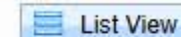




The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency 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 2

 List View

## General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 1836289

Procurement Type: Central Contract - Fixed Amt

Vendor ID: 000000119903



Legal Name: RICOH USA INC

Alias/DBA:

Total Bid: \$1,190,595.26

Response Date: 01/13/2026



Response Time: 12:33

Responded By User ID: WVKirby



First Name: Stan

Last Name: Kirby

Email: Stan.Kirby@Ricoh-USA.Co

Phone: 804.380.0141

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2600000008

Published Date: 1/8/26

Close Date: 1/13/26

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 4 High Speed Production  
Mail Inserting Machine

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 1836289  
**Solicitation Description:** Addendum No 4 High Speed Production Mail Inserting Machine  
**Proc Type:** Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2026-01-13 13:30	SR 0231 ESR01132600000003912	1

**VENDOR**  
000000119903  
RICOH USA INC

**Solicitation Number:** CRFQ 0231 OOT2600000008  
**Total Bid:** 1190595.260000000009313225746 **Response Date:** 2026-01-13 **Response Time:** 12:33:10  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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	High Speed Production Mail Inserting Machine 4.1.1	2.00000	EA	360000.000000	720000.00

Comm Code	Manufacturer	Specification	Model #
44102100			

**Commodity Line Comments:** RFQ ask for a 7 station configuration and that is what we priced above. If you decided you wanted a 8 station (additional folder), the additional cost would be \$54,350.00.

**Extended Description:**

High Speed Production Mail Inserting Machine 4.1.1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Postage Meter 4.1.2	2.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
44102100			

**Commodity Line Comments:** Cost is included in the inserter price on line 1as part of the bundle.

**Extended Description:**

Postage Meter 4.1.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Maintenance and Support Year One 4.1.3	1.00000	YR	80216.000000	80216.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Year 1Maintenance and Support. Cost above is the total for both inserters for 1 year.

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Installation and Delivery 4.1.4	0.00000	EA	1.000000	0.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** this line 4 has a requested quantity of 0, I put the cost for year 2 maintenance on line 8.

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Maintenance and Support Year Two 4.1.3	1.00000	YR	93563.940000	93563.94

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Year 3 Maintenance and Support. Cost above is the total for both inserters for 1 year.

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Maintenance and Support Year Three 4.1.3	1.00000	YR	101049.060000	101049.06

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Year 4 Maintenance and Support. Cost above is the total for both inserters for 1 year.

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Maintenance and Support Year Four 4.1.3	1.00000	YR	109132.980000	109132.98

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Year 5 Maintenance and Support. Cost above is the total for both inserters for 1 year.

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Maintenance and Support Year Five 4.1.3	1.00000	YR	86633.280000	86633.28

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Year 2 Maintenance and Support. Cost above is the total for both inserters for 1 year.

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support



**RICOH**  
imagine. change.

# BUSINESS CASE

## Production Inserting Solution

Prepared for: **State of West Virginia**

Proposal date: **January 13, 2026**

Valid until: **February 28, 2026**

Submitted by: **Larry Hochman**

**Stan Kirby**

**Ron Watts**

**Frank Shoaf**

**Jeff Krause – Senior Manager, NORAM Production Mail**



quadrent



## Process Improvements

### New Technologies & Enhanced Capabilities

- **Productivity.** The DS-1200 productivity features include maximum cycle speeds of up to 8,000, 10,000 or 12,000 filled envelopes per hour and maximum accumulation speeds up to 21,000, 26,000 or 32,000 sheets per hour. A state-of-the-art Mobile Trolley System (each trolley holds 5,000 documents) will roll right up to your printer for “One-touch” loading and secure transportation into inserter.
- **Security and Integrity.** The DS-1200 offers the highest level of security and integrity in the industry. The DS1200’s “integrated integrity” records each movement of every page and every set of documents as they securely travel through the system. It also alerts the operators of any possible issues as they occur. The system always knows exactly where everything is at all times.
- **User-Friendly Design.** The simple Windows™-based, touch-screen operating system controls a host of fully automatic settings that include fold plates, track, envelope setup and separator adjustments. This high level of automation dramatically reduces operator errors and boosts Productivity. Simply touch to tell the system what to do and most of the necessary adjustments happen automatically facilitating the **fastest job changeover** in the industry (about 30 seconds).
- **Flexibility.** Configurable with up to 16 stations, the DS-1200 is totally modular and can store an unlimited number of pre-set applications in the on-board PC. Available choices for paper and envelope sizes cover a wide range, as does the support for insert sizes and thicknesses. The system is upgradeable one feeder at a time, and can be configured with as many in-line folders as required. It also has in-line metering, stamp affixing, Dynamic Envelope Printing and matching capabilities.
- **Low Maintenance.** The DS-1200 has been engineered to maximize uptime by virtue of the system’s precision diagnostics capabilities accessible through the touchscreen user interface. Coupled with its modular design, DS-1200 is a low maintenance, high uptime document finishing solution.

**The DS-1200 combines the speed and productivity of production folder inserter systems with the flexibility and user-friendly features of desktop models. This equates to unparalleled efficiencies, cost effectiveness and time savings.**





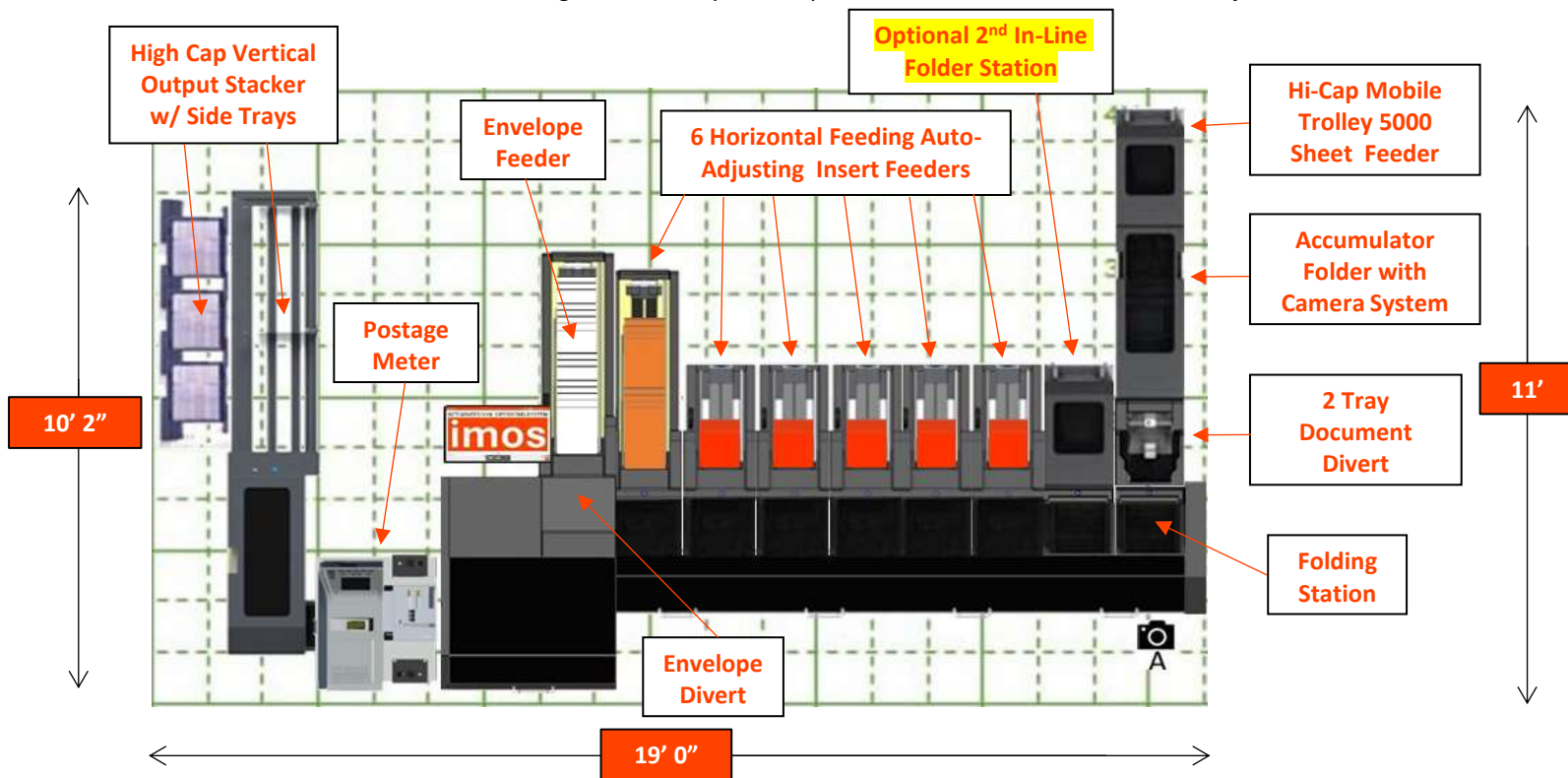


## Quadient Solution Configuration



### DS-1200 “G5iQ” 7 or 8 Station Folder Inserter System:

- Up to 12K/hr Inserting Speed (operator adjustable). Up to 32K/hr sheet feeding accumulation speed.
- Accumulator Folder Station (2 Mobile Trolleys 5,000 sheet capacity each for total of 10K capacity) to read/assemble variable multiple pages together prior to folding. Equipped with mobile Camera System capable of reading Linear 1D/2D/OMR. Code location and type are stored in the job and the camera moves into position automatically when job is chosen. Air Assist built in.
- 2-Tray Document Divert sorts out incorrect document sets or over oversized page count sets automatically. System also comes standard with a built in Envelope Diverter to automatically sort out bad envelopes that can't be opened for continuous operation.
- 6 Insert Feeders for items that don't require folding (i.e. BRE, buck slip, etc.) – Insert feeders feature horizontal belt feed delivery so weight of stack does not affect feed and automatic separation settings stored in the job.
  - 1 of the Insert Feeders equipped with hi-cap 40" horizontal belt (2,000 BRE capacity)
- Optional 2<sup>nd</sup> In-Line Folding Station (2 Mobile Trolleys 5,000 sheet capacity each for total of 10K capacity) for folding enclosures in line. Eliminates the need to pre-fold documents. Exclusive Quadient capability to have 2 folding stations. Air Assist included.
- Vertical Output Stacker stacks filled envelopes and can be controlled intelligently to stack in separate lines (i.e. USPS postal tray breaks, etc.) complete w/divider paddles for unloading on-the-fly and Mail Tray Shelves attached to the conveyor.
- Unlimited programmable jobs automate most all system job changeovers (i.e. track, envelope size, feeder separation, fold size, etc.) for the easiest job changeover (30 seconds) in the industry! Mechanical Operator not required.
- AIMS Software License connects to existing AIMS-1000 system to process MRDF files and other barcoded jobs.



- Please Allow approximately 3' on all sides for system accessibility. All Operation and Controls are on the same side.







## Financial Considerations

### Product Summary – DS-1200 G5iQ Production Mail Inserting System

- **Purchase Price includes:** DS-1200 G5iQ Intelligent Production Inserter as per the detailed configuration, freight, delivery, installation, on-site Job Programming and training.
- **Equipment Maintenance price includes:** All Parts & Labor including Preventative Maintenance
- **Lease Price includes:** DS-1200 G5iQ Intelligent Production Inserter as per the detailed configuration, freight, delivery, installation, on-site Job Programming & training and Maintenance for the duration of the lease. Equipment Maintenance is locked in for the term of the lease – no annual increases.
- **On-Site Parts Kit** includes commonly used parts to help maximize up-time. Stored on-site.

Cost Summary		Valid Until: 2/28/2026
01	Purchase Investment:	\$xxx,xxx
02	Annual Maintenance:	\$xx,xxx
Monthly Lease (60-month term FMV)		\$x,xxx per month

### Additional Business Impact/Notes

- Maximum productivity with the DS1200 unique fully automatic 30 second job change (Unique to Quadient)
- Fully integrated document visibility at every movement through the machine via IMOS providing complete document integrity
- Ability to add a Full Format Flats Option to run in production with letter size jobs (Unique to Quadient)
- Ability to add a 2nd in-line folder station to process 11" documents & 14" in the same envelope (Unique to Quadient)
- Security, Compliance and Integrity Achieved – Maximize efficiency and production cycle speeds up to 10,000 finished envelopes per hour on 3 point match with single operator setup and operation
- Ability to process higher volume jobs with the speed, efficiency, confidence and pricing necessary to grow and exceed customer expectations
- Revenue Growth – Modular design allows for the addition of modules as needed in the future



## User List

### Partial List of Quadient DS-1200 Customers

- CITIBANK
- DEPT OF HOMELAND SECURITY
- NY CITY HOUSING AUTHORITY
- FIDELITY INVESTMENTS
- STATE OF WEST VIRGINIA
- NEWCOURSE COMMUNICATIONS
- SAFEWAY INSURANCE GROUP
- QUICKEN LOANS
- LIBRARY OF CONGRESS
- OKLAHOMA TAX COMMISSION
- UNIVERSITY OF MICHIGAN
- UNIVERSITY OF PITTSBURGH
- CVS
- ONE AMERICA INSURANCE
- CITY OF CLEVELAND
- SOUTH CAROLINA DEPT OF REVENUE
- CHRISTIAN BROADCASTING NETWORK
- COMPASSION INTERNATIONAL
- AFLAC
- MULTIPLE BLUE CROSS BLUE SHIELDS
- MULTIPLE FARM BUREAU LOCATIONS
- MULTIPLE ALLEGRA LOCATIONS
- MULTIPLE CURTIS 1000 LOCATIONS
- MULTIPLE SMALL & LARGE PSP's





## Solution Benefit Analysis

### Key opportunities to reduce costs & improve efficiency when communicating with customers:

1. Ability to change applications and not be boxed out by your finishing solution!
2. Not be at the mercy of your systems availability to get vital communications out.
3. Adding document intelligence for added security and ease of multi-page document processing.
4. Maximize productivity with solutions enhanced features and speed.
5. Maximize your growth potential by choosing a solution that can change with you.

Below is a look at how the Quadient DS-1200 System will provide solutions to your job requirements:

Requirement	Quadient Solution	Benefit
Ability to <i>change between jobs</i> (i.e. #10 to 6 x 9.5) in <i>seconds versus an hour</i> or more!	The Quadient DS-1200's state-of-the-art, completely <b>automated job change</b> , will automatically adjust all job settings (envelope, track, folds, etc.) with the touch of a button (pre-programmed jobs).	No need to spend time and labor cost to manually change over equipment just to process your jobs. Manual job change is just counter-productive to business!
High-Capacity Document Feeding with security and <i>mobility to roll up to the printers</i> .	The DS-1200 comes standard with a High-Capacity feeder complete with two " <b>mobile trolleys</b> " that can hold up to 5000 docs each and roll up to the printer!	Our Secure Mobile Trolley System provides great cap & productivity while securely rolling docs from printer right into the inserter!
High Speed variable-page document grouping, to fold sets together while maintaining exact A- Z print order.	Our High Speed Accumulator can process from 20,000 to 32,000/hr. while maintaining the exact A-Z print order. This allows the document sets to move to the folder together and fold as a set!	No changes to printing required. Finished sets are professionally presented to the recipients (assembled and folded together). Productivity is Maximized!
High Capacity <i>Vertical Stacker</i> for finished envelope output with <i>Sorting Capability</i> .	The Quadient DS-1200 has a state-of-the-art Vertical Stacker with built in mail-tray-shelf <i>option</i> and ability to intelligently sort output (stagger stacking in batches and an ink marking option).	Maximum productivity due to not needing to break up the run or stop the system for sorts like Zip code Breaks. Also adds to ease of operation and output trayng.
Ability to configure <b>multiple folders</b> in-line and scalability for future growth.	The DS-1200 solution offers up to 16 stations, the ability to add multiple in-line folders, intelligence or even other special feeders or output devices, either up-front or at any time in the future.	Extremely flexible system that facilitates and encourages customer growth. All options are at your disposal now and into the future. One feeder at a time!

**It is these key benefits that make the Quadient DS-1200, the ideal solution!**



## Operating Conditions

### Maximum Heat Output (BTU/hour)

Rated current x Rated Volts x 3.412  
(11,222 BTU/hour for typical configuration)

### Maximum Heat Output (Watts)

Rated Current x Rated Volts  
(3.289 kW for typical configuration)

### Operating Temperature

64 - 82 deg F

### Operating Humidity

30 - 80% RH

### Noise Level

Without collator: less than 78dBA, measured at 63" height, 39" from cover where noise level is at its highest. Measurement with collator: < 81dBA. Measurements taken using averaging of peaks. Leq (8) 79dBA Leq (8) is lower than the first action level required by: Europe - Fiscal Agents (Noise) Directive 2003/10/C UK - Health & Safety. The Control of Noise at Work Regulations 2005 statutory instruments 2005 No. 1643.

### Important Notes:

- All stationery should be allowed to acclimatize near the machine for at least 24 hours before use to prevent rapid absorption of moisture in the material, or condensation forming on the machine. Failure to acclimatize the material may cause pre-gumming of envelopes or impair machine performance.
- The machine will function with humidity levels lower than 30% RH, but high levels of static may be generated, impairing machine performance
- The machine will function with humidity levels higher than 80% RH, but moisture absorption into the material may impair machine performance.
- Condensation must not be present under any circumstances.
- To ensure safe operation and provide for maintenance access, a minimum of 3 feet of free space should be available between any part of the machine and a wall or other structure.
- The machine will function in temperature levels above 82 deg F and below 64 deg F. Temperature levels outside these limits may impair the machine's performance.
- Material processed directly from laser printers may have high levels of static causing material to stick together. If double feeding occurs, then Hi-Grip separators may be required for the sheet feeders (Hi-Cap and Lo-Cap). Request Hi-Grip Separator Assembly C8171A. Also, a paper jogger may improve paper handling/feeding.





## Power Requirements

### DS-1200 G5iQ

- The Quadient DS-1200 system comes with an attached NEMA L6–30 P plug power cord. A corresponding outlet with a NEMA L6–30 R style receptacle is required and must be installed by the customer.
- Voltage supplied should be 208 VAC single phase.
- A dedicated circuit is recommended, wired and protected to 30 amps.
- The DS-1200 main power cord is approximately 9' in length. If permissible by state electrical codes, we recommend a SJ 10/3 flexible cord dropped from the ceiling. This cord should be fitted with a L630 RCC connector and placed at the end of the DS-1200's envelope stacker with an additional 5' of slack.
- If a solid pole is desired, a L630 R receptacle will be needed. Be aware that this approach requires exact placement of the pole. Our recommendation of the flexible SJ cord allows more flexibility in the placement and movement of the system.
- Please consult with Quadient USA if you require further clarification or additional information regarding the above options.



### Postage Meter and/or AIMS Base Station

- If connected to your DS-1200 system, the Quadient In-Line postage meter OR AIMS Base Station utilizes a standard 110 power cord.
- The corresponding outlet required is a standard 110 VAC/15 amps grounded receptacle. A Power Strip is recommended for AIMS Base Station.
- Location of this outlet should be right next to or near the DS-1200 output.
- When the In-Line meter is part of configuration, all power can drop behind the meter base.
- If the AIMS Base Station is part of solution, then power placement at end of envelope conveyor.
- An Internet line (LAN line) is required for postage meter resetting (also behind the meter base).







## Implementation Schedule

### Equipment Deployment Approximately 9 to 12 weeks

Contract Signature Date: TBD

Project Completion Date: TBD

Week 1 - 3	Week 4-5	Week 6-8	Week 9-12
Execute Contracts	Install & Training Kick-off Call scheduled	Equipment Ships from our factory	Equipment Arrives on Customer Site
Order Submitted and Processed	Implementation Scheduled agreed to and Kick-off Call Completed	Final walk- through for site installation & required Power verified	Quadient "On-Site" team commences installation including Job Programming
Applications Packs Completed and Approved. Site Survey Completed	Equipment Build is Finalized	Final Adjustments made to site	Operator Training Completed
Equipment Build Begins	Equipment is prepared for shipment	Equipment Ships to Customer site	GO LIVE





## Quadient at a Glance

We help companies build powerful connections with their customers. **Because connections matter.**



### LOCAL PARTNER

200+ U.S. locations providing unmatched accessibility and responsiveness.



### EXPERTISE

8 billion interactions facilitated annually.



### PROVEN RESULTS

96% customer satisfaction rate. \$1.2B sales in 2018, 44% from North America.



### BACKED BY THE EXPERTS

Gartner, Forrester, and Aspire.



### EXPERIENCE

Market-leading technology for 95 years. 800,000 customers across 90 countries.



### GLOBAL REACH

5,600 employees in 32 countries.

## Portfolio



### Customer Experience Management

Omnichannel software that delivers compliant and meaningful customer interactions.



### Business Process Automation

Digital solutions that streamline document production processes and departmental workflows.



### Mail-Related Solutions

Hardware and software that power accurate and efficient physical communications.



### Parcel-Related Solutions

Advanced systems that automate inbound parcel management and optimize shipping.

## Business Impact

Delivering measurable process improvements to advance your key business objectives, including:



### Customer Engagement

Improve acquisition, satisfaction and retention



### Revenue Growth

Increase sales, market share and profit



### Risk Mitigation

Enhance security and regulation compliance



### Expense Control

Maximize productivity and reduce costs



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  
Office Equip.

**Proc Folder:** 1836289

**Doc Description:** Addendum No 4 High Speed Production Mail Inserting Machine

**Reason for Modification:**

Addendum No 4 is issued to  
Publish Q&A

**Proc Type:** Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2026-01-08	2026-01-13 13:30	CRFQ 0231 OOT2600000008	5

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000119903

**Vendor Name :** Ricoh USA

**Address :** 9204

**Street :** Center Oak Ct, Suite A

**City :** Mechanicsville

**State :** VA

**Country :** USA

**Zip :** 23116

**Principal Contact :** Stan Kirby

**Vendor Contact Phone:** 804-380-0141

**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

**Vendor  
Signature X**

01/12/2026  
Chris Kersey  
Region Vice President

**FEIN#** 23-0334400

**DATE** 1/13/2026

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

**ADDITIONAL INFORMATION**

Addendum No 4 is issued for the following reasons:

1) To publish the vendor questions with Agency response

---no other changes---

**INVOICE TO**

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

**SHIP TO**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	High Speed Production Mail Inserting Machine 4.1.1	2.00000	EA	\$360,000.00	\$720,000.00

**Comm Code****Manufacturer****Specification****Model #**

44102100

**Extended Description:**

High Speed Production Mail Inserting Machine 4.1.1

**INVOICE TO**

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

**SHIP TO**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Postage Meter 4.1.2	2.00000	EA	Included in inserter cost on line 1	

**Comm Code****Manufacturer****Specification****Model #**

44102100

**Extended Description:**

Postage Meter 4.1.2

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Maintenance and Support Year One 4.1.3	1.00000	YR	\$40,108.00	\$80,216.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Installation and Delivery 4.1.4	0.00000	EA	Included in inserter cost on line 1	

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Maintenance and Support Year Two 4.1.3	1.00000	YR	\$43,316.64	\$86,633.28

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**  
 First year Maintenance and Support and renewal years 2-5 maintenance and support

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Maintenance and Support Year Three 4.1.3	1.00000	YR	\$46,781.97	\$93,563.94

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**  
 First year Maintenance and Support and renewal years 2-5 maintenance and support

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Maintenance and Support Year Four 4.1.3	1.00000	YR	\$50,524.53	\$101,049.06

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Maintenance and Support Year Five 4.1.3	1.00000	YR	\$54,566.49	\$109,132.98

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2025-11-25

	Document Phase	Document Description	Page 6
OOT2600000008	Final	Addendum No 4 High Speed Production Mail Inserting Machine	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain **mandatory** provisions identified by the use of the words "**must**," "**will**," and "**shall**." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PRE-BID 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. 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.

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.

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 non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: Tuesday November 25, 2025

Submit Questions to: Toby L Welch  
2019 Washington Street, East Charleston, WV 25305  
Fax: (304) 558-3970  
Email: [Toby.L.Welch@wv.gov](mailto:Toby.L.Welch@wv.gov)

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, 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. The Purchasing Division will not accept bids or modification of bids via email.

**Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.**

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

**VENDOR NAME:**

**BUYER:** Toby L Welch

**SOLICITATION NO.:** CRFQ OOT2600000008

**BID OPENING DATE:** Thursday December 4, 2025

**BID OPENING TIME:** 1:30 p.m.

**FAX NUMBER:** 304-558-3970

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.

**Bid Delivery Address and Fax Number:**

Department of Administration, Purchasing Division 2019 Washington Street East

Charleston, WV 25305-0130

Fax: 304-558-3970

**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 or via delivery by mail).

**Bid Opening Date and Time:** 12/04/2025 @ 1:30 p.m.

**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 Acknowledgement Form. 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 **shall** 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. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6.2, 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.

**12. 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.

**13. UNIT PRICE:** Unit prices **shall** prevail in cases of a discrepancy in the Vendor's bid.

**14. 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: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](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-3-37(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: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf).

**15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:**

For any solicitations publicly advertised for bid, in accordance with West Virginia Code § 5A-3-37 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.

**16. 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 § 148-1-4.7.

**17. 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.

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

**19. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3.”

**20. 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 § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.

**21. EMAIL 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 ~~wv~~OASIS or the Purchasing Division's website to determine when a contract has been awarded.

**22. 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.

## **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:** The Initial Contract Term will be for a period of One (1) Year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**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 Four (4) 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:

☐ the contract will continue for \_\_\_\_\_ years;

☐ the 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).

☐ **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.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in \_\_\_\_\_

**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.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

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

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

☐ **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.

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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 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.

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**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. VENUE:** All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

**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 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. 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.

**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.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. 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 [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy).



**31. 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.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. 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.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they 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.

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

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. NO DEBT CERTIFICATION:** 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. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

**38. 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.

**39. 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](mailto:purchasing.division@wv.gov).

**40. 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.

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

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

**42. 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.

**43. 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 disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work 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.

**44. 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.

**45. 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.

**46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**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.

(Printed Name and Title) Stan Kirby

(Address) 9204 Center Oak Ct, Suite A, Mechanicsville VA 23116

(Phone Number) / (Fax Number) 804-380-0141

(email address) stan.kirby@ricoh-usa.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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 of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Ricoh USA

(Company)

01/13/2026

(Signature of Authorized Representative)

Chris Kersey  
Region Vice President

(Printed Name and Title of Authorized Representative) (Date)

757-285-8379

(Phone Number) (Fax Number)

christopher.kersey@ricoh-usa.com

(Email Address)

**REQUEST FOR QUOTATION**  
**High-Speed Production Mail Inserting Machine (OT260033)**

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**SPECIFICATIONS**

- 1 PURPOSE AND SCOPE:** THE West Virginia Purchasing Division is soliciting bids on behalf of the Office of Technology to establish a contract for the purchase of (2) two high-volume, high speed production console mail inserting machines with high productivity cut-sheet input.

The equipment must handle diverse mail types, ensure accuracy in page collation and insertion, and provide robust reporting and error-detection features to support compliance with that and federal requirements. This equipment will be located at the West Virginia Department of Administration's Print Shop located at 1900 Kanawha Boulevard East, Building 6, Charleston, WV.

- 2 CURRENT ENVIRONMENT:** WVOT currently owns and operates the following inserting equipment:

1. One (1) BlueCrest MSE 12F console inserting system, installed in 2012, with cutsheet input capability, 3 feeder stations, 2 of 5 interleaved barcode scanner, Print+ Messenger, postage meter, filed based processing.

2. One (1) BlueCrest MSE 14 console inserting system, installed in 2012, with continuous and cut-sheet capability, 6 feeder stations, OMR and 2 of 5 interleaved barcode scanners, postage meter, and trim/vac collection capability.

3. One (1) Quadient DS-1200 console inserting system, installed in 2024, with continuous and cut-sheet capability, 6 feeder stations, OMR and 2 of 5 interleaved barcode scanners, postage meter, and trim/vac collection capability.

WVOT processes approximately 15 (fifteen) million mail pieces per year through these 3 machines.

The proposed solution must demonstrate compatibility and seamless integration with agency-owned Pitney Bowes Business Manager accounting software (current supported version) and Ricoh Process Director workflow software (current supported version). Compatibility shall include the ability to exchange data, maintain workflow integrity, and operate without requiring unsupported modifications. Vendors should provide evidence of successful integration or commit to a proof-of-concept demonstration as part of evaluation, but may be required prior to award.

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**3 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.

**3.1 “Contract Item”** means Commercial scanner or related products as more fully described by these specifications.

**3.2 “Pricing Page”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached as Exhibit A, and used to evaluate the Solicitation responses.

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

**3.4 “OMR”** means optical mark recognition.

**3.5 “MSE”** means mailstream evolution.

**3.6 “HPI”** means high productivity input.

**3.7 “USPS”** means United States Postal Service.

**3.8 “IMI”** means Intelligent Mail Indicia.

**4 GENERAL REQUIREMENTS:**

**4.1 Mandatory Contract Item Requirements:** Contract Items must meet or exceed the mandatory requirements listed below.

**4.1.1 Contract Item 1: High-Speed Production Console Mail Inserting Machine**

**4.1.1.1** Vendor must provide new equipment. Remanufactured or warranted-as-new equipment will not be accepted.

**4.1.1.2** Vendor must provide a programmable, software-controlled, console inserting system.

**4.1.1.3** Must be compatible with agency-owned Pitney Bowes Business Manager accounting software and Ricoh Process Director workflow software.

**4.1.1.4** Must be capable of attaching a high productivity input cut-sheet feeder to process and fold cut-sheet input.

**4.1.1.5** Must provide the system data for billing, including operator ID, cost center, piece count, postage used, date, time, machine ID, rate class and special fee codes.

**4.1.1.6** Must provide formatted reports of jobs run.



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**High-Speed Production Mail Inserting Machine (OT260033)**

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- 4.1.1.7** Vendor must provide all necessary software and hardware required to operate the system. The following items will include but not limited to windows/operating software, server, monitor, printers, mouse, keyboard, scanner, document feeders, and document carts.
- 4.1.1.8** Must be fully automated for job set up and forms changeover.
- 4.1.1.9** Must process both file-based and direct connect print jobs and be configured to do so seamlessly.
- 4.1.1.10** Must include unlimited job storage for all current and future job requirements.
- 4.1.1.11** Must process current jobs, including scan jobs with 2 of 5 interleaved barcode, and counted page sets. Scan jobs may be controlling number of pages per set and/or selective added inserts. Barcodes are located on the right margin.
- 4.1.1.12** Must have future ability to add 2D and 3D barcode scanning.
- 4.1.1.13** Must accept forms fed in Z-A and high to low sequence.
- 4.1.1.14** Must detect a double feed, bad barcode, or missing page and diverting the entire set before the fold and/or before applying postage.
- 4.1.1.15** Must divert mail pieces, after sealing but before postage is applied, for barcoded irregularities or mail pieces that exceed expected page count limits.
- 4.1.1.16** Must have at least one dual accumulator. Accumulator must be capable of handling 2 sets of collated documents simultaneously.
- 4.1.1.17** Must process up to 10,000 cycles per hour of half fold documents, and 12,000 cycles per tri-fold documents.
- 4.1.1.18** Must have a duty cycle of a minimum of 1,000,000 envelopes per month.
- 4.1.1.19** Must have user-modified chassis speed control and to auto-adjust to optimize job performance, based on pieces inserted per hour.
- 4.1.1.20** Must have auto-adjusting speed (insertions/hour) based on thickness of inserted materials.
- 4.1.1.21** Must have gradual increasing speed at start-up to minimize paper jams.
- 4.1.1.22** Must have starting and stopping of the system via remote control, as well as clearing deck, and single cycling documents.
- 4.1.1.23** Must have 7 modular servo-driven friction feeders with missed form and double detect features. This includes but not limited to one (1) sheet feeder and six (6) hopper/feeders. May include options of feeder folders.

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**High-Speed Production Mail Inserting Machine (OT260033)**

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- 4.1.1.24** Must have an automatic stop/delay for jammed, mis-fed, or empty feeder stations with visible indicators.
- 4.1.1.25** Must be able to fold up to seven (7) tri-folded or up to ten (10) half-folded sheets of 20# paper and have the capability to switch between the two modes by a single operator.
- 4.1.1.26** Must be able to switch and process tri-fold (#10) and half-fold (6X9.5) outer envelopes and have the capability to switch between the two sizes by a single operator.
- 4.1.1.27** Must process executive, side-seam and diagonal-seam outer envelopes.
- 4.1.1.28** Must detect faulty envelopes and divert them without operator intervention or machine stoppage.
- 4.1.1.29** Must have a Graphical User Interface (GUI) with on screen help and troubleshooting.
- 4.1.1.30** System must include Postage Meter Base.
- 4.1.1.31** Must include a hand-feed option to meter damaged mail pieces offline.
- 4.1.1.32** The vendor must provide a turn-key emergency backup for the hardware and software solution. This is a backup procedure that can be implemented quickly and consists of a copy of but not limited to the Agency's profiles, specific job settings, and job modes. The emergency back-up will be updated annually and stored on an onsite Agency-owned external hard drive.
- 4.1.1.33** Must include a High Productivity Input Cut-Sheet Feeder
  - 4.1.1.33.1** Vendor must provide new equipment. Remanufactured or warranted-as-new equipment will not be accepted.
  - 4.1.1.33.2** Sheet feeder must be configured for high-speed production console mail inserting machine within this solicitation.
  - 4.1.1.33.3** Sheet feeder must be vacuum fed.
  - 4.1.1.33.4** Sheet feeder must be continuous loading.
  - 4.1.1.33.5** Sheet feeder must convey and separate cut-sheet material to a minimum of 30,000 sheets per hour.
  - 4.1.1.33.6** Sheet feeder must have a page separator and double detector.
  - 4.1.1.33.7** Sheet feeder must be capable of bottom vacuum sheet feeding to accommodate Z-A or high to low sequence.
  - 4.1.1.33.8** Sheet feeder must have a minimum of 1500 sheet capacity.

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**4.1.2 Contract Item 2: Postage Meter**

- 4.1.2.1 Must be in compliance with all USPS requirements. Including IMI standards.
- 4.1.2.2 Must be capable of applying for a metered permit, postage for 1 and 2 ounce letters, first class and standard mail, with various ancillary endorsements. Must alert the operator when meter ink is low.
- 4.1.2.3 Must be able to electronically provide the system data for billing, including operator ID, account number, piece count, postage used, date, time, machine ID, rate class and special fee codes.
- 4.1.2.4 Must be able to refillable by phone and/or electronically from a postage account.
- 4.1.2.5 Must include maintenance and support including any necessary repairs, replace defective parts, perform preventative maintenance, install engineering changes and modifications (including hardware/software updates), and cover all supplies (except consumables) and/or parts required, shipping and handling, inclusive of all travel expenses.
- 4.1.2.6 Any costs such as maintenance, rental or leasing must be included in the bid.

**4.1.3 Contract Item 3: Maintenance & Support**

- 4.1.3.1 Maintenance service must be provided by either the manufacturer of the equipment or a representative trained and authorized by the manufacturer. If other than the manufacturer, the vendor must provide written proof of authorization from the manufacturer in response to this RFQ or upon request.
- 4.1.3.2 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.
- 4.1.3.3 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.

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**High-Speed Production Mail Inserting Machine (OT260033)**

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- 4.1.3.4** 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 inventory needed. The Agency's site is located at: Building 6 Room B-110 1900 Kanawha Blvd., E. Charleston, WV 25305
- 4.1.3.5** 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.
  - 4.1.3.5.1** 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.
- 4.1.3.6** Vendor shall provide durable supplies and/or parts required but not included in the warranty/maintenance (e.g. ink, sealant, printheads), along with the current price and estimated yield of each. The annual cost of these items based on one million sealed, metered mail pieces per year must be included on the cost sheet.
- 4.1.3.7** Vendor must assume full responsibility for the delivery, warranty and maintenance of all equipment and support services provided under this contract.
- 4.1.3.8** Vendor must provide Monday – Sunday 8 AM – 5 PM onsite service response.
- 4.1.3.9** Vendor must 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.
- 4.1.3.10** Vendor must place a call-back to the customer site within 30 minutes after being notified of a problem, in order to provide an estimated time of arrival (ETA). The ETA at the customer's site must be within two (2) hours of the initial call.
- 4.1.3.11** Maintenance and support shall begin after the inserter is accepted and working and fully functional. The State will issue an official Change Order to memorialize and incorporate the maintenance dates into the contract.

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**4.1.4 Contract Item 4: Installation and Delivery**

- 4.1.4.1** The vendor must deliver and install the console inserter at the agency's site: Building 6, Room B148 Kanawha Blvd E, Charleston WV 25305
- 4.1.4.2** Vendor must include on-site training for up to five (5) employees. This will require two (2) shifts: dayshift (7:00 am -5:00 pm) and afternoon shift (11:00 am-7:00 pm).
- 4.1.4.3** Vendor must provide an electronic copy of user manual and operating instructions.
- 4.1.4.4** Vendor should include in its bid, but must provide upon request, a schematic of the proposed equipment showing the dimensions, arrangement and required access space surrounding the equipment. Schematics -must also indicate requirements and placement of electrical circuits. Agency will supply and install all electrical circuits required.
- 4.1.4.5** Vendor must have a representative onsite within 15 business days of issuance of purchase order to meet with the agency to develop a schedule for delivery, installation, testing and training. Delivery and installation are expected to occur within 120 calendar days after the issuance of the purchase order.
- 4.1.4.6** Cost of shipping, installation, and training must be included in the bid price.

**4.1.5** Vendor must include the cost of Contract Years 2, 3, 4 & 5 for Contract Item 4.

**5 CONTRACT AWARD:**

- 5.1 Contract Award:** 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 as shown on the Pricing Pages.
- 5.2 Pricing Page:** Vendor must complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

- 5.3** Vendors must include Model Number and Manufacturer's Data Sheet with their bid submission.

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**5.4** Manufacturers Data Sheet to support vendor's product should be submitted with bid response. Vendors must identify those sections where it is demonstrated that the product meets the required specifications.

**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 after being awarded this Contract and receiving a purchase order or notice to proceed and once all three items are available. Vendor shall deliver the Contract Items within 45 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 902 Bullitt Street, Charleston, WV 25301.

**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 the approval of the Purchasing Division.

**Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

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

**7.4 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.

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**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.

**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 the 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.

**SOLICITATION NUMBER:** CRFQ OOT2600000008

**Addendum Number:** 4

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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 No 4 is issued for the following reasons:

1) To publish a copy of vendor questions with responses.

--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.



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ OOT26\*008**

**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 checked="" 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 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.

RicoH USA	
_____ Company	
_____ Authorized Signature	
01/12/2026	
Chris Kersey	
Region Vice President	
_____ Date	

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

## ATTACHMENT A

## CRFQ OOT2600000008

### HIGH SPEED PRODUCTION MAIL INSERTING MACHINE (OT26003)

**Q.1** Section 4.1.4.6 Installation and Delivery states that this would occur within 120 calendar days after issuance of the purchase order. Section 7.1 states that vendor shall deliver the contract items within 45 working days after receiving a purchase order.

*Question: What is the installation and delivery requirement, i.e. 120 calendar days or 45 working days from receipt of a purchase order?*

*Answer: 45*

**Q.2** Section 4.1.3.8 calls for “onsite service response”. Is the requirement to provide the cost for a designated BlueCrest Factory Trained Service technician to be assigned to the OFT site Monday – Sunday 8 AM – 5PM. Our current service support contract with OFT covers the cost for a BlueCrest Factory Trained Service technician supporting via an On Call contract where he/she is dispatched to the OFT site once a service support request is made via our customer support portal.

*Question: Please clarify if this RFQ requires providing the cost for a BlueCrest Factory Trained Service technician to be assigned to the OFT site Monday – Sunday 8 AM – 5PM or the cost for the current support model where a BlueCrest Factory Trained Service technician supporting via an On Call contract where he/she is dispatched to the OFT site once a service support request is made via our customer support portal.*

*Answer: Required to be assigned M-F 8-5 and on call Saturday and Sunday 8-5 contract where they are dispatched once a service support request is made*

**Q.3** Section 4.1.1.33.4 – Sheet feeder must be continuous loading.

*Question: Is ‘continuous loading’ defined as the ability to continuously load the sheet feeder without needing to pause or stop the inserter?*

*Answer: Yes*

**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.

Statement: Your “Mandatory Terms” state that Failure to comply with a mandatory term in the Solicitation will result in bid disqualification. Unfortunately, some bid specs are set for only one specific vendor’s machine so we want to make sure that we can bid this without being disqualified.

**HIGH SPEED PRODUCTION MAIL INSERTING MACHINE (OT26003)**

They not only specify your specific needs, but also what type of hardware you needs to do it. We have demonstrated that Quadient can meet & exceed your needs, but we do it differently due to different technologies...

4.1.1.8 Must be fully automated for job set up and forms changeover.

**Q.4:** Can you please clarify that “fully automated” means automatic fold plate settings, automatic track guide settings, automatic camera setup and automatic feeder adjustment settings for envelopes, paper and inserts?

**Answer:** Fully automated includes the listed items and minimal operator assistance

4.1.1.15 Must divert mail pieces, after sealing but before postage is applied, for barcoded irregularities

or mail pieces that exceed expected page count limits.

**Q.5:** Is it acceptable for the system to divert the mail pieces upstream in the process but prior to postage being applied? The system would have 2 divert bins – 1 for barcode irregularities and 1 for mail pieces that exceed expected page count.

**Answer:** Yes

4.1.1.16 Must have at least one dual accumulator. Accumulator must be capable of handling 2 sets of collated documents simultaneously.

**Q.6:** Will you accept a high speed single channel accumulator? This has been demonstrated to the State of WV and handles your applications acceptably. Quadient does not offer a dual channel accumulator so this bid spec will eliminate us from bidding.

**Answer:** Yes

4.1.1.23 Must have 7 modular servo-driven friction feeders with missed form and double detect

features. This includes but not limited to one (1) sheet feeder and six (6) hopper/feeders. May include options of feeder folders.

**Answer:** Yes



## HIGH SPEED PRODUCTION MAIL INSERTING MACHINE (OT26003)

**Q.7:** The current Quadient system installed has one (1) sheet feeder/folder station and five (5) hopper/feeders and it handles all your applications. Will this same setup be acceptable?

Answer: No, we need 1 sheet feeder and 6 hopper/feeders

4.1.1.33.3 Sheet feeder must be vacuum fed.

**Q.8:** This is older technology that Quadient does not use. Assuming that we can effectively feed paper (which we can), is there any reason why it has to be vacuum fed? Otherwise, you are blocking us from bidding with much better technology.

Answer: No

4.1.1.33.7 Sheet feeder must be capable of bottom vacuum sheet feeding to accommodate Z-A or high to low sequence.

**Q.9:** Same question as above to get rid of the bottom vacuum sheet feeding requirement.

Answer: No

4.1.1.33.8 Sheet feeder must have a minimum of 1500 sheet capacity.

**Q.10:** Most higher volume production inserters have sheet capacities of at least 4,000 sheets which is helpful for improved production and efficiencies.

Answer: Question is like a statement.

**Q.11:** Would you consider raising this spec to 4,000 sheets? Our system has options for 2,000 or 5,000 sheet capacity and we don't recommend the lower capacity feeders because of the speed of the system.

Answer: Raised to a minimum of 2,000 sheets

4.1.3.8 Vendor must provide Monday-Sunday 8 AM-5 PM onsite service response.

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

**Q.12:** Monday-Friday 8am-5pm and weekend service once per month is done Saturday-Sunday 8am-5pm on an on-call basis. Is this acceptable based on the two above bid specs?

Answer: M-F 8-5 Saturday and Sunday 8-5 on Standby dispatched if service is needed