 0.039900	\$ 95.76
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Canon	OEM	500	per month	\$ 0.004000	\$ 24.00
		Total for Band 1						\$ 1,598.76
		Band 2						
		Copier	Canon	IRADVC3325i	2	per year	\$ 3,668.00	\$ 7,336.00
		Scanning	Included	Included	2	per year		\$ -
		Network Printing	Included	Included	2	per year		\$ -
		Fax	Included	Included	2	per year		\$ -
		Staple	Included	Included	2	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Canon	OEM	1,000	per month	\$ 0.036900	\$ 885.60
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Canon	OEM	1,000	per month	\$ 0.002750	\$ 66.00
		Total for Band 2						\$ 8,287.60
		Band 3						
		Copier	Canon	IRADVC3330i	1	per year	\$ 4,456.00	\$ 4,456.00
		Scanning	Included	Included	1	per year		\$ -
		Network Printing	Included	Included	1	per year		\$ -
		Fax	Included	Included	1	per year		\$ -
		Staple	Included	Included	1	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Canon	OEM	2,000	per month	\$ 0.036990	\$ 887.76
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Canon	OEM	1,000	per month	\$ 0.002820	\$ 33.84
		Total for Band 3						\$ 5,377.60
		Band 4						
		Copier	Canon	IRADVC5540	6	per year	\$ 7,199.00	\$ 43,194.00
		Scanning	Included	Included	6	per year		\$ -
		Network Printing	Included	Included	6	per year		\$ -
		Fax	Included	Included	6	per year		\$ -
		Staple	Included	Included	6	per year		\$ -
		Per Click Charge (Color) (includes maintenance and consumables)	Canon	OEM	4,000	per month	\$ 0.019200	\$ 5,529.60
		Per Click Charge (Monochrome) (includes maintenance and consumables)	Canon	OEM	1,000	per month	\$ 0.002600	\$ 187.20
		Total for Band 4						\$ 48,910.80
			Total Purchase Price of Color Bands 1-4					\$ 64,174.76

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
3	24 Month	Monochrome								
		Band 1								
		Copier	Lexmark	MX417de	1	per year	\$ 19.13	\$ 19.13	24	\$ 459.12
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Lexmark	OEM	500	per month	\$ 0.019750	\$ 9.88	24	\$ 237.00
		Total for Band 1						\$ 29.01		\$ 696.12
		Band 2								
		Copier	Canon	IR2525	2	per year	\$ 105.56	\$ 211.12	24	\$ 5,066.88
		Scanning	Included	Included	2	per year		\$ -	24	\$ -
		Network Printing	Included	Included	2	per year		\$ -	24	\$ -
		Fax	Included	Included	2	per year		\$ -	24	\$ -
		Staple	Included	Included	2	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,200	per month	\$ 0.004900	\$ 10.78	24	\$ 517.44
		Total for Band 2						\$ 221.90		\$ 5,584.32
		Band 3								
		Copier	Canon	IR2530	2	per year	\$ 163.17	\$ 326.34	24	\$ 7,832.16
		Scanning	Included	Included	2	per year		\$ -	24	\$ -
		Network Printing	Included	Included	2	per year		\$ -	24	\$ -
		Fax	Included	Included	2	per year		\$ -	24	\$ -
		Staple	Included	Included	2	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,500	per month	\$ 0.004700	\$ 21.15	24	\$ 1,015.20
		Total for Band 3						\$ 347.49		\$ 8,847.36

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
3	24 Month Lease (cont.)	Monochrome								
		Band 4								
		Copier	Canon	IRADV4545i	1	per year	\$ 249.44	\$ 249.44	24	\$ 5,986.56
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	7,000	per month	\$ 0.003190	\$ 22.33	24	\$ 535.92
		Total for Band 4						\$ 271.77		\$ 6,522.48
		Band 5								
		Copier	Canon	IRADV4551	1	per year	\$ 259.06	\$ 259.06	24	\$ 6,217.44
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	12,000	per month	\$ 0.003190	\$ 38.28	24	\$ 918.72
		Total for Band 5						\$ 297.34		\$ 7,136.16
		Band 6								
		Copier	Canon	IRADV6565i	1	per year	\$ 411.60	\$ 411.60	24	\$ 9,878.40
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	18,000	per month	\$ 0.003100	\$ 55.80	24	\$ 1,339.20
		Total for Band 6						\$ 467.40		\$ 11,217.60
		Band 7								
		Copier	Canon	IRADV6575i	1	per year	\$ 461.79	\$ 461.79	24	\$ 11,082.96
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	25,000	per month	\$ 0.003100	\$ 77.50	24	\$ 1,860.00
		Total for Band 7						\$ 539.29		\$ 12,942.96
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease						\$ 2,174.20		\$ 52,947.00

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
4	24 Month Lease	Color								
		Band 1								
		Copier	Canon	IRADVC350P	1	per year	\$ 65.08	\$ 65.08	24	\$ 1,561.92
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	200	per month	\$ 0.039900	\$ 7.98	24	\$ 191.52
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	500	per month	\$ 0.004000	\$ 2.00	24	\$ 48.00
		Total for Band 1						\$ 75.06		\$ 1,801.44
		Band 2								
		Copier	Canon	IRADVC3325i	1	per year	\$ 154.06	\$ 154.06	24	\$ 3,697.44
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.036900	\$ 36.90	24	\$ 885.60
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002750	\$ 2.75	24	\$ 66.00
		Total for Band 2						\$ 193.71		\$ 4,649.04
		Band 3								
		Copier	Canon	IRADVC3330i	1	per year	\$ 187.15	\$ 187.15	24	\$ 4,491.60
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,000	per month	\$ 0.036990	\$ 73.98	24	\$ 1,775.52
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002820	\$ 2.82	24	\$ 67.68
		Total for Band 3						\$ 263.95		\$ 6,334.80
		Band 4								
		Copier	Canon	IRADVC5540	4	per year		\$ -	24	\$ -
		Scanning	Included	Included	4	per year		\$ -	24	\$ -
		Network Printing	Included	Included	4	per year		\$ -	24	\$ -
		Fax	Included	Included	4	per year		\$ -	24	\$ -
		Staple	Included	Included	4	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,000	per month		\$ -	24	\$ -

		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month		\$ -	24	\$ -
		Total for Band 4						\$ -		\$ -
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease						\$ 532.72		\$ 12,785.28

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease	Monochrome								
		Band 1								
		Copier	Lexmark	MX417de	16	per year	\$ 12.78	\$ 204.48	36	\$ 7,361.28
		Scanning	Included	Included	16	per year		\$ -	36	\$ -
		Network Printing	Included	Included	16	per year		\$ -	36	\$ -
		Fax	Included	Included	16	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Lexmark	OEM	500	per month	\$ 0.019750	\$ 9.88	36	\$ 5,688.00
		Total for Band 1						\$ 214.36		\$ 13,049.28
		Band 2								
		Copier	Canon	IR2525	6	per year	\$ 71.49	\$ 428.94	36	\$ 15,441.84
		Scanning	Included	Included	6	per year		\$ -	36	\$ -
		Network Printing	Included	Included	6	per year		\$ -	36	\$ -
		Fax	Included	Included	6	per year		\$ -	36	\$ -
		Staple	Included	Included	6	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,200	per month	\$ 0.004900	\$ 10.78	36	\$ 2,328.48
		Total for Band 2						\$ 439.72		\$ 17,770.32
		Band 3								
		Copier	Canon	IR2530	14	per year	\$ 108.00	\$ 1,512.00	36	\$ 54,432.00
		Scanning	Included	Included	14	per year		\$ -	36	\$ -
		Network Printing	Included	Included	14	per year		\$ -	36	\$ -
		Fax	Included	Included	14	per year		\$ -	36	\$ -
		Staple	Included	Included	14	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,500	per month	\$ 0.003830	\$ 17.24	36	\$ 8,686.44
		Total for Band 3						\$ 1,529.24		\$ 63,118.44
		Band 4								
		Copier	Canon	IR4545I	15	per year	\$ 165.10	\$ 2,476.50	36	\$ 89,154.00
		Scanning	Included	Included	15	per year		\$ -	36	\$ -
		Network Printing	Included	Included	15	per year		\$ -	36	\$ -
		Fax	Included	Included	15	per year		\$ -	36	\$ -
		Staple	Included	Included	15	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	7,000	per month	\$ 0.003100	\$ 21.70	36	\$ 11,718.00

		Total for Band 4						\$ 2,498.20		\$ 100,872.00
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Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease (cont.)	Monochrome								
		Band 5								
		Copier	Canon	IR4551	16	per year	\$ 171.47	\$ 2,743.52	36	\$ 98,766.72
		Scanning	Included	Included	16	per year	\$ -	\$ -	36	\$ -
		Network Printing	Included	Included	16	per year	\$ -	\$ -	36	\$ -
		Fax	Included	Included	16	per year	\$ -	\$ -	36	\$ -
		Staple	Included	Included	16	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	12,000	per month	\$ 0.003190	\$ 38.28	36	\$ 22,049.28
		Total for Band 5					\$ 2,781.80			\$ 120,816.00
		Band 6								
		Copier	Canon	IR6565I	6	per year	\$ 272.44	\$ 1,634.64	36	\$ 58,847.04
		Scanning	Included	Included	6	per year	\$ -	\$ -	36	\$ -
		Network Printing	Included	Included	6	per year	\$ -	\$ -	36	\$ -
		Fax	Included	Included	6	per year	\$ -	\$ -	36	\$ -
		Staple	Included	Included	6	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	18,000	per month	\$ 0.003100	\$ 55.80	36	\$ 12,052.80
		Total for Band 6					\$ 1,690.44			\$ 70,899.84
		Band 7								
		Copier	Canon	IR6575I	2	per year	\$ 305.66	\$ 611.32	36	\$ 22,007.52
		Scanning	Included	Included	2	per year	\$ -	\$ -	36	\$ -
		Network Printing	Included	Included	2	per year	\$ -	\$ -	36	\$ -
		Fax	Included	Included	2	per year	\$ -	\$ -	36	\$ -
		Staple	Included	Included	2	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	25,000	per month	\$ 0.003100	\$ 77.50	36	\$ 5,580.00
		Total for Band 7					\$ 688.82			\$ 27,587.52
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease						\$ 9,842.57		\$ 414,113.40

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
6	36 Month Lease	Color								
		Band 1								
		Copier	Canon	IRADVC350P	1	per year	\$ 44.07	\$ 44.07	36	\$ 1,586.52
		Scanning	Included	Included	1	per year		\$ -	36	\$ -
		Network Printing	Included	Included	1	per year		\$ -	36	\$ -
		Fax	Included	Included	1	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	200	per month	\$ 0.039990	\$ 8.00	36	\$ 287.93
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	500	per month	\$ 0.004000	\$ 2.00	36	\$ 72.00
		Total for Band 1						\$ 54.07		\$ 1,946.45
		Band 2								
		Copier	Canon	IRADVC3325i	3	per year	\$ 101.97	\$ 305.91	36	\$ 11,012.76
		Scanning	Included	Included	3	per year		\$ -	36	\$ -
		Network Printing	Included	Included	3	per year		\$ -	36	\$ -
		Fax	Included	Included	3	per year		\$ -	36	\$ -
		Staple	Included	Included	3	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.036900	\$ 36.90	36	\$ 3,985.20
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002750	\$ 2.75	36	\$ 297.00
		Total for Band 2						\$ 345.56		\$ 15,294.96
		Band 3								
		Copier	Canon	IRADVC3330i	14	per year	\$ 123.88	\$ 1,734.32	36	\$ 62,435.52
		Scanning	Included	Included	14	per year		\$ -	36	\$ -
		Network Printing	Included	Included	14	per year		\$ -	36	\$ -
		Fax	Included	Included	14	per year		\$ -	36	\$ -
		Staple	Included	Included	14	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,000	per month	\$ 0.036990	\$ 73.98	36	\$ 37,285.92
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002820	\$ 2.82	36	\$ 1,421.28
		Total for Band 3						\$ 1,811.12		\$ 101,142.72
		Band 4								
		Copier	Canon	IRADVC5540	16	per year	\$ 200.13	\$ 3,202.08	36	\$ 115,274.88
		Scanning	Included	Included	16	per year		\$ -	36	\$ -
		Network Printing	Included	Included	16	per year		\$ -	36	\$ -
		Fax	Included	Included	16	per year		\$ -	36	\$ -
		Staple	Included	Included	16	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,000	per month	\$ 0.019200	\$ 76.80	36	\$ 44,236.80

		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002600	\$ 2.60	36	\$ 1,497.60
		Total for Band 4						\$ 3,281.48		\$ 161,009.28
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease						\$ 5,492.23		\$ 279,393.41

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
7	48 Month Lease	Monochrome								
		Band 1								
		Copier	Lexmark	MX417de	17	per year	\$ 10.17	\$ 172.89	48	\$ 8,298.72
		Scanning	Included	Included	17	per year		\$ -	48	\$ -
		Network Printing	Included	Included	17	per year		\$ -	48	\$ -
		Fax	Included	Included	17	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Lexmark	OEM	500	per month	\$ 0.019750	\$ 9.88	48	\$ 8,058.00
		Total for Band 1						\$ 182.77		\$ 16,356.72
		Band 2								
		Copier	Canon	IR2525	17	per year	\$ 56.86	\$ 966.62	48	\$ 46,397.76
		Scanning	Included	Included	17	per year		\$ -	48	\$ -
		Network Printing	Included	Included	17	per year		\$ -	48	\$ -
		Fax	Included	Included	17	per year		\$ -	48	\$ -
		Staple	Included	Included	17	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,200	per month	\$ 0.004900	\$ 10.78	48	\$ 8,796.48
		Total for Band 2						\$ 977.40		\$ 55,194.24
		Band 3								
		Copier	Canon	IR2530	48	per year	\$ 88.58	\$ 4,251.84	48	\$ 204,088.32
		Scanning	Included	Included	48	per year		\$ -	48	\$ -
		Network Printing	Included	Included	48	per year		\$ -	48	\$ -
		Fax	Included	Included	48	per year		\$ -	48	\$ -
		Staple	Included	Included	48	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,500	per month	\$ 0.003830	\$ 17.24	48	\$ 39,709.44
		Total for Band 3						\$ 4,269.08		\$ 243,797.76
		Band 4								
		Copier	Canon	IRADV4545I	19	per year	\$ 135.41	\$ 2,572.79	48	\$ 123,493.92
		Scanning	Included	Included	19	per year		\$ -	48	\$ -
		Network Printing	Included	Included	19	per year		\$ -	48	\$ -
		Fax	Included	Included	19	per year		\$ -	48	\$ -
		Staple	Included	Included	19	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	7,000	per month	\$ 0.003100	\$ 21.70	48	\$ 19,790.40
		Total for Band 4						\$ 2,594.49		\$ 143,284.32
Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
7	48 Month Lease (cont.)	Monochrome								
		Band 5								
		Copier	Canon	IRADV4551	20	per year	\$ 140.63	\$ 2,812.60	48	\$ 135,004.80

		Scanning	Included	Included	20	per year		\$ -	48	\$ -
		Network Printing	Included	Included	20	per year		\$ -	48	\$ -
		Fax	Included	Included	20	per year		\$ -	48	\$ -
		Staple	Included	Included	20	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	12,000	per month	\$ 0.003190	\$ 38.28	48	\$ 36,748.80
		Total for Band 5						\$ 2,850.88		\$ 171,753.60
		Band 6								
		Copier	Canon	IRADV6565I	18	per year	\$ 223.44	\$ 4,021.92	48	\$ 193,052.16
		Scanning	Included	Included	18	per year		\$ -	48	\$ -
		Network Printing	Included	Included	18	per year		\$ -	48	\$ -
		Fax	Included	Included	18	per year		\$ -	48	\$ -
		Staple	Included	Included	18	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	18,000	per month	\$ 0.003100	\$ 55.80	48	\$ 48,211.20
		Total for Band 6						\$ 4,077.72		\$ 241,263.36
		Band 7								
		Copier	Canon	IRADV6575I	13	per year	\$ 250.69	\$ 3,258.97	48	\$ 156,430.56
		Scanning	Included	Included	13	per year		\$ -	48	\$ -
		Network Printing	Included	Included	13	per year		\$ -	48	\$ -
		Fax	Included	Included	13	per year		\$ -	48	\$ -
		Staple	Included	Included	13	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	25,000	per month	\$ 0.003100	\$ 77.50	48	\$ 48,360.00
		Total for Band 7						\$ 3,336.47		\$ 204,790.56
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease						\$ 18,288.80		\$ 1,076,440.56

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
8	48 Month Lease	Color								
		Band 1								
		Copier	Canon	IRADVC350P	1	per year	\$ 35.05	\$ 35.05	48	\$ 1,682.40
		Scanning	Included	Included	1	per year		\$ -	48	\$ -
		Network Printing	Included	Included	1	per year		\$ -	48	\$ -
		Fax	Included	Included	1	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	200	per month	\$ 0.039900	\$ 7.98	48	\$ 383.04
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	500	per month	\$ 0.004000	\$ 2.00	48	\$ 96.00
		Total for Band 1						\$ 45.03		\$ 2,161.44
		Band 2								
		Copier	Canon	IRADVC3325I	7	per year	\$ 83.63	\$ 585.41	48	\$ 28,099.68
		Scanning	Included	Included	7	per year		\$ -	48	\$ -
		Network Printing	Included	Included	7	per year		\$ -	48	\$ -
		Fax	Included	Included	7	per year		\$ -	48	\$ -
		Staple	Canon	OEM	7	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.036900	\$ 36.90	48	\$ 12,398.40
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month	\$ 0.002750	\$ 2.75	48	\$ 924.00
		Total for Band 2						\$ 625.06		\$ 41,422.08
		Band 3								
		Copier	Canon	IRADVC3300I	12	per year	\$ 101.60	\$ 1,219.20	48	\$ 58,521.60
		Scanning	Included	Included	12	per year		\$ -	48	\$ -
		Network Printing	Included	Included	12	per year		\$ -	48	\$ -
		Fax	Included	Included	12	per year		\$ -	48	\$ -
		Staple	Canon	OEM	12	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,000	per month	\$ 0.036900	\$ 73.80	48	\$ 42,508.80
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month	\$ 0.002820	\$ 2.82	48	\$ 1,624.32
		Total for Band 3						\$ 1,295.82		\$ 102,654.72
		Band 4								
		Copier	Canon	IRADVC5540	25	per year	\$ 164.14	\$ 4,103.50	48	\$ 196,968.00
		Scanning	Included	Included	25	per year		\$ -	48	\$ -
		Network Printing	Included	Included	25	per year		\$ -	48	\$ -
		Fax	Included	Included	25	per year		\$ -	48	\$ -
		Staple	Canon	OEM	25	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,000	per month	\$ 0.019200	\$ 76.80	48	\$ 92,160.00

		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month	\$ 0.002600	\$ 2.60	48	\$ 3,120.00
		Total for Band 4						\$ 4,182.90		\$ 292,248.00
		Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease						\$ 6,148.81		\$ 438,486.24

Total Price for All Items		
Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ 61,363.72
Item 2	Total Purchas Price of Color Bands 1-4	\$ 64,174.76
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ 52,947.00
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ 12,785.28
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ 414,113.40
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ 279,393.41
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ 1,076,440.56
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ 438,486.24
Total Overall Bid Price for All Items		\$ 2,399,704.37

Vendor Information:

Vendor Nar
WV. Business Products
Contact Name: _Hal Zimmer_____

Address: _ 5636 US Rt. 60
_____Huntington, WV 25701

Phone No.: 304 525-4714
Fax No.: _ 304 525-0487

Authorized Signature: Hal Zimmer

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
1	Purchase	Monochrome						
		Band 1						
		Copier	Lexmark	MX417de	4	per year	\$ 429.00	\$ 1,716.00
		Scanning	Included	Included	4	per year		\$ -
		Network Printing	Included	Included	4	per year		\$ -
		Fax	Included	Included	4	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Lexmark	OEM	500	per month	\$ 0.019750	\$ 474.00
		Total for Band 1						\$ 2,190.00
		Band 2						
		Copier	Canon	IR2525	3	per year	\$ 2,399.00	\$ 7,197.00
		Scanning	Included	Included	3	per year		\$ -
		Network Printing	Included	Included	3	per year		\$ -
		Fax	Included	Included	3	per year		\$ -
		Staple	Included	Included	3	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	2,200	per month	\$ 0.004900	\$ 388.08
		Total for Band 2						\$ 7,585.08
		Band 3						
		Copier	Canon	IR2530	4	per year	\$ 3,885.00	\$ 15,540.00
		Scanning	Included	Included	4	per year		\$ -
		Network Printing	Included	Included	4	per year		\$ -
		Fax	Included	Included	4	per year		\$ -
		Staple	Included	Included	4	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	4,500	per month	\$ 0.003830	\$ 827.28
		Total for Band 3						\$ 16,367.28
		Band 4						
		Copier	Canon	IRADV4545i	1	per year	\$ 5,939.00	\$ 5,939.00
		Scanning	Included	Included	1	per year		\$ -
		Network Printing	Included	Included	1	per year		\$ -
		Fax	Included	Included	1	per year		\$ -
		Staple	Included	Included	1	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	7,000	per month	\$ 0.003100	\$ 260.40
		Total for Band 4						\$ 6,199.40

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Est. Quantity Unit of Measure	Unit Price	Total Purchase Price (includes annual estimated click charges)
1	Purchase (cont.)	Monochrome						
		Band 5						
		Copier	Canon	IRADV4551	1	per year	\$ 6,168.00	\$ 6,168.00
		Scanning	Included	Included	1	per year		\$ -
		Network Printing	Included	Included	1	per year		\$ -
		Fax	Included	Included	1	per year		\$ -
		Staple	Included	Included	1	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	12,000	per month	\$ 0.003190	\$ 459.36
		Total for Band 5						\$ 6,627.36
		Band 6						
		Copier	Canon	IRADV6565i	1	per year	\$ 9,800.00	\$ 9,800.00
		Scanning	Included	Included	1	per year	\$ -	\$ -
		Network Printing	Included	Included	1	per year		\$ -
		Fax	Included	Included	1	per year		\$ -
		Staple	Included	Included	1	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	18,000	per month	\$ 0.003100	\$ 669.60
		Total for Band 6						\$ 10,469.60
		Band 7						
		Copier	Canon	IRADV6575i	1	per year	\$ 10,995.00	\$ 10,995.00
		Scanning	Included	Included	1	per year		\$ -
		Network Printing	Included	Included	1	per year		\$ -
		Fax	Included	Included	1	per year		\$ -
		Staple	Included	Included	1	per year		\$ -
		Per Click Charge (includes maintenance and consumables)	Canon	OEM	25,000	per month	\$ 0.003100	\$ 930.00
		Total for Band 7						\$ 11,925.00
			Total Purchase Price of Monochrome Bands 1 through 7					\$ 61,363.72

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
3	24 Month	Monochrome								
		Band 1								
		Copier	Lexmark	MX417de	1	per year	\$ 19.13	\$ 19.13	24	\$ 459.12
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Lexmark	OEM	500	per month	\$ 0.019750	\$ 9.88	24	\$ 237.00
		Total for Band 1						\$ 29.01		\$ 696.12
		Band 2								
		Copier	Canon	IR2525	2	per year	\$ 105.56	\$ 211.12	24	\$ 5,066.88
		Scanning	Included	Included	2	per year		\$ -	24	\$ -
		Network Printing	Included	Included	2	per year		\$ -	24	\$ -
		Fax	Included	Included	2	per year		\$ -	24	\$ -
		Staple	Included	Included	2	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,200	per month	\$ 0.004900	\$ 10.78	24	\$ 517.44
		Total for Band 2						\$ 221.90		\$ 5,584.32
		Band 3								
		Copier	Canon	IR2530	2	per year	\$ 163.17	\$ 326.34	24	\$ 7,832.16
		Scanning	Included	Included	2	per year		\$ -	24	\$ -
		Network Printing	Included	Included	2	per year		\$ -	24	\$ -
		Fax	Included	Included	2	per year		\$ -	24	\$ -
		Staple	Included	Included	2	per year		\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,500	per month	\$ 0.004700	\$ 21.15	24	\$ 1,015.20
		Total for Band 3						\$ 347.49		\$ 8,847.36

Item No.	Order Type	Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
3	24 Month Lease (cont.)	Monochrome								
		Band 4								
		Copier	Canon	IRADV4545i	1	per year	\$ 249.44	\$ 249.44	24	\$ 5,986.56
		Scanning	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Staple	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	7,000	per month	\$ 0.003190	\$ 22.33	24	\$ 535.92
		Total for Band 4					\$ 271.77			\$ 6,522.48
		Band 5								
		Copier	Canon	IRADV4551	1	per year	\$ 259.06	\$ 259.06	24	\$ 6,217.44
		Scanning	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Staple	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	12,000	per month	\$ 0.003190	\$ 38.28	24	\$ 918.72
		Total for Band 5					\$ 297.34			\$ 7,136.16
		Band 6								
		Copier	Canon	IRADV6565i	1	per year	\$ 411.60	\$ 411.60	24	\$ 9,878.40
		Scanning	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Staple	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	18,000	per month	\$ 0.003100	\$ 55.80	24	\$ 1,339.20
		Total for Band 6					\$ 467.40			\$ 11,217.60
		Band 7								
		Copier	Canon	IRADV6575i	1	per year	\$ 461.79	\$ 461.79	24	\$ 11,082.96
		Scanning	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Network Printing	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Fax	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Staple	Included	Included	1	per year	\$ -	\$ -	24	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	25,000	per month	\$ 0.003100	\$ 77.50	24	\$ 1,860.00
		Total for Band 7					\$ 539.29			\$ 12,942.96
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease						\$ 2,174.20		\$ 52,947.00

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
4	24 Month Lease	Color								
		Band 1								
		Copier	Canon	IRADVC350P	1	per year	\$ 65.08	\$ 65.08	24	\$ 1,561.92
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	200	per month	\$ 0.039900	\$ 7.98	24	\$ 191.52
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	500	per month	\$ 0.004000	\$ 2.00	24	\$ 48.00
		Total for Band 1						\$ 75.06		\$ 1,801.44
		Band 2								
		Copier	Canon	IRADVC3325i	1	per year	\$ 154.06	\$ 154.06	24	\$ 3,697.44
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.036900	\$ 36.90	24	\$ 885.60
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002750	\$ 2.75	24	\$ 66.00
		Total for Band 2						\$ 193.71		\$ 4,649.04
		Band 3								
		Copier	Canon	IRADVC3330i	1	per year	\$ 187.15	\$ 187.15	24	\$ 4,491.60
		Scanning	Included	Included	1	per year		\$ -	24	\$ -
		Network Printing	Included	Included	1	per year		\$ -	24	\$ -
		Fax	Included	Included	1	per year		\$ -	24	\$ -
		Staple	Included	Included	1	per year		\$ -	24	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,000	per month	\$ 0.036990	\$ 73.98	24	\$ 1,775.52
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002820	\$ 2.82	24	\$ 67.68
		Total for Band 3						\$ 263.95		\$ 6,334.80
		Band 4								
		Copier	Canon	IRADVC5540	4	per year		\$ -	24	\$ -
		Scanning	Included	Included	4	per year		\$ -	24	\$ -
		Network Printing	Included	Included	4	per year		\$ -	24	\$ -
		Fax	Included	Included	4	per year		\$ -	24	\$ -
		Staple	Included	Included	4	per year		\$ -	24	\$ -

		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,000	per month		\$ -	24	\$ -
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month		\$ -	24	\$ -
		Total for Band 4						\$ -		\$ -
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease						\$ 532.72		\$ 12,785.28

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease	Monochrome								
		Band 1								
		Copier	Lexmark	MX417de	16	per year	\$ 12.78	\$ 204.48	36	\$ 7,361.28
		Scanning	Included	Included	16	per year		\$ -	36	\$ -
		Network Printing	Included	Included	16	per year		\$ -	36	\$ -
		Fax	Included	Included	16	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Lexmark	OEM	500	per month	\$ 0.019750	\$ 9.88	36	\$ 5,688.00
		Total for Band 1						\$ 214.36		\$ 13,049.28
		Band 2								
		Copier	Canon	IR2525	6	per year	\$ 71.49	\$ 428.94	36	\$ 15,441.84
		Scanning	Included	Included	6	per year		\$ -	36	\$ -
		Network Printing	Included	Included	6	per year		\$ -	36	\$ -
		Fax	Included	Included	6	per year		\$ -	36	\$ -
		Staple	Included	Included	6	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,200	per month	\$ 0.004900	\$ 10.78	36	\$ 2,328.48
		Total for Band 2						\$ 439.72		\$ 17,770.32
		Band 3								
		Copier	Canon	IR2530	14	per year	\$ 108.00	\$ 1,512.00	36	\$ 54,432.00
		Scanning	Included	Included	14	per year		\$ -	36	\$ -
		Network Printing	Included	Included	14	per year		\$ -	36	\$ -
		Fax	Included	Included	14	per year		\$ -	36	\$ -
		Staple	Included	Included	14	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,500	per month	\$ 0.003830	\$ 17.24	36	\$ 8,686.44
		Total for Band 3						\$ 1,529.24		\$ 63,118.44
		Band 4								
		Copier	Canon	IR4545I	15	per year	\$ 165.10	\$ 2,476.50	36	\$ 89,154.00
		Scanning	Included	Included	15	per year		\$ -	36	\$ -
		Network Printing	Included	Included	15	per year		\$ -	36	\$ -
		Fax	Included	Included	15	per year		\$ -	36	\$ -
		Staple	Included	Included	15	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	7,000	per month	\$ 0.003100	\$ 21.70	36	\$ 11,718.00

		Total for Band 4							\$ 2,498.20		\$ 100,872.00
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Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
5	36 Month Lease (cont.)	Monochrome								
		Band 5								
		Copier	Canon	IR4551	16	per year	\$ 171.47	\$ 2,743.52	36	\$ 98,766.72
		Scanning	Included	Included	16	per year		\$ -	36	\$ -
		Network Printing	Included	Included	16	per year		\$ -	36	\$ -
		Fax	Included	Included	16	per year		\$ -	36	\$ -
		Staple	Included	Included	16	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	12,000	per month	\$ 0.003190	\$ 38.28	36	\$ 22,049.28
		Total for Band 5						\$ 2,781.80		\$ 120,816.00
		Band 6								
		Copier	Canon	IR6565I	6	per year	\$ 272.44	\$ 1,634.64	36	\$ 58,847.04
		Scanning	Included	Included	6	per year		\$ -	36	\$ -
		Network Printing	Included	Included	6	per year		\$ -	36	\$ -
		Fax	Included	Included	6	per year		\$ -	36	\$ -
		Staple	Included	Included	6	per year	\$ -	\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	18,000	per month	\$ 0.003100	\$ 55.80	36	\$ 12,052.80
		Total for Band 6						\$ 1,690.44		\$ 70,899.84
		Band 7								
		Copier	Canon	IR6575I	2	per year	\$ 305.66	\$ 611.32	36	\$ 22,007.52
		Scanning	Included	Included	2	per year		\$ -	36	\$ -
		Network Printing	Included	Included	2	per year		\$ -	36	\$ -
		Fax	Included	Included	2	per year		\$ -	36	\$ -
		Staple	Included	Included	2	per year		\$ -	36	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	25,000	per month	\$ 0.003100	\$ 77.50	36	\$ 5,580.00
		Total for Band 7						\$ 688.82		\$ 27,587.52
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease						\$ 9,842.57		\$ 414,113.40

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
6	36 Month Lease	Color								
		Band 1								
		Copier	Canon	IRADVC350P	1	per year	\$ 44.07	\$ 44.07	36	\$ 1,586.52
		Scanning	Included	Included	1	per year		\$ -	36	\$ -
		Network Printing	Included	Included	1	per year		\$ -	36	\$ -
		Fax	Included	Included	1	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	200	per month	\$ 0.039990	\$ 8.00	36	\$ 287.93
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	500	per month	\$ 0.004000	\$ 2.00	36	\$ 72.00
		Total for Band 1						\$ 54.07		\$ 1,946.45
		Band 2								
		Copier	Canon	IRADVC3325i	3	per year	\$ 101.97	\$ 305.91	36	\$ 11,012.76
		Scanning	Included	Included	3	per year		\$ -	36	\$ -
		Network Printing	Included	Included	3	per year		\$ -	36	\$ -
		Fax	Included	Included	3	per year		\$ -	36	\$ -
		Staple	Included	Included	3	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.036900	\$ 36.90	36	\$ 3,985.20
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002750	\$ 2.75	36	\$ 297.00
		Total for Band 2						\$ 345.56		\$ 15,294.96
		Band 3								
		Copier	Canon	IRADVC3330i	14	per year	\$ 123.88	\$ 1,734.32	36	\$ 62,435.52
		Scanning	Included	Included	14	per year		\$ -	36	\$ -
		Network Printing	Included	Included	14	per year		\$ -	36	\$ -
		Fax	Included	Included	14	per year		\$ -	36	\$ -
		Staple	Included	Included	14	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,000	per month	\$ 0.036990	\$ 73.98	36	\$ 37,285.92
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002820	\$ 2.82	36	\$ 1,421.28
		Total for Band 3						\$ 1,811.12		\$ 101,142.72
		Band 4								
		Copier	Canon	IRADVC5540	16	per year	\$ 200.13	\$ 3,202.08	36	\$ 115,274.88
		Scanning	Included	Included	16	per year		\$ -	36	\$ -
		Network Printing	Included	Included	16	per year		\$ -	36	\$ -
		Fax	Included	Included	16	per year		\$ -	36	\$ -
		Staple	Included	Included	16	per year		\$ -	36	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,000	per month	\$ 0.019200	\$ 76.80	36	\$ 44,236.80

		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.002600	\$ 2.60	36	\$ 1,497.60
		Total for Band 4						\$ 3,281.48		\$ 161,009.28
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease						\$ 5,492.23		\$ 279,393.41

Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
7	48 Month Lease	Monochrome								
		Band 1								
		Copier	Lexmark	MX417de	17	per year	\$ 10.17	\$ 172.89	48	\$ 8,298.72
		Scanning	Included	Included	17	per year		\$ -	48	\$ -
		Network Printing	Included	Included	17	per year		\$ -	48	\$ -
		Fax	Included	Included	17	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Lexmark	OEM	500	per month	\$ 0.019750	\$ 9.88	48	\$ 8,058.00
		Total for Band 1						\$ 182.77		\$ 16,356.72
		Band 2								
		Copier	Canon	IR2525	17	per year	\$ 56.86	\$ 966.62	48	\$ 46,397.76
		Scanning	Included	Included	17	per year		\$ -	48	\$ -
		Network Printing	Included	Included	17	per year		\$ -	48	\$ -
		Fax	Included	Included	17	per year		\$ -	48	\$ -
		Staple	Included	Included	17	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,200	per month	\$ 0.004900	\$ 10.78	48	\$ 8,796.48
		Total for Band 2						\$ 977.40		\$ 55,194.24
		Band 3								
		Copier	Canon	IR2530	48	per year	\$ 88.58	\$ 4,251.84	48	\$ 204,088.32
		Scanning	Included	Included	48	per year		\$ -	48	\$ -
		Network Printing	Included	Included	48	per year		\$ -	48	\$ -
		Fax	Included	Included	48	per year		\$ -	48	\$ -
		Staple	Included	Included	48	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,500	per month	\$ 0.003830	\$ 17.24	48	\$ 39,709.44
		Total for Band 3						\$ 4,269.08		\$ 243,797.76
		Band 4								
		Copier	Canon	IRADV4545I	19	per year	\$ 135.41	\$ 2,572.79	48	\$ 123,493.92
		Scanning	Included	Included	19	per year		\$ -	48	\$ -
		Network Printing	Included	Included	19	per year		\$ -	48	\$ -
		Fax	Included	Included	19	per year		\$ -	48	\$ -
		Staple	Included	Included	19	per year		\$ -	48	\$ -
		Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	7,000	per month	\$ 0.003100	\$ 21.70	48	\$ 19,790.40
		Total for Band 4						\$ 2,594.49		\$ 143,284.32
Item No.		Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
7	48 Month Lease (cont.)	Monochrome								
		Band 5								

Copier	Canon	IRADV4551	20	per year	\$ 140.63	\$ 2,812.60	48	\$ 135,004.80
Scanning	Included	Included	20	per year		\$ -	48	\$ -
Network Printing	Included	Included	20	per year		\$ -	48	\$ -
Fax	Included	Included	20	per year		\$ -	48	\$ -
Staple	Included	Included	20	per year		\$ -	48	\$ -
Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	12,000	per month	\$ 0.003190	\$ 38.28	48	\$ 36,748.80
Total for Band 5						\$ 2,850.88		\$ 171,753.60
Band 6								
Copier	Canon	IRADV6565I	18	per year	\$ 223.44	\$ 4,021.92	48	\$ 193,052.16
Scanning	Included	Included	18	per year		\$ -	48	\$ -
Network Printing	Included	Included	18	per year		\$ -	48	\$ -
Fax	Included	Included	18	per year		\$ -	48	\$ -
Staple	Included	Included	18	per year		\$ -	48	\$ -
Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	18,000	per month	\$ 0.003100	\$ 55.80	48	\$ 48,211.20
Total for Band 6						\$ 4,077.72		\$ 241,263.36
Band 7								
Copier	Canon	IRADV6575I	13	per year	\$ 250.69	\$ 3,258.97	48	\$ 156,430.56
Scanning	Included	Included	13	per year		\$ -	48	\$ -
Network Printing	Included	Included	13	per year		\$ -	48	\$ -
Fax	Included	Included	13	per year		\$ -	48	\$ -
Staple	Included	Included	13	per year		\$ -	48	\$ -
Per Click Charge (includes maintenance and consumables) - See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	25,000	per month	\$ 0.003100	\$ 77.50	48	\$ 48,360.00
Total for Band 7						\$ 3,336.47		\$ 204,790.56
Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease						\$ 18,288.80		\$ 1,076,440.56

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Est. Quantity Unit of Measure	Unit Price Per Month	Total Price Per Month	No. of Months	Total Lease Term Cost
8	48 Month Lease	Color								
		Band 1								
		Copier	Canon	IRADVC350P	1	per year	\$ 35.05	\$ 35.05	48	\$ 1,682.40
		Scanning	Included	Included	1	per year		\$ -	48	\$ -
		Network Printing	Included	Included	1	per year		\$ -	48	\$ -
		Fax	Included	Included	1	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	200	per month	\$ 0.039900	\$ 7.98	48	\$ 383.04
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	500	per month	\$ 0.004000	\$ 2.00	48	\$ 96.00
		Total for Band 1						\$ 45.03		\$ 2,161.44
		Band 2								
		Copier	Canon	IRADVC3325I	7	per year	\$ 83.63	\$ 585.41	48	\$ 28,099.68
		Scanning	Included	Included	7	per year		\$ -	48	\$ -
		Network Printing	Included	Included	7	per year		\$ -	48	\$ -
		Fax	Included	Included	7	per year		\$ -	48	\$ -
		Staple	Canon	OEM	7	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	1,000	per month	\$ 0.036900	\$ 36.90	48	\$ 12,398.40
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month	\$ 0.002750	\$ 2.75	48	\$ 924.00
		Total for Band 2						\$ 625.06		\$ 41,422.08
		Band 3								
		Copier	Canon	IRADVC3300I	12	per year	\$ 101.60	\$ 1,219.20	48	\$ 58,521.60
		Scanning	Included	Included	12	per year		\$ -	48	\$ -
		Network Printing	Included	Included	12	per year		\$ -	48	\$ -
		Fax	Included	Included	12	per year		\$ -	48	\$ -
		Staple	Canon	OEM	12	per year		\$ -	48	\$ -
		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	2,000	per month	\$ 0.036900	\$ 73.80	48	\$ 42,508.80
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month	\$ 0.002820	\$ 2.82	48	\$ 1,624.32
		Total for Band 3						\$ 1,295.82		\$ 102,654.72
		Band 4								
		Copier	Canon	IRADVC5540	25	per year	\$ 164.14	\$ 4,103.50	48	\$ 196,968.00
		Scanning	Included	Included	25	per year		\$ -	48	\$ -
		Network Printing	Included	Included	25	per year		\$ -	48	\$ -
		Fax	Included	Included	25	per year		\$ -	48	\$ -
		Staple	Canon	OEM	25	per year		\$ -	48	\$ -

		Per Click Charge (Color) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications	Canon	OEM	4,000	per month	\$ 0.019200	\$ 76.80	48	\$ 92,160.00
		Per Click Charge (Monochrome) (includes maintenance and consumables) See revised narrative in Section 4.2.10 of the specifications			1,000	per month	\$ 0.002600	\$ 2.60	48	\$ 3,120.00
		Total for Band 4						\$ 4,182.90		\$ 292,248.00
		Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease						\$ 6,148.81		\$ 438,486.24

Total Price for All Items		
Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ 61,363.72
Item 2	Total Purchas Price of Color Bands 1-4	\$ 64,174.76
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ 52,947.00
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ 12,785.28
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ 414,113.40
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ 279,393.41
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ 1,076,440.56
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ 438,486.24
Total Overall Bid Price for All Items		\$ 2,399,704.37

Vendor Information:

Vendor Nar

WV. Business Products

Contact Name: _Hal Zimmer_

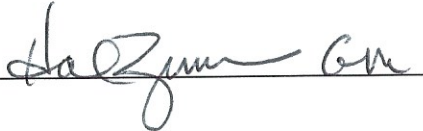

Address: _ 5636 US Rt. 60

Huntington, WV 25701

Phone No.: 304 525-4714

Fax No.: _ 304 525-0487

Authorized Signature: Hal Zimmer



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

State of West Virginia
Request for Quotation
28 — Office Equip.

Proc Folder: 328007

Doc Description: Addendum No.10 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-14	2017-07-21 13:30:00	CRFQ 0212 SWC1700000015	11

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

WV. Business Products
5636 US Rt. 60
Huntington, WV. 25745

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
(304) 558-2544
tara.l.yle@wv.gov

Signature X

FEIN #

61-0645491

DATE

7/18/17

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

ADDITIONAL INFORMATION:

Addendum No. 10 - Revised specifications and pricing pages attached. To extend the bid opening from 07/18/2017 to 07/21/2017.

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide contract for digital copiers	1.00000	LS		\$ 2,399,704.37

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Final	Document Description Addendum No.10 - SWC contract for digital copiers	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
28 — Office Equip.

Proc Folder: 328007

Doc Description: Addendum No.10 - SWC contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-14	2017-07-21 13:30:00	CRFQ 0212 SWC1700000015	11

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

WV Business Products
5636 US Rt. 60
Huntington, WV 25705

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
(304) 558-2544
tara.l.lyle@wv.gov

Signature X

Hae Zimmerman

FEIN #

61-0645491

DATE

7/18/17

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

ADDITIONAL INFORMATION:

Addendum No. 10 - Revised specifications and pricing pages attached. To extend the bid opening from 07/18/2017 to 07/21/2017.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide contract for digital copiers	1.00000	LS		\$2,399,704.37

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :
Statewide contract for digital copiers

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Revised Technical question deadline	2017-05-18

SWC1700000015	Document Phase Draft	Document Description Addendum No.10 - SWC contract for digital copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – SWC1700000015

Addendum Number: 10

The purpose of this addendum is to modify the solicitation identified as CRFQ SWC1700000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ [X] 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
- ☒ [X] Other

Description of Modification to Solicitation:

1. To extend the bid opening from 07/18/2017 to 07/21/2017.
2. To provide revised pricing pages and specifications.

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ SWC1700000015

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

WV. Business Products
Company

Harmon
Authorized Signature

7/18/17
Date

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



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

State of West Virginia
Request for Quotation
28 — Office Equip.

Proc Folder: 328007

Doc Description: Statewide contract for digital copiers

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-28	2017-05-18 13:30:00	CRFQ 0212 SWC1700000015	1

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV

25305

US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Tara Lyle

(304) 558-2544

tara.l.lyle@wv.gov

Signature X

FEIN #

DATE

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 all state agencies and political subdivisions to establish an open-end contract for digital copiers per the attached documentation.

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City US	No City US
WV99999	WV 99999

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Statewide contract for digital copiers	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
44101501			

Extended Description :

Statewide contract for digital copiers

SWC1700000015	Document Phase Draft	Document Description Statewide contract for digital copiers	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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 nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: May 9, 2017 by 4:00 pm

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

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, 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: May 18, 2017 at 1:30 pm

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 and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and 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 to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

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. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "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.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "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.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "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
Upon award _____ and extends for a period of one (1) 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 three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 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. 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 a 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.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid 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. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **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.

☐ **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.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this 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 in this section.

Vendor must maintain:

☐ **Commercial General Liability Insurance** in at least an amount of:

☐ **Automobile Liability Insurance** in at least an amount of: _____

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of:

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of:

☐ **Cyber Liability Insurance** in an amount of: _____

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐

☐

☐

☐

☐

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: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. 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.

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. 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.

16. 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.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. 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.

19. 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 § 148-1-6.1.e.

20. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

21. 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.

22. 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 laws, regulations, and ordinances.

23. 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.

24. 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). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

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25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. 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.

31. PRIVACY, SECURITY, AND 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>.

32. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

33. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by 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"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. 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.

40. 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.

41. 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.

42. 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.

43. 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 hearth, 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.

44. 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.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Hal Zimmer GM
(Name, Title)
Hal Zimmer GM
(Printed Name and Title)
5636 US Rt 60 Huntington, WV 25705
(Address)
304-525-4714 / 304 525 0487
(Phone Number) / (Fax Number)
halz@ashlandoffice.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

WV Business Products
(Company)
Hal Zimmer GM
(Authorized Signature) (Representative Name, Title)
Hal Zimmer GM
(Printed Name and Title of Authorized Representative)
7/18/17
(Date)
304 525-4714 / 304 525-0487
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
CRFQ SWC1700000015 - DIGCOP17A – Digital copiers

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for a open-end statewide contract for digital copiers. The Contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.

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 Item” or “Contract Items” means the list of items identified in Section 3.1 below and on the Pricing Pages.

2.2 “Pricing Pages” means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.

2.3 “RFQ” means the official RFQ published by the Purchasing Division and identified as DIGCOP17.

3. **GENERAL REQUIREMENTS:**

3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements shown below.

3.1.1 **BAND 1 – MONOCHROME COPIER**

3.1.1.1 Band 1 must be have the following minimum specifications:

- a. Manufacturer copy volume 5,000 month
- b. Copy speed 18 cpm
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Stapling capability not required

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3.1.2 BAND 2 – MONOCHROME COPIER

3.1.2.1 Band 2 must be have the following minimum specifications:

- a. Manufacturer copy volume 15,000 month
- b. Copy speed 25 cpm
- c. 500 sheet paper capacity
- d. 2 paper sources
- e. Auto document feeder
- f. Electronic sorting or finisher/sorter

3.1.3 BAND 3 – MONOCHROME COPIER

3.1.3.1 Band 3 must be have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed 30 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.4 BAND 4 – MONOCHROME COPIER

3.1.4.1 Band 4 must be have the following minimum specifications:

- a. Manufacturer copy volume 45,000 month
- b. Copy speed 40 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.5 BAND 5 – MONOCHROME COPIER

3.1.5.1 Band 5 must be have the following minimum specifications:

- a. Manufacturer copy volume 65,000 month
- b. Copy speed 50 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.6 BAND 6 – MONOCHROME COPIER

3.1.6.1 Band 6 must be have the following minimum specifications:

- a. Manufacturer copy volume 80,000 month
- b. Copy speed 60 cpm
- c. 1,500 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.7 BAND 7 – MONOCHROME COPIER

3.1.7.1 Band 7 must be have the following minimum specifications:

- a. Manufacturer copy volume 150,000 month
- b. Copy speed 70 cpm
- c. 1,500 sheet paper capacity
- d. 4 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.8 BAND 1 – COLOR COPIER

3.1.8.1 Band 1 must be have the following minimum specifications:

- a. Manufacturer copy volume 10,000 month
- b. Copy speed 18 cpm
- c. 250 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Minimum 8 1/2" x 11" capacity paper tray
- g. Stapling capability not required

3.1.9 BAND 2 – COLOR COPIER

3.1.9.1 Band 2 must be have the following minimum specifications:

- a. Manufacturer copy volume 20,000 month
- b. Copy speed 25 cpm
- c. 500 sheet paper capacity
- d. Bypass tray
- e. Auto document feeder
- f. Stapling capability optional
- g. Electronic sorting or finisher/sorter

3.1.10 BAND 3 – COLOR COPIER

3.1.10.1 Band 3 must be have the following minimum specifications:

- a. Manufacturer copy volume 30,000 month
- b. Copy speed 30 cpm
- c. 1,000 sheet paper capacity
- d. 2 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

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3.1.11 BAND 4 – COLOR COPIER

3.1.11.1 Band 4 must be have the following minimum specifications:

- a. Manufacturer copy volume 40,000 month
- b. Copy speed 40 cpm
- c. 1,500 sheet paper capacity
- d. 3 paper sources
- e. Auto duplexing
- f. Auto document feeder
- g. Electronic sorting or finisher/sorter

3.1.12 PROHIBITION OF 90 COPIES PER MINUTE: Vendor shall not include in its bid any copier that produces copies at a rate of 90 copies per minute or more. If Vendor does bid a copier that produces copies at 90 copies per minute or more, that copier will be rejected and Vendor's bid will be evaluated as if Vendor failed to bid a copier for that band.

3.1.13 ADDITIONAL CONTRACT ITEM REQUIREMENTS:

3.1.13.1 Copier Requirements: All copiers provided under this contract must:

- A. be digital equipment. Analog models will not be accepted.
- B. be capable of reproducing general office correspondence, reports, and bound documents.
- C. be able to reproduce quality copies from any of the following types of original documents while operating in an automated exposure mode: laser printed originals, multi-generation copies of copies, faxed documents, standard black graphite #2 pencils, red pen & pencil, blue ball point pen, NCR forms (blue or black print on white or colored paper stocks), photographs (color or B&W), solid lines and grids, solids, and graduated gray-scale tones.

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- D. be capable of automatically selecting the proper paper size in respect to the original being copied.
- E. have the ability to be set for reduction and enlargement in 1% increments.
- F. be in production and available for sale at time of submitted quote.
- G. be Energy Star Compliant and be installed with energy saving features enabled.
- H. be capable of copying on plain bond paper in both 8 ½" x 11", 8 ½" x 14" and 11" x 17". The 11" x 17" size is required for Bands 2 and above.

3.1.13.2 Service and Maintenance

- A. **Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items. Vendor must enter into a full service and maintenance contract for all Contract Items that are leased or if the Contract Items are Purchased and Agency elects to include maintenance in the purchase price. Vendor must provide a copy of any maintenance agreement for approval prior to award of this Contract. Vendors must provide an 800 telephone number for service support prior to Contract award.
- B. **Maintenance** A preventative maintenance schedule shall be provided as needed on all Contract Items as specified by the manufacturer. This includes, but is not limited to: routine cleaning, lubrications, replacement of unserviceable parts and all necessary adjustments to ensure successful performance of the equipment.
- C. **Per Click Charge:** Vendor shall provide a per click charge for all monochrome and color copier to include all parts, supplies and consumables excluding paper and maintenance for each band. Service and maintenance costs include the

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cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that are necessary to maintain satisfactory performance of the copier.

There shall be no charge for service impressions. There may not be more than one cost per impression for color impressions, regardless of the number of colors (i.e. a higher charge for 4 colors than for 3 colors).

D. Connectivity Service Support: Vendor must provide service support to coordinate installation of Contract Items with agency personnel.

E. Certification Requirement: Service representatives must be full time employees of the Vendor or of a subcontracted party designated by Vendor in writing. All service representatives must be factory trained technicians. The State reserves the right to request proof of certification at any time.

F. Replacement Units: Vendor shall provide a temporary replacement copier for any copier being rented, at no charge, if the Agency's copier is estimated to be down for 16 consecutive working hours or longer for repair. Temporary replacement copiers shall be of comparable size and functionality as the copier it is replacing. The Agency will not pay any charges associated with the temporary replacement unit, but shall pay the charges that it would have incurred if its copier had not been temporarily replaced.

G. Response Requirement: Vendors must respond to all requests for service within two (2) working hours of an Agency's request and be on site to complete the repair within eight (8) working hours of the request throughout the term of this Contract. Repetitive complaints concerning the failure to meet this requirement may be cause for cancellation of the contract. Service must be provided during normal working hours (8:00 am to 5:00 pm EST),

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Monday through Friday, with the exception of State holidays.

H. Failure Rate: Any copier averaging more than two malfunctions per month for a three (3) month period shall be reviewed by the Agency with the Vendor present to determine a course of corrective action, which may include but not be limited to, replacement of the machine or cancellation of the order and removal of the machine at no additional cost to the State. All service complaints shall be documented in writing by the Agency. The Purchasing Division shall determine the corrective action necessary in the event that an impasse cannot be resolved to the Agency's satisfaction. This section will apply to the machine for the life of the contract.

For machines without maintenance agreements, this section will apply for the first year of contract for any copier with the understanding that the machine adheres to the published copy volumes as provided by the vendor and/or manufacturer for that particular make/model copier.

3.1.13.3 Training: Vendor shall provide Agency with in-house at the agency's location or online training within five working days of installation of the equipment or as otherwise agreed to by Agency.

3.1.13.4 Manuals: Vendors shall provide at least one (1) copy of the operator's instruction manual for each Copier leased or purchased to the Agency that has leased or purchased it. Each manual shall include the vendor's name, telephone number(s), contact person(s), and complete instructions for inspecting, adjusting, clearing jams and operating the machine and any installed accessories. The instruction manual may be provided in an electronic format.

3.1.13.5 Paper Requirement: A stack feed bypass (allows insertion of 20 to 150 sheets at a time and provides multi-copy capability) may be counted as meeting the minimum paper source

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specification. However, a sheet bypass (single, hand-fed sheets) shall not meet the minimum paper source specifications.

Paper capacity is the listing for all on-line paper trays combined.

- 3.1.13.6 Fees and Costs:** Purchase price for monochrome and color copiers, monthly rental fees, per click charges, and other supply costs and maintenance costs shall remain firm for the life of the Contract. Pricing shall also be inclusive of shipping, delivery, installation, and training.

If the item bid is discontinued, the vendor may propose an equivalent product meeting or exceeding the specifications at the same bid price. If the replacement item is accepted or approved, the item will be added by change order.

- 3.1.13.7 Manufacturer Accessory Listing Requirements:** Vendors shall provide a listing of all possible accessories available for each copier that Vendor includes on the Pricing Pages. It is preferred that the Accessory Listing be provided with the bid. Stands are optional for all machines.

- 3.1.13.8 New/Re-manufactured Requirement:** All Contract Items must be new (not used previously or remanufactured), of current manufacturer. Re-manufactured equipment is not acceptable. Equipment designated as factory new or newly manufactured shall be accepted with a new machine warranty. Newly manufactured means manufactured in the current year and has not been used.

- 3.1.13.9 Retrofits:** Any convenience, performance or safety-related retrofits that may be mandated by the vendor or manufacturer must be installed at no additional cost on copiers placed in service resulting from a contract. Features must be installed within 90 days after it becomes available to the public.

- 3.1.13.10 Published Specifications:** All copiers quoted must have published copy volumes per month and copies per minute. Vendors must provide published descriptive literature to

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illustrate compliance with the minimum, mandatory band specifications, which include copy volumes per month, copies/minute data, available memory, paper sources and paper capacity prior to award. Vendor should highlight all standard features on within the literature provided for each copier bid.

3.1.13.11 Parts Availability: Vendors must guarantee that all parts and service on all purchased units shall be available for a period of seven years from the date of purchase and for the term of the rental on all rental units. All parts shall not be used.

3.1.13.12 Scan Charges: Scanning charges, in addition to, or as a part of the per copy charge, shall not be allowed. Scanning can only be billed as an accessory that may increase the monthly cost per unit as shown on the Pricing Pages. There shall be no charge for scans which do not produce a physical document.

3.1.13.13 Power Protection: Vendors should include, as part of their available accessories for digital copiers, surge and ground noise protection units. Units shall be ESP QC Power protection, or equal, for Bands 4 through 7, and ESP Majac Power protection, or equal, for Bands 1 through 3. Vendors must provide manufacturer literature for any "or equal" power protection unit bid prior to award.

3.1.13.14 Power Requirements: If a copier requires a dedicated power line, it is the joint responsibility of the vendor and Agency to determine if this requirement can be met. Vendor is not responsible for providing power if the necessary power outlets or junctions are not available.

3.1.13.15 Network Connection: All network connected units must include all cable, cards, etc. for connection to the Agency's network at no additional cost to the Agency. Vendor's equipment must be capable of connecting to an Ethernet/Fast-Ethernet network that has either Microsoft or Novell as the network operating system.

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3.1.13.16 Firmware/Software: Vendors shall ensure that it provides all necessary firmware/software with each copier to allow Agency to obtain full use of the copier being installed. The cost of any firmware/software shall be included in the base price of the copier being bid. Vendor and agency must obtain approval from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must provide a copy of any firmware/software agreement for approval prior to award of this Contract.

3.1.13.17 Information Security: All stored information must be secured and rendered unreadable by Vendor whenever a copier is removed from service. Removal and rendering information unusable must be conducted in accordance with the policies and procedures of the Office of Technology or other entity that has authority over technology related matters for the Agency, specifically pursuant to NIST standards and provide a certificate of validation with all pertinent hard drive identification information such as the serial number.

For purchased machines, the agency must dispose of the machine and hard drive per the policies of the WV State Agency for Surplus Property and the Office of Technology.

For leased machines: At the end of the lease, if the agency does not choose to keep the machine, the vendor shall remove the machine's hard drive and leave it with the agency for disposition in accordance with procedures prescribed by the Office of Technology.

The cost associated to remove the hard drive should be incorporated into the unit pricing.

3.1.13.18 Vendor Certification: Vendor, if other than the manufacturer, should provide the following authorization/certification prior to award of the Contract: Verification from the manufacturer that vendor or vendor's subcontractor is an authorized distributor and/or service representative that is authorized to sell and service manufacturer's products.

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3.1.13.19 Leasing of machines: If a third party leasing company is used, they will be held to the specifications of the contract. The State cannot permit payment to the leasing agency directly, the State can only pay the vendor who is awarded the contract. The State cannot sign lease documents if leased through another company meaning any other entity other than the awarded vendor.

3.1.13.19.1 If an agency has a lease under an expired master contract, the current placements will remain under that master contract until the lease term expires. Once the lease term expires, the state agency will be required to procure a new machine on the then current master contract.

3.1.13.19.2 Equipment Removal. Upon termination of the Lease, the Vendor shall take required action to have all equipment removed. Upon written notification by the State, the equipment shall be removed within ten (10) days from lease termination or the expiration date, at no additional cost to the State. Equipment not removed within the allotted time frame, shall be shipped to Vendor at the Vendor's expense.

3.1.13.19.3 Equipment Relocation/Transfer. The State shall be allowed to move or transfer the equipment from one location to another, at its own expense, as deemed necessary with no change to lease, maintenance plans nor loss of equity. The State shall provide written notification to Vendor of any move or transfer and include new location information. No installation or de-installation charges will be billed based on changes in location.

4. CONTRACT AWARD:

4.1 Contract Award: The Purchasing Division intends to award this Contract to a single vendor that will provide all of the Contract Items. This Contract shall be limited to only those Contract Items that Vendor includes in its bid and any accessories that can be affixed to the Contract Item that Vendor bid. This Contract will be awarded to the Vendor that provides all Contract Items for the lowest Total Overall Bid Price for All Items on the Pricing Pages. Failure to bid all Contract Items may result in rejection of a vendor's bid.

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Notwithstanding the foregoing, the Purchasing Division reserves the right to split the award of this Contract among multiple Vendors if doing so is found to be in the best interest of the State of West Virginia.

Pricing must include setup, delivery of equipment, software, installation of equipment/accessories/software, network installation, removal of all waste material, initial training costs, and removal cost (of the equipment placed under any subsequent agreement).

Accessories: Vendor shall provide all accessories, other than those listed on the pricing pages, to Agency at manufacturer's invoice price. Prices for the listed copiers on the pricing pages should include the vendor's profit, shipping, setup cost and installation for all items. The copier bid for each band and the accessories requested on the Pricing Pages shall be provided to Agency at the Price listed on the Pricing Pages. A copy of the invoice must be provided.

- 4.2 Pricing Pages:** The Pricing Pages consist of the eight item numbers each listing an order type and containing 1 through 7 monochrome copier bands or 1 through 4 color copier bands. Vendor should bid only one copier per band. In the event that a single Vendor submits multiple copiers for any given band, only the lowest cost copier will be considered for evaluation purposes. The bands are defined in Section 3 above. Additionally, the Pricing Pages contain totals for each band, totals for each item number and a Total Overall Bid Price for All Items. Each item number contains some or all of the following:

Purchased Machines (Item No. 1 and 2)

- 4.2.1 Copier** – Vendor should list the brand name and Model No. of the single copier that it is bidding for the item no. and band number in question. Vendor should also list the unit price for each item number bid. Then, the vendor should multiply the unit price by the Estimated quantity to get the Total price for each line item, if not completing the Pricing Pages electronically.

- 4.2.2 Accessories** – Scanning, Network Printing, Fax, and Staple are listed as common accessories on the Pricing Pages. Vendor should include the brand name of the accessory (if applicable), the model number of the accessory (if applicable), and the Unit Price for each accessory. Vendor should also list the total price for the accessory based on the estimated quantity if not completing the pricing pages electronically. *In the event that Vendor's copier already includes one or more of the listed accessories, Vendor should write "included" in the space for the brand name of the accessory and list the Unit Price as \$0 for the accessory in question.* The cost of

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an accessory already included in the copier being bid should be reflected in the Unit Price of the copier.

- 4.2.3 Per Click Charge Per Copier (Monochrome)** - Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total price.
- 4.2.4 Per Click Charge Per Copier (Color)** – Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total price.
- 4.2.5 Total for Band 1 through 7 (Monochrome) and Bands 1 through 4 (Color)** – This is the line below each band to allow the Vendor to add up all of the Total Costs for each band. The total for each band will then be added together to arrive at either the Total Purchase Price of Monochrome Bands 1 – 7 or the Total Purchase Price of Color Bands 1 – 4.

Leased Machines (Item Nos. 3 through 8)

- 4.2.6 Copier (including maintenance for ____ copies)** – Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of copies per month listed. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance).
- 4.2.7 Copier** – Same as above.
- 4.2.8 Accessories** – Same as above.
- 4.2.9 Total for Band 1** – Same as above.
- 4.2.10 Per Click Copy Charge (Monochrome)** – Vendor should list the per click copy charge for monochrome copies in the Unit Price column for this line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. The Total Annual Cost column is a sum of the Total Price per Month multiplied by 12 for 12 months.

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4.2.11 Per Click Copy Charge (Color) – Vendor should list the per click copy charge for color copies and monochrome copies in the Unit Price column for each line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. The Total Annual Cost column is a sum of the Total Price per Month multiplied by 12 for 12 months.

4.2.12 Total Monthly Lease Price of Monochrome Bands 1 through 7 for ____ Month Lease – This line item represents a combined total of all monochrome bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

4.2.13 Total Monthly Lease Price of Color Bands 1 through 4 for ____ Month Lease – This line item represents a combined total of all color bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

Final Pricing Page

4.2.14 Total Price for All Items – The last page of the Pricing Pages contains a chart of each items (Item Nos. 1 through 8) total Price and a combined total of all items identified as the Total Price for All Items. Vendor should ensure that each of these line items has been properly added and completed.

- 4.3** Vendor should complete the Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each Eligible Item includes the Brand Name of the Item Bid, the Model No. of Item Bid, and the Unit Price of the item bid, totals for each band, totals for each combined set of bands (For example: Total Purchase Price of Monochrome Bands 1 through 7), and the Total Price for all Items. Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified. Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion.

The Pricing Pages also contain a list of estimated quantities that will be purchased. The estimated quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

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Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. The Pricing Pages will automatically perform the necessary calculations once the Unit Price has been entered for each item. Vendor is required, however, to ensure that the calculation is correct. The Pricing Pages were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to Tara Lyle at Tara.L.Lyle@wv.gov.

5. ORDERING AND PAYMENT:

- 5.1 Ordering Procedure:** At the time of need, agencies shall review the minimum specification requirements for copier bands to determine the appropriate band required. The agency should use the WV-39 for release orders to obtain the Contract Items under this Contract. Agency may either lease or purchase the Contract Items from the vendor awarded this Contract. Agency may order any accessory that Vendor has for the copier that Vendor bid. Upon request, Vendor must provide a list of all available accessories for the copiers that Vendor bid to Agencies for ordering purposes.

Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

- 5.2 Authorizing Documentation:** Vendor is prohibited from filling orders without a fully executed WV39 or Agency Delivery Order (ADO).
- 5.3 Maintenance Option:** Agencies have the option of not entering into a maintenance/service contract on purchased copiers. If maintenance is not obtained through this Contract, Agency may obtain it through a separate procurement on a per call, time and materials basis.
- 5.4 Short Term Rental:** Any Agency requiring a copier for less than a 24-month term shall bid the procurement on the open market in accordance with State of West Virginia, Department of Administration, Purchasing Division rules and regulations.
- 5.5 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

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- 5.6 Invoicing/Meter Read:** Normal invoicing shall be monthly in arrears. However, upon mutual agreement of the Vendor and Agency, invoicing may be done on a quarterly basis in arrears. If quarterly billing is done, the monthly copy volume shall be aggregated for the quarter to determine per copy overage charges. For example, if the monthly copy volume included in the base charge is 30,000 copies per month, 90,000 copies for a three month period will be allowed before an overage charge is billed, regardless of how many copies were completed in each of the three months of the three month period.

This option is being made available to diminish the administrative burden of obtaining a monthly meter read. Agencies may provide meter readings monthly or quarterly as agreed. Vendors may accept meter readings via their web site, fax, telephone, or any means agreeable to the Vendor and Agency.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within 30 working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- The Vendor must assume all shipping and installation charges and all insurance charges associated with the delivery of the equipment. Any delivery or installation charge, including connection to the end user's network, if desired, shall be incorporated into the base price of the equipment. Prices must include initial training and start-up supplies. Start-up supplies shall be the normal quantity to begin operation of the equipment.

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6.4 Installation and Removal Charges: All Contract Items sold or leased to an Agency under this Contract shall be installed and removed free of charge. This applies to all situations or de-installations.

6.5 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

Patent Defect – the right to return 10 business days after installation and testing; and

Latent Defect – the right to return 10 business days after discovery and confirmation that there is a defect.

6.6 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. MISCELLANIOUS:

7.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the RFQ. Vendor shall not supply substitute items without Purchasing Division approval.

7.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

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- 7.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 7.4 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.
- 7.5 Minimum Qualification Experience:** Vendors must have a minimum of five (5) years of relevant experience in copier sales and service and must be an authorized manufacturer representative. Vendors must provide a written manufacturers' certification evidencing authorization to sell and service the copiers that will be offered in each band. Failure to provide required information when requested by the Purchasing Division may result in disqualification of the bid.
- 7.6 Subcontracts/Joint Ventures:** The Vendor is solely responsible for all work performed under the Contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this Contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this Contract; however, the Vendor is totally responsible for payment of the subcontractor.
- 7.7 Rental Term:** Prices for all standard rental units are to be for a 24, 36, and 48 month term. In addition, rental orders may be extended on a month to month basis upon mutual written agreement of the parties. Month to month extension should only be used when an agency has a compelling reason such as anticipation of an office move or closing. After expiration of this Contract, month to month extensions are not permitted, but lease agreements entered into under this Contract prior to expiration shall remain in effect for the remainder of the lease term.
- 7.8 Damages:** Agencies shall be responsible for damages or loss of rental equipment caused by misuse, abuse, vandalism, theft, fire, flood, or any other occurrence where necessary care was not taken by the agency to prevent loss to the vendor.

Final Pricing Page

4.2.14 Total Price for All Items – The last page of the Pricing Pages contains a chart of each items (Item Nos. 1 through 8) total Price and a combined total of all items identified as the Total Price for All Items. Vendor should ensure that each of these line items has been properly added and completed.

ATTACHMENT A
CRFQ SWC1700000015 - Addendum No. 10

Clarifications:

To remove section 4.2 in its entirety and replace with the following:

- 4.2 Pricing Pages: The Pricing Pages consist of the eight item numbers each listing an order type and containing 1 through 7 monochrome copier bands or 1 through 4 color copier bands. Vendor should bid only one copier per band. In the event that a single Vendor submits multiple copiers for any given band, only the lowest cost copier will be considered for evaluation purposes. The bands are defined in Section 3 above. Additionally, the Pricing Pages contain totals for each band, totals for each item number and a Total Overall Bid Price for All Items. Each item number contains some or all of the following:

Purchased Machines (Item No. 1 and 2)

4.2.1 Copier – Vendor should list the brand name and Model No. of the single copier that it is bidding for the item no. and band number in question. Vendor should also list the unit price for each item number bid. Then, the vendor should multiply the unit price by the Estimated quantity to get the Total Purchase Price for each line item, if not completing the Pricing Pages electronically.

4.2.2 Accessories – Scanning, Network Printing, Fax, and Staple are listed as common accessories on the Pricing Pages. Vendor should include the brand name of the accessory (if applicable), the model number of the accessory (if applicable), and the Unit Price for each accessory. Vendor should also list the total price for the accessory based on the estimated quantity if not completing the pricing pages electronically. In the event that Vendor's copier already includes one or more of the listed accessories, Vendor should write "included" in the space for the brand name of the accessory and list the Unit Price as \$0 for the accessory in question. The cost of an accessory already included in the copier being bid should be reflected in the Unit Price of the copier.

4.2.3 Per Click Charge Per Copier (Monochrome) - Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total purchase price.

4.2.4 Per Click Charge Per Copier (Color) – Vendor should provide a unit price for the per click charge price which should include maintenance and consumables. Then, this unit price should be multiplied by the estimated quantity to get the total purchase price.

4.2.5 Total for Band 1 through 7 (Monochrome) and Bands 1 through 4 (Color)
– This is the line below each band to allow the Vendor to add up all of the Total Purchase Price for each band. The total for each band will then be added together to arrive at either the Total Purchase Price of Monochrome Bands 1 – 7 or the Total Purchase Price of Color Bands 1 – 4.

Leased Machines (Item Nos. 3 through 8)

4.2.6 Copier (including maintenance for ____ copies) – Vendor should list the brand name and Model No. of the copier that it is bidding for the item no. and band number in question. As indicated, the Unit Price on all leased copiers must include any service and maintenance costs for the number of copies per month listed. The space above has been left blank because each band has a different number of copies included. Vendor should multiply the Unit Price by the quantity specified to calculate the Total Price Per Month (Including Maintenance). Then, the vendor should multiply the Total Price Per Month by the No. of Months to get the Total Lease Term Cost.

4.2.7 Copier – Same as above.

4.2.8 Accessories – Same as above.

4.2.9 Total for Band 1 – Same as above.

4.2.10 Per Click Copy Charge (Monochrome) – Vendor should list the per click copy charge for monochrome copies in the Unit Price column for this line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. Then, the vendor should multiply the Total Price Per Month by the No. of Months to get the Total Lease Term Cost.

4.2.11 Per Click Copy Charge (Color) – Vendor should list the per click copy charge for color copies and monochrome copies in the Unit Price column for each line item. The unit price should then be multiplied by the Estimated Quantity to arrive at the Total Price per Month. Then, the vendor should multiply the Total Price Per Month by the No. of Months to get the Total Lease Term Cost.

4.2.12 Total Monthly Lease Price of Monochrome Bands 1 through 7 for ____ Month Lease – This line item represents a combined total of all monochrome bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

4.2.13 Total Monthly Lease Price of Color Bands 1 through 4 for ____ Month Lease – This line item represents a combined total of all color bands in the specified monthly lease period. Vendor should ensure that this line item has been properly added and completed. The space above is left blank because on the pricing pages it will continue either 24, 36 or 48 months.

ARFQ CSE17*8

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: 100 Business ProductsAuthorized Signature: [Signature]Date: 5/25/17State of KentuckyCounty of Boyd

to-wit:

Taken, subscribed, and sworn to before me this 25 day of May, 2017.My Commission expires 2/25/18, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 08/01/2015)

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;
☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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) rescind the contract or purchase order; 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.

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: WV Business Products Signed: [Signature]
Date: 6/21/17 Title: Owner

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