



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 1

 List View

### General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 400234

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0212

Vendor ID:  

SO Doc ID: SWC1800000008

Legal Name: CAMPBELL BUSINESS MACHINES INC

Published Date: 1/25/18

Alias/DBA:

Close Date: 1/30/18

Total Bid: \$649,248.79

Close Time: 13:30

Response Date:  

Status: Closed

[Apply Default Values to Commodity Lines](#)

[View Procurement Folder](#)



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

State of West Virginia  
Solicitation Response

Proc Folder : 400234

Solicitation Description : Addendum #5 Statewide Contract for Mailing Machines

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-01-30 13:30:00	SR 0212 ESR01291800000003237	1

VENDOR

000000202618

CAMPBELL BUSINESS MACHINES INC

Solicitation Number: CRFQ 0212 SWC1800000008

Total Bid : \$649,248.79

Response Date: 2018-01-29

Response Time: 15:07:45

Comments:

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale  
(304) 558-8801  
stephanie.l.gale@wv.gov

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	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA	\$9,276.940000	\$55,661.64

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :** Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA	\$18,855.750000	\$94,278.75

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :** Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA	\$52,484.050000	\$209,936.20

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :** Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA	\$72,343.050000	\$289,372.20

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :** Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL OTHER CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Campbell Business Machines, Inc.

Authorized Signature: [Signature] Date: 1/24/2018

State of WV

County of KANAWHA, to-wit:

Taken, subscribed, and sworn to before me this 24 day of JANUARY, 2018.

My Commission expires JANUARY 23, 2022

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]  
Purchasing Affidavit (Revised 07/07/2017)

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

**Contracting Business Entity:** Campbell Business Machines, Inc. **Address:** 424 E. 4th Street  
Belle, WV 25015

**Authorized Agent:** Darrell Campbell **Address:** Same

**Contract Number:** CRFQ SWC1800000008 **Contract Description:** Statewide Contract

**Governmental agency awarding contract:** \_\_\_\_\_

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

☐ Check here if none, otherwise list entity/individual names below.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

☐ Check here if none, otherwise list entity/individual names below.

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

☐ Check here if none, otherwise list entity/individual names below.

**Signature:**  **Date Signed:** 1/29/2018

**Notary Verification**

State of WV, County of RAVANA:

I, DARRELL CAMPBELL, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 29<sup>th</sup> day of JANUARY, 2018

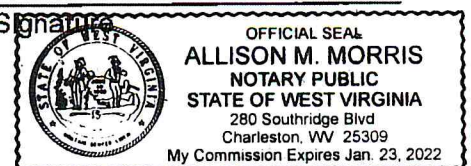
  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_



Revised October 7, 2017

**REQUEST FOR QUOTATION**  
**Mailing Machine Systems**

---

- 8.3 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.
- 8.4 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. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Jim Berry  
**Telephone Number:** 304-949-3866  
**Fax Number:** 304-949-2847  
**Email Address:** jberry@cbmwv.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: SWC 18\*8**

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

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

**Addendum Numbers Received:**

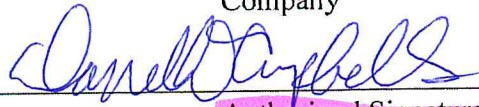
(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Campbell Business Machines, Inc.

Company



Authorized Signature

1/29/2018

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: SWC18#8**

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

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

**Addendum Numbers Received:**

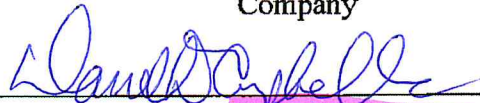
(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Campbell Business Machines, Inc.

Company



Authorized Signature

1/29/2018

Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: SWC18X8**

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

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

**Addendum Numbers Received:**

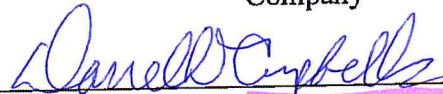
(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Campbell Business Machines, Inc.

Company



Authorized Signature

1/29/2018

Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: SWC1800000008**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Campbell Business Machines, Inc.

Company

  
Authorized Signature

1/29/2018

Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: SWC 18 \* 8**

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

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

**Addendum Numbers Received:**

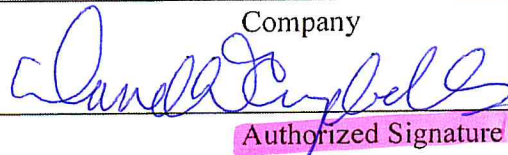
(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Campbell Business Machines, Inc.

Company



Authorized Signature

1/29/2018

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

## SOLICITATION NUMBER: SWC1800000008

### Addendum Number: 4

---

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

#### Applicable Addendum Category:

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

#### Description of Modification to Solicitation:

Addendum # 4 issued for the following reasons:

1. To extend the bid opening date and time to Tuesday, January 30, 2018, 1:30 p.m.

No other changes at this time

**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.

**SOLICITATION NUMBER:** SWC 1800000008

**Addendum Number:** 5

---

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

Addendum # 5 issued for the following reasons:

1. To change the quantity of meter rental on Exhibit A Pricing Pages from 2 to 12 to show the monthly cost and annual cost (extended cost).
2. To add pricing on Exhibit A Pricing Pages for "Optional Items Lease Prices" for 36, 48, and 60 months, and to modify language from "Unit Cost" to "Annual Unit Cost".

No other changes

**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.



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: 400234

Doc Description: Addendum #5 Statewide Contract for Mailing Machines

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-25	2018-01-30 13:30:00	CRFQ 0212 SWC1800000008	6

**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:

Campbell Business Machines, Inc.

424 E. 4th Street

Belle, WV 25015

304-949-3866

**FOR INFORMATION CONTACT THE BUYER**

Stephanie L Gale

(304) 558-8801

stephanie.l.gale@wv.gov

Signature X

FEIN # 055-0548530

DATE 1/29/2018

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

**ADDITIONAL INFORMAITON:**

Addendum # 5 issued for the following reasons:

1. To change the quantity of meter rental on Exhibit A Pricing Pages from 2 to 12 to show the monthly cost and annual cost (extended cost).
2. To add pricing on Exhibit A Pricing Pages for "Optional Items Lease Prices" for 36, 48, and 60 months, and to modify language from "Unit Cost" to "Annual Unit Cost".

No other changes

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
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA	\$9,276.94 \$55,661.64

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :**

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

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
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA	\$18,855.75 \$94,278.78

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :**

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

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
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA	\$52484.05	\$209,936.22

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :**

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

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
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA	\$72,343.05	\$289,372.20

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description :**

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due	2018-01-11

**Exhibit A - Pricing Page**  
**Pitney Bowes DM300 or equal**  
**Lease Cost, Purchase Cost,**

\*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.1.1 Pitney Bowes DM300 or equal (36 Month Lease)	NEOPOST	IN600	\$ 123.81	\$ 4,457.16	1	\$ 4,457.16
Contract Item 3.1.1.1 Pitney Bowes DM300 or equal (48 Month Lease)	NEOPOST	IN600	\$ 109.06	\$ 5,234.88	1	\$ 5,234.88
Contract Item 3.1.1.1 Pitney Bowes DM300 or equal (60 Month Lease)	NEOPOST	IN600	\$ 100.20	\$ 6,012.00	2	\$ 12,024.00
Subtotal (A) Lease Cost						\$ 21,716.04
Purchase Cost plus Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.1.1 Pitney Bowes DM300 or equal (Purchase Cost)	NEOPOST	IN600	\$2,107.80	2	\$ 4,215.60	
Meter Rental (monthly cost per year)	NEOPOST	IN600	\$35.00	12	\$ 420.00	
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN600	\$382.80	2	\$ 765.60	
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	\$382.80	2	\$ 765.60	
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	\$382.80	2	\$ 765.60	
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	\$382.80	2	\$ 765.60	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ 7,698.00
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	NEOPOST	IN600	4779	3	\$ 14,337.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	NEOPOST	IN600	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	NEOPOST	IN600	NA	3	NA	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	NEOPOST	IN600	5552.64	3	\$ 16,657.92	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	NEOPOST	IN600	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	NEOPOST	IN600	NA	3	NA	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	NEOPOST	IN600	6326.4	3	\$ 18,979.20	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	NEOPOST	IN600	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	NEOPOST	IN600	NA	3	NA	
Subtotal (C) Optional Items - Lease Price						\$ 14,337.00
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	NEOPOST	IN600	2439	3	\$ 7,317.00	
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN600	382.8	3	\$ 1,148.40	
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	382.8	3	\$ 1,148.40	
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	382.8	3	\$ 1,148.40	
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	382.8	3	\$ 1,148.40	
Contract Item 3.1.5.2 12-inch Drop Stacker	NEOPOST	IN600	Included	3	Included	

Year 1 Warranty (service, parts, and labor)	NEOPOST	IN600	Included	3	Included
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	Included	3	Included
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	Included	3	Included
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	Included	3	Included
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	NEOPOST	IN600	NA	3	NA
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN600	NA	3	NA
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	NA	3	NA
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	NA	3	NA
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN600	NA	3	NA
Subtotal (D) <b>Optional Items - Purchase Price with additional warranty</b>					\$ 11,910.60
Total bid amount for Pitney Bowes DM300 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 1)					\$ 55,661.64

**Exhibit A - Pricing Page**  
**Pitney Bowes SendPro P1000 or equal**  
**Lease Cost, Purchase Cost**

\*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (36 Month Lease)	NEOPOST	IN700	\$ 226.33	\$ 8,147.88	1	\$ 8,147.88
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (48 Month Lease)	NEOPOST	IN700	\$ 196.90	\$ 9,451.20	1	\$ 9,451.20
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (60 Month Lease)	NEOPOST	IN700	\$ 179.24	\$ 10,754.40	2	\$ 21,508.80
Subtotal (A) Lease Cost						\$ 39,107.88
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (Purchase Cost)	NEOPOST	IN700	4204.8	1	\$ 4,204.80	
Meter Rental (monthly cost per year)	NEOPOST	IN700	60	12	\$ 720.00	
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	633.6	1	\$ 633.60	
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	633.6	1	\$ 633.60	
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	633.6	1	\$ 633.60	
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	633.6	1	\$ 633.60	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ 7,459.20
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	NEOPOST	IN700	8649	3	\$ 25,947.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	NEOPOST	IN700	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	NEOPOST	IN700	NA	3	NA	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	NEOPOST	IN700	9946.08	3	\$ 29,838.24	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	NEOPOST	IN700	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	NEOPOST	IN700	NA	3	NA	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	NEOPOST	IN700	11242.8	3	\$ 33,728.40	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	NEOPOST	IN700	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	NEOPOST	IN700	NA	3	NA	
Subtotal (C) Optional Items - Lease Price						\$ 25,947.00
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	NEOPOST	IN700	4720.5	3	\$ 14,161.50	
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	633.6	3	\$ 1,900.80	
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	633.6	3	\$ 1,900.80	
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	633.6	3	\$ 1,900.80	
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	633.6	3	\$ 1,900.80	

Contract Item 3.1.5.2 12-inch Drop Stacker	NEOPOST	IN700	Inluded	3	Inluded
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	Inluded	3	Inluded
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	Inluded	3	Inluded
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	Inluded	3	Inluded
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	Inluded	3	Inluded
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	NEOPOST	IN700	NA	3	NA
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	NA	3	NA
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	NA	3	NA
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	NA	3	NA
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	NA	3	NA
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$ 21,764.70
Total bid amount for Pitney Bowes SendPro P1000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 2)					\$ 94,278.78

**Exhibit A - Pricing Page**  
**Pitney Bowes SendPro P2000 or equal**  
**Lease Cost, Purchase Cost**

\*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est.	Extended Cost
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (36 Month Lease)	NEOPOST	IN700	\$ 335.28	\$ 12,070.08	1	\$ 12,070.08
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (48 Month Lease)	NEOPOST	IN700	\$ 307.24	\$ 14,747.52	1	\$ 14,747.52
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (60 Month Lease)	NEOPOST	IN700	\$ 275.42	\$ 16,525.20	1	\$ 16,525.20
Subtotal (A) Lease Cost						\$ 43,342.80
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (Purchase)	NEOPOST	IN700	7577.1	1	\$	7,577.10
Meter Rental (monthly cost per year)	NEOPOST	IN700	60	12	\$	720.00
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	1148.4	1	\$	1,148.40
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	1148.4	1	\$	1,148.40
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	1148.4	1	\$	1,148.40
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	1148.4	1	\$	1,148.40
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ 12,890.70
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	NEOPOST	IN700	12014.64	3	\$	36,043.92
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	NEOPOST	IN700	Included	3		Included
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	NEOPOST	IN700	NA	3		NA
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	NEOPOST	IN700	14685.6	3	\$	44,056.80
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	NEOPOST	IN700	Included	3		Included
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	NEOPOST	IN700	NA	3		NA
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	NEOPOST	IN700	16463.4	3	\$	49,390.20
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	NEOPOST	IN700	Included	3		Included
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	NEOPOST	IN700	NA	3		NA
Subtotal (C) Optional Items - Lease Price						\$ 129,490.92

Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	NEOPOST	IN700	7512.3	2	\$ 15,024.60
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	1148.4	2	\$ 2,296.80
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	1148.4	2	\$ 2,296.80
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	1148.4	2	\$ 2,296.80
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	1148.4	2	\$ 2,296.80
Contract Item 3.1.5.2 12-inch Drop Stacker	NEOPOST	IN700	Included	2	Included
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	Included	2	Included
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	Included	2	Included
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	Included	2	Included
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	Included	2	Included
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	NEOPOST	IN700	NA	2	NA
Year 1 Warranty (service, parts, and labor)	NEOPOST	IN700	NA	2	NA
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	NA	2	NA
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	NA	2	NA
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IN700	NA	2	NA
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$ 24,211.80
Total bid amount for Pitney Bowes SendPro P2000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 3)					\$ 209,936.22

**Exhibit A - Pricing Page**  
**Pitney Bowes SendPro P3000 or equal**  
**Lease Cost, Purchase Cost**

\*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (36 Month Lease)	NEOPOST	IS5000	\$ 418.56	\$ 15,068.16	2	\$ 30,136.32
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (48 Month Lease)	NEOPOST	IS5000	\$ 372.67	\$ 17,888.16	2	\$ 35,776.32
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (6 Month Lease)	NEOPOST	IS5000	\$ 336.49	\$ 20,189.40	2	\$ 40,378.80
Subtotal (A) Lease Cost						\$ 106,291.44
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (Purchase	NEOPOST	IS5000	8825.4	2	\$ 17,650.80	
Meter Rental (monthly cost per year)	NEOPOST	IS5000	95	12	\$ 1,140.00	
Year 1 Warranty (service, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ 29,773.20
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	NEOPOST	IS5000	12022.56	3	\$ 36,067.68	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	NEOPOST	IS5000	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	NEOPOST	IS6000	16009.56	3	\$ 48,028.68	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	NEOPOST	IS5000	22212	3	\$ 66,636.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	NEOPOST	IS5000	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	NEOPOST	IS6000	18867.84	3	\$ 56,603.52	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	NEOPOST	IS5000	24396	3	\$ 73,188.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	NEOPOST	IS5000	Included	3	Included	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	NEOPOST	IS6000	21142.2	3	\$ 63,426.60	
Subtotal (C) Optional Items - Lease Price						\$ 84,096.36
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	NEOPOST	IS5000	13694.4	2	\$ 27,388.80	
Year 1 Warranty (service, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	1372.8	2	\$ 2,745.60	
Contract Item 3.1.5.2 12-inch Drop Stacker	NEOPOST	IS5000	Included	2	Included	

Year 1 Warranty (service, parts, and labor)	NEOPOST	IS5000	Included	2	Included
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	Included	2	Included
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	Included	2	Included
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IS5000	Included	2	Included
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	NEOPOST	IS6000	9928.8	2	\$ 19,857.60
Year 1 Warranty (service, parts, and labor)	NEOPOST	IS6000	1372.8	2	\$ 2,745.60
Year 2 Optional Warranty (services, parts, and labor)	NEOPOST	IS6000	1372.8	2	\$ 2,745.60
Year 3 Optional Warranty (services, parts, and labor)	NEOPOST	IS6000	1372.8	2	\$ 2,745.60
Year 4 Optional Warranty (services, parts, and labor)	NEOPOST	IS6000	1372.8	2	\$ 2,745.60
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$ 69,211.20
Total bid amount for Pitney Bowes SendPro P3000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 4)					\$ 289,372.20

# 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, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,  
☒ 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: Campbell Business Machines, Inc.

Signed: 

Date: 1/ /2018

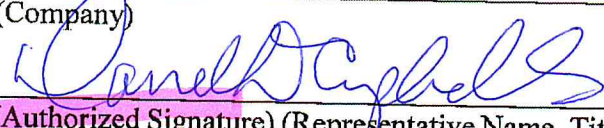
Title: President

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

**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.

\_\_\_\_\_  
(Name, Title)  
Jim Berry  
\_\_\_\_\_  
(Printed Name and Title)  
424 E. 4th Street Belle, WV 25015  
\_\_\_\_\_  
(Address)  
304-949-3866 / 304-949-2847  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
jberry@cbmwv.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.

Campbell Business Machines, Inc.  
\_\_\_\_\_  
(Company)  
  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title) President

Darrell Campbell - President  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

1/ /2018  
\_\_\_\_\_  
(Date)

304-949-3866 / 304-949-2847  
\_\_\_\_\_  
(Phone Number) (Fax Number)