



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 3

List View

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 961312

SO Doc Code: CRFQ

Procurement Type: Central Contract - Fixed Amt

SO Dept: 0210

Vendor ID: VS0000016653

SO Doc ID: ISC2200000007

Legal Name: DMT SOLUTIONS GLOBAL CORPORATION

Published Date: 11/5/21

Alias/DBA:

Close Date: 11/24/21

Total Bid: \$528,838.92

Close Time: 13:30

Response Date: 11/24/2021

Status: Closed

Response Time: 10:58

Solicitation Description: Mail Inserter Maintenance (OT22031)

Responded By User ID: Mel.Norris

Total of Header Attachments: 3

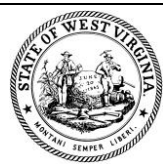
First Name: Mel

Total of All Attachments: 3

Last Name: Norris

Email: mel.norris@bluecrestinc.

Phone: (475) 204-3068



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

State of West Virginia
Centralized Request for Quote Info
Technology

Proc Folder: 961312			Reason for Modification:
Doc Description: Mail Inserter Maintenance (OT22031)			
Proc Type: Central Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-11-05	2021-11-24 13:30	CRFQ 0210 ISC2200000007	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name: DMT Solutions Global Corporation d/b/a BlueCrest

Address: Street: 37 Executive Drive

City: Danbury

State: Connecticut

Country: USA

Zip: 06810

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER
Jessica L Hovanec 304-558-2314
jessica.l.hovanec@wv.gov

Vendor Signature:	FEIN# 82-5520529	DATE: Nov 18, 2021
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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 the WV Office of Technology (WVOT) to establish a contract for the purchase of mail inserter maintenance per the specifications and terms and conditions as attached hereto.

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION			WV OFFICE OF TECHNOLOGY		
OFFICE OF TECHNOLOGY			BLDG 5, 10TH FLOOR		
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR			1900 KANAWHA BLVD E		
CHARLESTON	WV		CHARLESTON	WV	
US			US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter	12.00000	MO	\$5,665.02	\$67,980.24
Comm Code	Manufacturer	Specification	Model # ZX0B #0126753		
81111805					

Extended Description:

4.1.1 - Maintenance for BlueCrest MSE 14 Inserter

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION			WV OFFICE OF TECHNOLOGY		
OFFICE OF TECHNOLOGY			BLDG 5, 10TH FLOOR		
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR			1900 KANAWHA BLVD E		
CHARLESTON	WV		CHARLESTON	WV	
US			US		
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter	12.00000	MO	\$4,636.04	\$55,632.48
Comm Code	Manufacturer	Specification	Model # ZX0A #0106461		
81111805					

Extended Description:

4.1.2 - Maintenance for BlueCrest MSE 12 Inserter

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR2	12.00000	MO	\$5,919.95	\$71,039.40
Comm Code	Manufacturer	Specification	Model # ZX0B #0126753		

INVOICE TO		SHIP TO	
DEPARTMENT OF WV OFFICE OF ADMINISTRATION		TECHNOLOGY	
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E	
CHARLESTON	WV	CHARLESTON	WV
US		US	
81111805			

Extended Description:

4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION		WV OFFICE OF TECHNOLOGY	
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR2	12.00000	MO	\$4,844.66	\$58,135.92

Comm Code	Manufacturer	Specification	Model # ZX0A #0106461
81111805			

Extended Description:

4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR2

INVOICE TO		SHIP TO	
DEPARTMENT OF WV OFFICE OF ADMINISTRATION		TECHNOLOGY	
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR3	12.00000	MO	\$6,186.35	\$74,236.20
Comm Code	Manufacturer	Specification	Model #ZX0B #0126753		
81111805					

Extended Description:
4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR3

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION		WV OFFICE OF TECHNOLOGY	
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR3	12.00000	MO	\$5,032.67	\$60,752.04
Comm Code	Manufacturer	Specification	Model # ZX0A #0106461		
81111805					

Extended Description:
4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR4	12.00000	MO	\$6,464.73	\$77,576.76

INVOICE TO		SHIP TO	
DEPARTMENT OF WV OFFICE OF ADMINISTRATION		TECHNOLOGY	
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E	
CHARLESTON	WV	CHARLESTON	WV
US		US	
Comm Code	Manufacturer	Specification	Model #ZX0B #0126753
81111805			

Extended Description:
4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR4

INVOICE TO		SHIP TO			
DEPARTMENT OF ADMINISTRATION		WV OFFICE OF TECHNOLOGY			
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR			
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E			
CHARLESTON	WV	CHARLESTON	WV		
US		US			
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR4	12.00000	MO	\$5,290.49	\$63,485.88
Comm Code	Manufacturer	Specification	Model #ZX0A #0106461		
81111805					

Extended Description:
4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR4

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Technical Questions due by November 12, 2021 at 10:00 AM EST	2021-11-12

	Document Phase	Document Description	Page 6
ISC2200000007	Final	Mail Inserter Maintenance (OT22031)	

BID RECEIVING LOCATION		
BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US		
VENDOR		
Vendor Customer Code: Vendor Name : Address Street : City : State Principal Contact : Vendor Contact Phone: <div style="text-align: right;">Country : Extension: Zip</div>		
FOR INFORMATION CONTACT THE BUYER Jessica L Hovanec 304-558- 2314 jessica.l.hovanec@wv.gov		
Vendor Signature X	FEIN#	DATE



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

State of West Virginia
Centralized Request for Quote
Info Technology

Proc Folder: 961312			Reason for Modification:
Doc Mail Inserter Maintenance (OT22031)			
Description:			
Central Contract - Fixed Amt			
Proc Type:			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-11-05	2021-11-24 13:30	CRFQ 0210 ISC2200000007	1

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the VW Office of Technology (WVOT) to establish a contract for the purchase of mail inserter maintenance per the specifications and terms and conditions as attached hereto.

INVOICE TO

SHIP TO

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

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON
US

Comm Ln Desc		Qty	Unit Issue	Unit Price	Total Price
1	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter	12.00000	MO	\$5,665.02	\$67,980.24
Comm Code	Manufacturer	Specification		Model #ZX0B	#0126753

Extended Description: 4.1.1 - Maintenance for BlueCrest MSE 14 Inserter

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US	

INVOICE TO

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON US

SHIP TO

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON US

Comm Code	Manufacturer	Specification	Model #		
Comm Ln Desc	Qty	Unit Issue	unit Price	Total Price	
3	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR2	12.00000	MO	\$5,919.95	\$71,039.40
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter	12.00000	MO	\$4,636.04	\$55,632.48
Comm Code	Manufacturer	Specification	Model # ZX0A #0106461		

Extended Description:

4.1.2 - Maintenance for BlueCrest MSE 12 Inserter

Extended Description: 4.1.1 - Maintenance for BlueCrest
MSE 14 Inserter - YR2

INVOICE TO		SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON us		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US			
Comm Ln Desc		Qty	Unit Issue	Unit Price	Total Price
4	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR2	12.00000	MO	\$4,844.66	\$58,135.92
Comm Code		Manufacturer	Specification	Model # ZX0A #0106461	

Extended Description:

4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR2

INVOICE TO

SHIP TO

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR3	12.00000	MO	\$6,186.35	\$74,236.20
Comm Code		Manufacturer	Specification	Model # ZX0B #0126753	

Extended Description: 4.1.1 - Maintenance for BlueCrest
MSE 14 Inserter - YR3

INVOICE TO

SHIP TO

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD
E,
BLDG 5 10TH FLOOR
CHARLESTON
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON
US

Comm Ln Desc		Qty	unit Issue	Unit Price	Total Price
6	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR3	12.00000	MO	\$5,062.67	\$60,752.04
Comm Code	Manufacturer	Specification		Model # ZX0A #0106461	
81111805					

Extended Description:

4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR3

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	4.1.1 - Maintenance for BlueCrest MSE 14 Inserter - YR4	12.00000	MO	\$6,464.73	\$77,576.76
Comm Code		Manufacturer	Specification	Model # ZX0B #0126753	

INVOICE TO

SHIP TO

Extended Description: 4.1.1 - Maintenance for BlueCrest MSE
14 Inserter - YR4

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US			
Comm Ln Desc		Qty		Unit Issue	Unit Price	Total Price	
8	4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR4	12.00000		MO	\$5,290.49	\$63,485.88	
Comm Code		Manufacturer		Specification		Model # ZX0A #0106461	
81111805							

Extended Description:

4.1.2 - Maintenance for BlueCrest MSE 12 Inserter - YR4

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by November 12, 2021 at 2021-1 1-12 10:00 AM EST	

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 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 individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying 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 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: NOVEMBER 12, 2021 at 10:00 AM EST

Submit Questions to: Jessica L. Hovanec, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305
Email: Jessica.L.Hovanec@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 SUBNTISSION:** 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.

Revised 07/01/2021

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER: 304-558-3970

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 a Request for Proposal is not permitted in WTOASIS.

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 prior to the bid opening date and time identified in Section 7 _____ below, plus ^{N/A} convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

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

Bid Opening Date and Time: NOVEMBER 24, 2021 at 1:30 PM EST

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

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

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, 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.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

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 be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. **RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-3 7(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request

form to help facilitate the request can be found at:
<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code SSA-337(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 148-15.3, 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.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code 61)-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award.

A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

24. E-MAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, 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 UPON AWARD and the initial contract term is ONE (1) YEAR.

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 delivered to the Agency and then 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. Unless otherwise specified below, 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 the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term — This contract may be renewed for successive year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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 of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for year(s) thereafter.

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. **AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

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/Award Document 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.

☐ **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

☐ **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 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

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 of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications 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 and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, 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, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

☒ Automobile Liability Insurance in at least an amount Of: \$1,000,000.00 per occurrence.

☐ Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

☐ Cyber Liability Insurance in an amount of: _____ per occurrence.

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

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: 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. [Reserved]

11. LIQUIDATED DAMAGES: 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. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

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. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

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, included in the Contract, 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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

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 substantially 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 148-1-5.2.b.

20. ~~[RESERVED]TIME: Time is of the essence regarding 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 WITH LAWS: 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. SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. WARRANTY: For the ninety (90) day warranty period, 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.

30. 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.

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. I.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. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. 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.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

34. ANTITRUST: In submitting a bid to, signing a contract with, or accepting an 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 the State and the Agency, their officers, and employees from and against third party claims or losses: (1) ~~Any claims or losses for services rendered by~~ due to the gross negligence or willful misconduct of 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 and 5-22-1 (i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☐ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

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

41. BACKGROUND CHECK: In accordance with W. Va. Code 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or

more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 - 1. 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
 - 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

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

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the

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

44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. code 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

45. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

46. VOID CONTRACT CLAUSES — This Contract is subject to the provisions of West Virginia Code 5A-3-62, which automatically voids certain contract clauses that violate State law.

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.



Government Contracts Manager

(Name, Title)

Mel Norris, Government Contracts Manager

(Printed Name and Title)

37 Executive Drive, Danbury, CT 06810

(Address)

475-204-3068

(Phone Number) / (Fax Number)

Mel.Norris@bluecrestinc.com

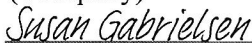
(email address)

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.

By signing below, I further certify that I understand this Contract is subject to the provisions 01 West Virginia Code 514-3-62, which automatically voids certain contract clauses that violate State law.

DMT Solutions Global Corporation d/b/a BlueCrest

(Company)



Susan Gabrielsen (Nov 23, 2021 16:07 EST)

SVP North America Sales

(Authorized Signature) (Representative Name, Title)

Susan Gabrielsen, S.V.P. North America Sales

(Printed Name and Title of Authorized Representative)

November 23, 2021

(Date)

914-262-3456

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Maintenance for Mail Inserting Systems (OT22031)

SPECIFICATIONS

1. PURPOSE AND SCOPE: The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish a maintenance contract for one (1) BlueCrest MSE 14 mail inserting system and one (1) BlueCrest MSE 12 mail inserting system, both owned by WVOT. The WVOT, identified hereinafter as the Agency, provides centralized mail inserting support for various State agencies.
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 "Agency" means the customer, i.e., the West Virginia Office of Technology.
 - 2.2 "Contract Item" or "Contract Items" means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.3 "Pricing Pages" means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.4 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. QUALIFICATIONS: Vendor, or vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1 EXPERIENCE / TRAINING: Vendor must be trained, certified, or authorized by the equipment manufacturer, BlueCrest to provide printer maintenance and repair on the equipment located at the Agency's facilities. Vendor must provide the Agency with documentation to verify its certification upon request.
4. GENERAL REQUIREMENTS:
 - 4.1 Contract Items and Mandatory Requirements: Contract Item must meet or exceed the mandatory requirements listed below.

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4.1.1 Contract Item #1: Maintenance Services for BlueCrest MSE 14 Console Mail Inserting System.

4.1.1.1 The vendor must be able to provide on-site service one (1) weekend each month, specifically, 2nd Friday weekend. The Vendor must be on 'standby' during this time, onsite service will be requested by the State, and the Vendor must provide the service as needed. BlueCrest Agrees

4.1.1.2 The Vendor must provide on-site service, as requested by the State, Monday — Friday 8am-5pm EST. BlueCrest Agrees

4.1.1.3 The Vendor must provide telephone support 24 hour by 7 days a week, 365 days a year. The Vendor must respond to the Agency by phone within a maximum of thirty (30) minutes of notification and be onsite within a maximum of two (2) hours of the initial call from the State. BlueCrest agrees to provide availability for 24 hours by 7 days per week with advance notice for the needed phone assistance support. Note: BlueCrest will only respond on-site based upon the days and hours in section 4.1.1.1. BlueCrest will provide the ability for a Customer Service Representative to go on-site to make a repair for other times where phone support is requested as well as additional standby. The State of West Virginia must provide one-week advance written notice. If a BlueCrest Customer Service Representative is dispatched to your site there will be an hourly labor charge based upon the table attached hereto in Excel format (entitled *2022 Bluecrest Labor Rate Chart Rev1 082621.xlsx*).

4.1.1.4 The Vendor must perform diagnostics upon arrival and begin providing corrective action within a maximum of two (2) hours after the service personnel are on site. If the Vendor cannot identify the problem within two (2) hours after arriving on site, the Vendor must escalate the problem. BlueCrest agrees

4.1.1.4.1 The Vendor must provide the Agency a report with a description of the issue, recommended and/or completed corrective action, and a timetable on when the issue will be resolved. BlueCrest agrees

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- 4.1.1.5 The Vendor must be authorized to install manufacturers engineering changes and modifications in a timely manner, at the Agency's convenience. The vendor must inform the Agency about patches/fixes when they are made generally available. BlueCrest agrees
- 4.1.1.6 The Vendor must provide and maintain a parts cabinet at the Agency's site for those parts deemed 'critical' or tending to be frequently replaced, as determined by the manufacturer. The Agency and the Vendor will mutually determine the needed Inventory. The Agency's site is located at: BlueCrest agrees to leaving service replacement consumable wearable parts on-site. Examples: Belts, Rollers, Separator Stones, Electro-Mechanical Clutches etc.

Building 6 Room B-110
1900 Kanawha Blvd., E.
Charleston, WV 25305

- 4.1.1.7 If the necessary parts are not in the Agency parts cabinet, the vendor must maintain a local parts drop within 25 miles of the Agency's site. The parts stored at this location shall be those deemed "critical" or tending to be frequently replaced, as determined by the manufacturer. BlueCrest agrees
- 4.1.1.8 Parts which require special ordering or are not stored as defined in 4.1.1.6 and 4.1.1.7 must be ordered and shipped as follows:

If there is a non-critical problem, with no outage, the Vendor must order and receive the parts within a maximum of twenty-four (24) hours of original problem diagnosis. The parts must be installed within two (2) calendar days after receipt. BlueCrest agrees to do this based upon 24 standard business hours, which are Monday to Friday 8:00am to 5:00pm excluding BlueCrest observed holidays.

If there is a critical problem, with outage, the Vendor must order and receive the parts within a maximum of twelve (12) hours of problem diagnosis. The parts must be installed within twenty-four (24) hours after receipt. BlueCrest agrees to order the service replacement part for overnight delivery. It must be noted: BlueCrest

REQUEST FOR QUOTATION
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cannot be held responsible for failure to deliver the next day due to issues with the carrier.

The Agency will be the ultimate authority in deciding criticality.

- 4.1.1.9 The vendor's maintenance program must make any necessary repairs, replace defective parts, perform preventative maintenance, install engineering changes and modifications (including hardware/software updates), and cover all supplies and/or parts required, shipping and handling, inclusive of all travel expenses. BlueCrest agrees to do this so long as the hardware updates / Software updates are not adding new functionality, but will be done for bug fix (software) or hardening (hardware) only. BlueCrest will not be responsible for OEM Product Suppliers either obsoleting or end of life of the OEM Product.
- 4.1.1.10 The vendor must assume full responsibility for the delivery, warranty and maintenance of all equipment and support services provided under this contract. BlueCrest agrees. Please note: This is for services only and not any product purchases.
- 4.1.1.11 The vendor must be responsible for supervising and directing the work under this contract. The use of subcontractors will not relieve the vendor of sole responsibility for performance under this contract. BlueCrest agrees
- 4.1.2 Contract Item #2: Maintenance Services for BlueCrest MSE 12 Console Mail Inserting System.
 - 4.1.2.1 The vendor must be able to provide on-site service one (1) weekend each month, specifically, 2nd Friday weekend. The Vendor must be on 'standby' during this time, onsite service will be requested by the State, and the Vendor must provide the service as needed. BlueCrest Agrees
 - 4.1.2.2 The Vendor must provide on-site service, as requested by the State, Monday — Friday 8am-5pm EST. BlueCrest Agrees

REQUEST FOR QUOTATION
Maintenance for Mail Inserting Systems (OT22031)

- 4.1.2.3 The Vendor must provide telephone support 24 hour by 7 days a week, 365 days a year. The Vendor must respond to the Agency by phone within a maximum of thirty (30) minutes of notification and be onsite within a maximum of two (2) hours of the initial call from the State. BlueCrest agrees to provide availability for 24 hours by 7 days per week with advance notice for the needed phone assistance support. Note: BlueCrest will only respond on-site based upon the days and hours in section 4.1.1.1. BlueCrest will provide the ability for a Customer Service Representative to go on-site to make a repair for other times where phone support is requested as well as additional standby. The ST of West Virginia must provide a minimal one-week advance written notification. If a BlueCrest Customer Service Representative is dispatched to your site there will be an hourly labor charge based upon the table below.
- 4.1.2.4 The Vendor must perform diagnostics upon arrival and begin providing corrective action within a maximum of two (2) hours after the service personnel are on site. If the Vendor cannot identify the problem within two (2) hours after arriving on site, the Vendor must escalate the problem. BlueCrest agrees
- 4.1.2.4.1 The Vendor must provide the Agency a report with a description of the issue, recommended and/or completed corrective action, and a timetable on when the issue will be resolved. BlueCrest agrees
- 4.1.2.5 The Vendor must be authorized to install manufacturers engineering changes and modifications in a timely manner, at the Agency's convenience. The vendor must inform the Agency about patches/fixes when they are made generally available. BlueCrest agrees
- 4.1.2.6 The Vendor must provide and maintain a parts cabinet at the Agency's site for those parts deemed 'critical' or tending to be frequently replaced, as determined by the manufacturer. The Agency and the Vendor will mutually determine the needed inventory. The Agency's site is located at: BlueCrest agrees to leaving service replacement consumable wearable

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parts on-site. Examples: Belts, Rollers, Separator Stones, Electro-Mechanical Clutches etc.

Building 6 Room B-110
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Charleston, WV 25305

- 4.1.2.7 If the necessary parts are not in the Agency parts cabinet, the vendor must maintain a local parts drop within 25 miles of the Agency's site. The parts stored at this location shall be those deemed "critical" or tending to be frequently replaced, as determined by the manufacturer. BlueCrest agrees
- 4.1.2.8 Parts which require special ordering or are not stored as defined in 4.1.2.6 and 4.1.2.7 must be ordered and shipped as follows:

If there is a non-critical problem, with no outage, the Vendor must order and receive the parts within a maximum of twenty-four (24) hours of original problem diagnosis. The parts must be installed within two (2) calendar days after receipt.

If there is a critical problem, with outage, the Vendor must order and receive the parts within a maximum of twelve (12) hours of problem diagnosis. The parts must be installed within twenty-four (24) hours after receipt.

The Agency will be the ultimate authority in deciding criticality. BlueCrest agrees to do this based upon 24 standard business hours, which are Monday to Friday 8:00am to 5:00pm excluding BlueCrest observed holidays.

- 4.1.2.9 The vendor's maintenance program must make any necessary repairs, replace defective parts, perform preventative maintenance, install engineering changes and modifications (including hardware/software updates), and cover all supplies and/or parts required, shipping and handling, inclusive of all travel expenses. BlueCrest agrees to do this so long as the hardware updates / Software updates

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are not adding new functionality, but will be done for bug fix (software) or hardening (hardware) only. BlueCrest will not be responsible for OEM Product Suppliers either obsoleting or end of life of the OEM Product.

4.1.2.10 The vendor must assume full responsibility for the delivery, warranty and maintenance of all equipment and support services provided under this contract. BlueCrest agrees. Please note: This is for services only and not any product purchases.

4.1.2.11 The vendor must be responsible for supervising and directing the work under this contract. The use of subcontractors will not relieve the vendor of sole responsibility for performance under this contract. BlueCrest agrees

5. Contract Award:

- 5.1 The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost.
- 5.2 Pricing Page: Vendor should complete the Pricing by providing a monthly cost on the wvOASIS Commodity Lines. Vendor should complete the Pricing in full as failure to complete the Pricing in its entirety may result in Vendor's bid being disqualified.

Vendor should electronically enter the information into wvOASIS to prevent errors in the evaluation.

6. PAYMENT:

- 6.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7. DELIVERY AND RETURN:

- 7.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within ten (10) working days after receiving

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a purchase order or notice to proceed. Contract Items must be delivered to Agency at 1900 Kanawha Blvd. E., Charleston, WV 25305.

- 7.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

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

- 7.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.
- 7.4 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 those 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 ret-urns 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.
- 7.5 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.

8. VENDOR DEFAULT:

- 8.1 The following shall be considered a vendor default under this Contract.
- 8.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

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- 8.1.2 Failure to comply with other specifications and requirements contained herein.
- 8.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 8.1.4 Failure to remedy deficient performance upon request.
- 8.2 The following remedies shall be available to Agency upon default.
 - 8.2.1 Immediate cancellation of the Contract.
 - 8.2.2 Immediate cancellation of one or more release orders issued under this Contract.
 - 8.2.3 Any other remedies available in law or equity.







ISC22-07 Solicitation Documents BlueCrest Response 11-23-2021

Final Audit Report

2021-11-23

Created:	2021-11-23
By:	Mel Norris (mel.norris@bluecrestinc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA60LyNqej9dqicZRDfBsjjxIQpnYYFRMV

"ISC22-07 Solicitation Documents BlueCrest Response 11-23-2021" History

-  Document created by Mel Norris (mel.norris@bluecrestinc.com)
2021-11-23 - 6:54:30 PM GMT- IP address: 161.69.123.10
-  Document e-signed by Mel Norris (mel.norris@bluecrestinc.com)
Signature Date: 2021-11-23 - 6:57:33 PM GMT - Time Source: server- IP address: 161.69.123.10
-  Document emailed to Susan Gabrielsen (susan.gabrielsen@bluecrestinc.com) for signature
2021-11-23 - 6:57:35 PM GMT
-  Email viewed by Susan Gabrielsen (susan.gabrielsen@bluecrestinc.com)
2021-11-23 - 9:07:08 PM GMT
-  Document e-signed by Susan Gabrielsen (susan.gabrielsen@bluecrestinc.com)
Signature Date: 2021-11-23 - 9:07:30 PM GMT - Time Source: server
-  Agreement completed.
2021-11-23 - 9:07:30 PM GMT

Bluecrest 2022 Labor Rates

Effective

Stand By & Call Out - Random Basis (unless otherwise covered/stated)								
	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Hol
1st Shift								
Standby	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00
Call-out	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00	\$3,000.00
Qtr. Hr.	\$125.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$93.75	\$187.50
2nd Shift								
Standby	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00
Call-out	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00	\$3,000.00
Qtr. Hr.	\$125.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$93.75	\$187.50
3rd Shift								
Standby	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00
Call-out	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00	\$3,000.00
Qtr. Hr.	\$125.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$93.75	\$187.50
Callout charges listed above cover minimum of 4 hours of time and are charged portal-to-portal The quarter hour increments represent what is charged after the initial 4 hours have been used								
Additional Onsite Shift Coverage (Rates per CSR per 8-hour shift)								
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Hol
1st Shift	\$2,640.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,980.00	\$3,960.00
2 nd Shift	\$2,772.00	\$1,680.00	\$1,680.00	\$1,680.00	\$1,680.00	\$1,680.00	\$2,079.00	\$4,158.00
3rd Shift	\$2,904.00	\$1,760.00	\$1,760.00	\$1,760.00	\$1,760.00	\$1,760.00	\$2,178.00	\$4,356.00
Onsite Operator Training: Maximum size of 4 operators per class. Scheduled in advance								
3 days	\$6,000 includes travel							
4 days	\$7,000 includes travel							
5 days	\$8,000 includes travel							