



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 5

List View

- General Information
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1836289

Procurement Type: Central Contract - Fixed Amt

Vendor ID: VS0000016653

Legal Name: DMT SOLUTIONS GLOBAL CORPORATION

Alias/DBA:

Total Bid: \$108,422,894.00

Response Date: 01/13/2026

Response Time: 13:13

Responded By User ID: Mel.Norris

First Name: Jacob

Last Name: Halbur

Email: jacob.halbur@bluecrestinc.

Phone: 8472126890

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: 5

Total of All Attachments: 5



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 ESR01132600000003914	1

VENDOR
VS0000016653
DMT SOLUTIONS GLOBAL CORPORATION

Solicitation Number: CRFQ 0231 OOT2600000008
Total Bid: 108422894
Response Date: 2026-01-13
Response Time: 13:13:12
Comments:

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

Vendor		
Signature X	FEIN#	DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	High Speed Production Mail Inserting Machine 4.1.1	2.00000	EA	53830900.000000	107661800.00

Comm Code	Manufacturer	Specification	Model #
44102100			

Commodity Line Comments: The unit price for a MSE Series mail inserter with single accumulator modules is provided at \$538,309.00 per system for a total proposed cost of \$1,076,618.00 for two systems.

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		

Comm Code	Manufacturer	Specification	Model #
44102100			

Commodity Line Comments: There is no postage meter base available. The total unit cost provided in section 4.1.1 includes an Infinity + permit printing system and Sphere postage accounting.

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	161514.000000	161514.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments: The unit price for a MSE Series mail inserter with single accumulator modules is provided at \$161,514.00 combined for two MSE mail inserters.

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	181998.000000	0.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments: The unit price for a MSE Series mail inserter with single accumulator modules is provided at \$181,998.00 combined for two MSE mail inserters.

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	189835.000000	189835.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments: The unit price for a MSE Series mail inserter with single accumulator modules is provided at \$189,835.00 combined for two MSE mail inserters.

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	197972.000000	197972.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments: The unit price for a MSE Series mail inserter with single accumulator modules is provided at \$197,972.00 combined for two MSE mail inserters.

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	206442.000000	206442.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments: The unit price for a MSE Series mail inserter with single accumulator modules is provided at \$206,442.00 combined for two MSE mail inserters.

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	5331.000000	5331.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments: There is no area to provide the delivery and installation charges. The unit price provided is per MSE mail inserter for a total cost of \$10,662.00 for delivery and installation of the proposed mail inserters

Extended Description:

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



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			Reason for Modification: Addendum No 4 is issued to Publish Q&A
Doc Description: Addendum No 4 High Speed Production Mail Inserting Machine			
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:

Vendor Name : DMT Solutions Global Corporation dba BlueCrest

Address : 37

Street :Executive Dr

City : Danbury

State : CT **Country :** USA **Zip :** 06810

Principal Contact : Doug Bernhardt

Vendor Contact Phone: (315) 359-0584 **Extension:**

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

Vendor Signature X *Susan Labruler* **FEIN#** 82-5520529 **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**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
1	High Speed Production Mail Inserting Machine 4.1.1	2.00000	EA	\$592,828.00	\$1,185,656.00
	MSE inserter with single accumulator input modules			\$538,309.00	\$1,07,618.00

Comm Code	Manufacturer	Specification	Model #
44102100	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

Extended Description:

High Speed Production Mail Inserting Machine 4.1.1

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
2	Postage Meter 4.1.2	2.00000	EA		
	No postage base is available. Pricing provided in section 4.1.1 includes an Infinity + permit printing system and Sphere postage accounting				

Comm Code	Manufacturer	Specification	Model #
44102100	DMT Solutions Global Corporation, dba BlueCrest		Model IPV3

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	\$171,514.00	\$171,514.00
	MSE inserter with single accumulator input modules			\$161,514.00	#161,514.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$5,331.00	\$10,662.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$191,998.00	\$191,998.00
	MSE inserter with single accumulator input modules			\$181,998.00	\$181,998.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$199,835.00	\$199,835.00
	MSE inserter with single accumulator input modules			\$189,835.00	\$189,835.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$207,972.00	\$207,972.00
	MSE inserter with single accumulator input modules			\$197,972.00	\$197,972.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$216,442.00	\$216,442.00
	MSE inserter with single accumulator input modules			\$206,442.00	\$206,442.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

Extended Description:

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

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Questions are due by 3:00 p.m.	2025-11-25

SOLICITATION NUMBER: CRFQ OOT2600000008

Addendum Number: 4

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum 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.

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 withing 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

CRFQ OOT2600000008

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

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.

DMT Solutions Global Corporation d/b/a BlueCrest
Company


Authorized Signature

1/13/2026

Date

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



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			Reason for Modification:
Doc Description: High Speed Production Mail Inserting Machine (OT260033)			
Proc Type: Central Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-11-17	2025-12-04 13:30	CRFQ 0231 OOT2600000008	1

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

VENDOR		
Vendor Customer Code:		
Vendor Name : DMT Solutions Global Corporation dba BlueCrest		
Address : 37		
Street : Executive Dr		
City : Danbury		
State : CT	Country : United States	Zip : 06810
Principal Contact : Doug Bernhardt		
Vendor Contact Phone: (315) 359-0584	Extension:	

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

Vendor Signature X <i>Susan Labruler</i>	FEIN# 82-5520529	DATE 1/13/2026
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish a contract for a purchase of two (2) high-volume, high speed production console mail inserting machine with high productivity cut-sheet input with maintenance and support per the attached documentation.

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	High Speed Production Mail Inserting Machine 4.1.1	2.00000	EA	\$592,828.00	\$1,185,656.00
	MSE inserter with single accumulator input modules			\$538,309.00	\$1,07,618.00

Comm Code	Manufacturer	Specification	Model #
44102100	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

Extended Description:

High Speed Production Mail Inserting Machine 4.1.1

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Postage Meter 4.1.2	2.00000	EA		
	No postage base is available. Pricing provided in section 4.1.1 includes an Infinity + permit printing system and Sphere postage accounting				

Comm Code	Manufacturer	Specification	Model #
44102100	DMT Solutions Global Corporation, dba BlueCrest		Model IPV3

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	\$171,514.00	\$171,514.00
	MSE inserter with single accumulator input modules			\$161,514.00	\$161,514.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$5,331.00	\$10,662.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

Extended Description:

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

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Maintenance and Support Year Two 4.1.3	1.00000	YR	\$191,998.00	\$191,998.00
	MSE inserter with single accumulator input modules			\$181,998.00	\$181,998.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

Extended Description:

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Maintenance and Support Year Three 4.1.3	1.00000	YR	\$199,835.00	\$199,835.00
	MSE inserter with single accumulator input modules			\$189,835.00	\$189,835.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$207,972.00	\$207,972.00
	MSE inserter with single accumulator input modules			\$197,972.00	\$197,972.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$216,442.00	\$216,442.00
	MSE inserter with single accumulator input modules			\$206,442.00	\$206,442.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description:

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

SCHEDULE OF EVENTS

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

	Document Phase	Document Description	Page 6
OOT2600000008	Draft	High Speed Production Mail Inserting Machine (OT260033)	

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

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.

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.

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 of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

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.

☐☐☐☐

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 cancellation, 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.

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.

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 heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

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) Doug Bernhardt

(Address) 37 Executive Dr. Danbury, CT 06810

(Phone Number) / (Fax Number) (315) 359-0584

(email address) doug.bernhardt@bluecrestinc.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.

DMT Solutions Global Corporation dba BlueCrest

(Company)

Susan Gabrielsen

(Signature of Authorized Representative)

Susan Gabrielsen SVP North America Sales

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

(833) 874-0552

(Phone Number) (Fax Number)

susan.gabrielsen@bluecrestinc.com

(Email Address)

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

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.

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

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.

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

- 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.

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

- 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.

REQUEST FOR QUOTATION
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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 software updates to remedy errors or nonconformities, ~~install engineering changes and modifications (including hardware/software updates);~~ and, excluding consummables, cover all supplies and/or

4.1.3.3 parts required, shipping and handling, inclusive of all travel expenses. Vendor must be authorized to install manufacturers' engineering changes and modifications at a mutually agreed time ~~in a timely manner, at the Agency's convenience.~~ The vendor must inform the Agency about patches/fixes when they are made generally available.

REQUEST FOR QUOTATION
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- 4.1.3.4** Vendor shall ~~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.~~ will be within an average (4) hour response time 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.

REQUEST FOR QUOTATION
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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** Following issuance of the purchase order, Vendor and agency shall meet at a mutually agreed time and place to ~~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
- 4.1.4.6** ~~expected to occur within 120 calendar days after the issuance of the purchase order.~~

Cost of shipping, installation, and training must be included in the bid

- 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.

REQUEST FOR QUOTATION
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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.



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:

Vendor Name : DMT Solutions Global Corporation dba BlueCrest

Address : 37

Street : Executive Dr

City : Danbury

State : CT

Country : USA

Zip : 06810

Principal Contact : Doug Bernhardt

Vendor Contact Phone: (315) 359-0584

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X  **FEIN#** 82-5520529 **DATE** 1/13/2026

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

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	\$171,514.00	\$171,514.00
	MSE inserter with single accumulator input modules			\$161,514.00	\$161,514.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$5,331.00	\$10,662.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

Extended Description:

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

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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	\$207,972.00	\$207,972.00
	MSE inserter with single accumulator input modules			\$197,972.00	\$197,972.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

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	\$216,442.00	\$216,442.00
	MSE inserter with single accumulator input modules			\$206,442.00	\$206,442.00

Comm Code	Manufacturer	Specification	Model #
81112201	DMT Solutions Global Corporation, dba BlueCrest		Model ZXOB

Extended Description:

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

SCHEDULE OF EVENTS

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



"Data To Delivery Solutions"

January 13, 2026

State of West Virginia
Office Of Technology
Charleston, WV

Re: CRFQ 0231 OOT2600000008
High-speed mail inserting system

Dear Mr. Welch,

DMT Solutions Global Corporation, dba BlueCrest, is pleased to provide you with the following proposal response to the State of WV CRFQ 0231 OOT2600000008 for a high-speed production console mail inserting system with a high productivity dual accumulator cut-sheet input. Based upon decades of providing State of WV OFT with production mail inserting solutions, you can trust that BlueCrest understands the types of mail inserting applications that our proposed solution will need to be able to process. Critical to a successful implementation of a new mail inserting system is the need to "seamlessly" integrate into the current OFT print to mail production workflow processes.

The proposed MailStream Evolution Series (MSE) systems have features like the current BlueCrest inserters in use at the OFT site in Charleston, but with design improvements since the current inserters were installed over a decade ago. A significant configuration, productivity upgrade that was originally identified as a minimum requirement for this RFQ. High Productivity Input (HPI) modules and dual accumulator, designed for high speed and sheet count application efficiency would provide great value to the State of WV. BlueCrest has been enhancing our HPI input modules for many years based upon customer input to create World Class technology.

An important change to the requirements based upon a question from Quadient that was answered by the State of WV in the RFQ Addendum 4 now allows vendors to provide a quotation for an inserter configuration with single accumulator. BlueCrest has a single accumulator configuration that reduces our cost per proposed MSE Series mail inserter and annual service maintenance by cost. BlueCrest's RFQ response includes pricing for our MSE Series mail inserter with a single accumulator versus dual accumulator.

However, based upon our decades of experience working with the State of WV and history of your state using our technology for 15+ years before replacing mail inserters, we feel that the original RFQ requirement for HPI dual input modules would be the best long-term investment by the state. Knowing that the upfront cost of new technology will be a consideration by the state, BlueCrest is providing the cost for our single accumulator input module for consideration. BlueCrest has two of our MSE style mail inserters installed at Champion Output Solutions in Charleston if OFT would like to see our single input configuration.

In terms of the ability to connect into the File Based integrity platform that is used for secure processing of the Work Force applications, the proposed systems will be able to “seamlessly” integrate into a File Base environment. However, integration will require a detailed Scope of Effort review with OFT, plus connectivity to a File Base Mail Server that would need to be provided by OFT.

BlueCrest is proposing updated Mail Stream Evolution (MSE) Series production mail inserters with our HPI input cut sheet feeder, dual accumulator that doesn’t require operator adjusted side-guides and Automated Folder with specific buckle chute settings by application for Z-fold, C-fold, half-fold and double-fold saved to modes that an operator would load before running work on the MSE mail inserters. As noted in paragraph 3, we also including the cost for an MSE Series inserter with a single accumulator configuration that will have an Automated Fold plate module that meets the folding requirements of the RFQ.

As BlueCrest evaluated the RFQ requirements, we found sections where we will not be able to provide a solution or can not agree to a term or condition. One area that BlueCrest has discussed with OFT print mail center management for the past several years is that there is not a US Postal Service Intelligent Mail Indicia (IMI) postage meter solution available for the MSE mail inserters. To enable postage spend by each state agency to be captured, BlueCrest is proposing our in-line Infinity + postage permit printing system coupled with Sphere Cloud Based postage accounting solution to enable cost by each state account to be gathered while mail is being processed. There are other redlines with comments to explain our reason for the redlines with our RFQ response documents.

As you evaluate your options, please do not hesitate to contact me if you have any additional questions or need additional information.
Thank you in advance for your time.



"Where message meets momentum"

Mail Stream Evolution Series

Inserting System RFQ Response

For

**STATE OF WV
OFT**

**High Speed Production Mail Inserting Machine - CRFQ-0231-
OOT2600000008-1**

ORGANIZATION / LOCATION

Company Name:

BlueCrest

Headquarters Address:

37 Executive Drive
Danbury CT 06810

Contact Name, Title, Phone, and E-mail:

Doug Bernhardt
Regional Account Executive
Tel: 315.359.0584
E-mail: doug.bernhardt@bluecrestinc.com

Web Site:

www.bluecrestinc.com

MAXIMUM THROUGHPUT THROUGH SELF-OPTIMIZATION CAPABILITIES

BlueCrest Mailstream Evolution™ inserter includes the technology needed to self-optimize to meet the needs of individual applications. The **use of servo motor control technology enables** dramatic productivity improvements, minimize material damage and reduce integrity issues when operators must handle mail due to jams on the platform. Examples include:

- **Self-adjusts** with a 'soft' insertion cycle at start up to reduce jams, then automatic acceleration to normal processing speeds
- **System self-optimizes inserting speed** for thick collations by slowing the collation prior to being delivered to the outside mailing envelope. The system would adjust back to the previous operating speed on an envelope-by-envelope basis to maximize productivity and to reduce potential damage to critical constituent mail.
- **Self-controls dynamic chassis speed** to automatically adjust to the optimal insertion speed for each specific application, based on media and collation sizes

EFFECTIVE INSERTER CONTROL TECHNOLOGY

Your Mailstream Evolution™ Inserter will utilize Direct Connect Screen to control the inserter and to provide real-time decision making about mail processing. Direct Connect Screen's PC-based control offers several features that are typically associated with high-end platforms:

- Interactive, automated application setup and job management
- Unified, integrated subsystem control and monitoring, with built-in diagnostics
- Multiple language support for operators

Specifically designed for non-merging and simple collations, Direct Connect Screen provides all the fundamental integrity and flexibility features that have made Direct Connect one of the industry's leading inserter control systems by which all others are judged.

Direct Connect Screen helps create new opportunities for your organization by allowing you to process a wide range of integrity and more personalization – on less equipment. The information for processing different types of jobs is stored in the system as unique operating modes that can be simply loaded and used as often as needed. This helps assure fast, accurate job setup. As new types of jobs need to be added to the system, additional operating modes are created quickly and easily from a series of dialog boxes. No machine reprogramming is required.

Input Section Modules:

The input module feeds the primary document(s), also known as the “Control Document.” The control document will vary depending on the various applications being processed.

High-Capacity Cut Sheet Feeder Module

The High-Capacity Sheet Feeder is a continuous load modular input section that is a bottom, vacuum feed mechanism of the control document sheets. It singulates, feeds, and scans printed cut sheets. Per the RFQ requirement to feed sheets at 30,000 per hour, the proposed BlueCrest HPI solution will feed sheets at 36,000 per hour. If needed in the future, an optional sheet feed speed key could be purchased to increase the speed to 50,000 sheets per hour.

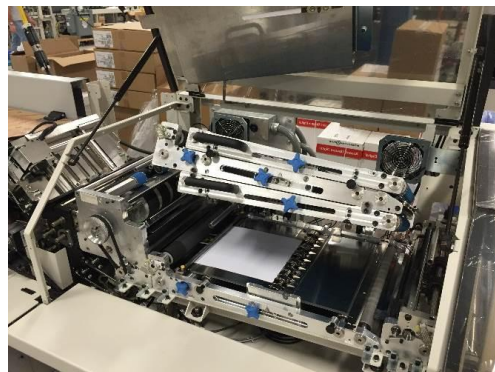
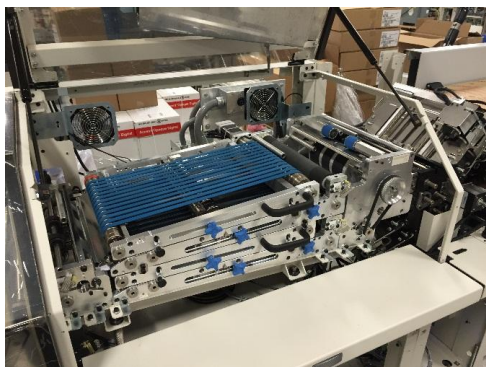


Input Scanner

The cut sheet feeder system will be configured with one (1) bottom mounted camera to read a1D or 2D Data Matrix bar code.

HPI Dual Accumulator:

The High Productivity Input (HPI) modules were designed to provide high volume mail inserting customers with automated setup features to deliver consistent, accurate results while less time is spent on job setup. There are no side guides in the HPI dual accumulator to provide tool-less adjustments to reduce downtime. Operators can quickly setup, store and recall jobs with the intuitive, top-down user interface while onscreen troubleshooting ensures system alerts are identified easily and resolved.



Folder Module With Automated Fold Plates

With our **Automated Fold Capability**, fold settings are established as part of the job setup parameters, eliminating the requirement to manually adjust or replace fold plates to accommodate different fold types. This HPI input section will be configured with a 6-roller folder which provides a wide range of fold capabilities including “C”, “Z”, and half-folds. The 6-roller folder provides you the flexibility of creating the proper fold depending on which panel the mailing address will appear.



3 Stage Buffer

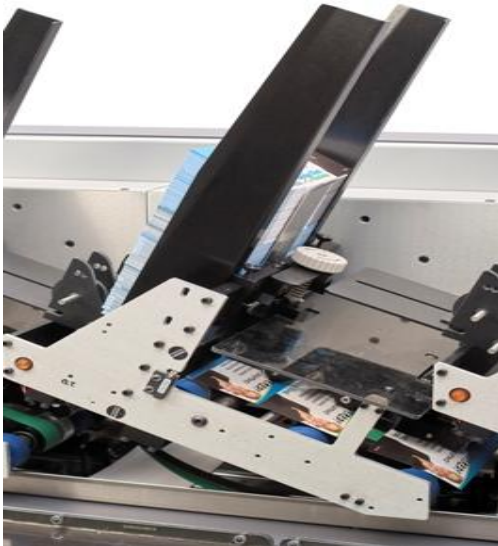
The buffer acts as an interface between the input and the chassis to improve processing performance by acting as a queue. The transport can hold up to three (3) sets, ready for the chassis. The requirement to process printed output sheets in a Z-to-A sequence would be met by the Twist No Twist (TnT) module shown in the picture below with blue belts.





6 STATION CHASSIS

The proposed configuration will consist of a 6-station chassis with six (6) friction feeders



FRICTION FEEDERS

BlueCrest systems are designed to handle a wide range of insert types. With the “friction” feeder technology the MSE chassis can process the widest range of inserts available in the marketplace today.

Our feeders are designed to run with a maximum to minimum load by controlling the pack pressure at the separator mechanism. This results in the lower portion of the stack maintaining a consistent pressure against the separator regardless of stack height. Additionally, every feeder has its own control motor(s). This allows every feeder including the mailing envelope feeder, to make multiple attempts to feed marginal materials.

MSE Front Table

The Front Table comprises an infeed envelope conveyor, an envelope shuttle feeder, envelope open assist, and an envelope flap opener/closer.

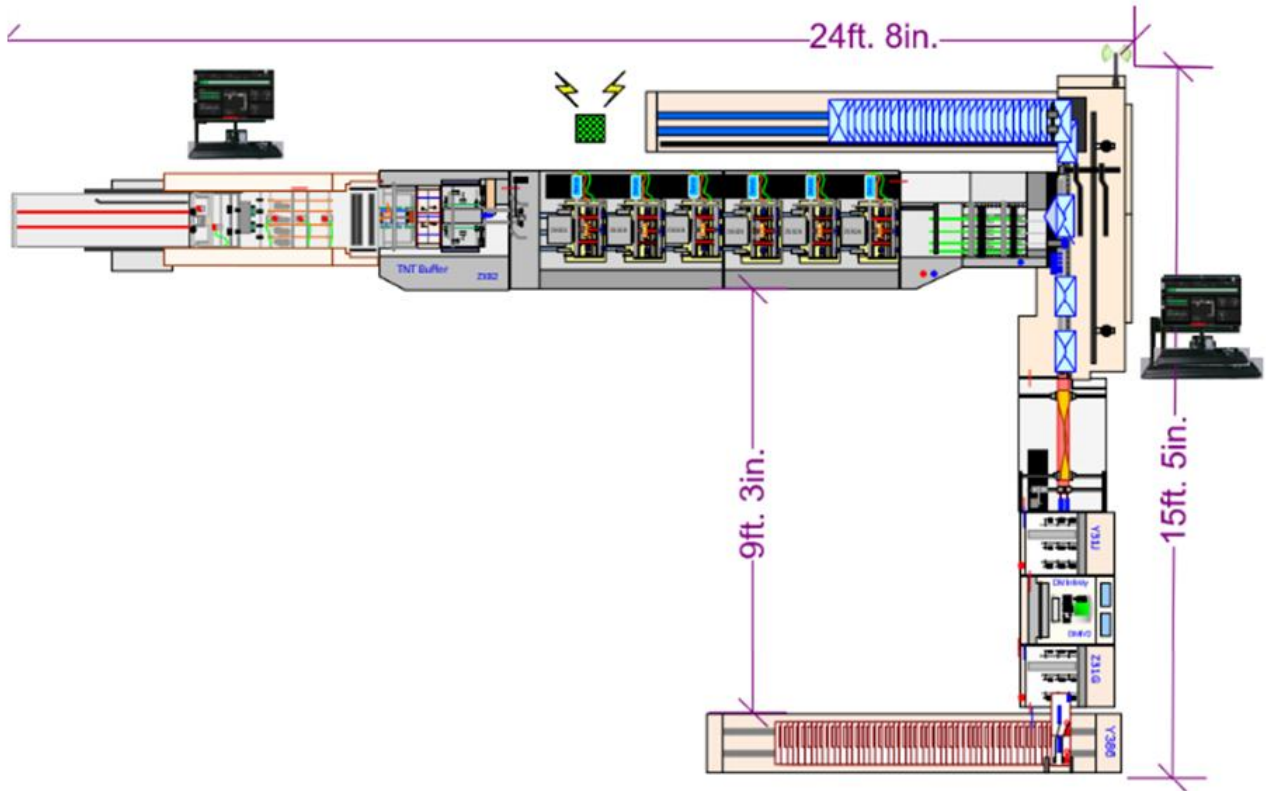
The Front Table is a face down envelope table. It separates outer envelope, open the envelope flap, present envelopes open to the insertion engine and close the envelope flap.



- The infeed conveyor can stack up to 3,500 6x9 (C5) env and 3,500 #10 (C6/5) envelopes. Note: numbers are indicative and depends on multiple variables as well as how well the envelope is stacked
- Envelope infeed conveyor with continuous loading
- Servo Driven Face Down Front Table
- Bottom envelope feeder (shuttle feeder)
- Envelope open assist
- Envelope flap Sensor
- Ability to re-feed envelope not flapped
- A universal envelope servo front table capable of processing letter envelope and flat envelope as an option
- Transport envelopes with thickness up to 0.40" (10.2 mm)
- Photocell tracking throughout the entire front table

System Layout/Footprint with HPI Dual Input Modules:

SOLUTION DRAWING





Facility Requirements MSE Series Inserter:

The customer is required to supply all Facility Requirements as detailed in this section. DMT Service will validate that these requirements have been met in preparation for installation.

The system uses a NEMA 15-50P plug to connect to the customer supplied 3 phase power receptacle drop rated at 50amps. Earth connection is mandatory for safety. The inserter will come with a pigtail and male plug from the power disconnect to the drop location.

Peripheral/Auxiliary equipment (e.g. service tools, cleaning compressor, printer offline power, etc) requires additional receptacles at the installation site, 120 V, 60 Hz, 20A. Customer supplied main circuit breaker shall have surge protection rated for motor loads and typically at least 10 times the rated current of the machine (50 amps).

Inserter Electrical Requirements

Electrical Requirements						
QTY	Module	Voltage	Phase	Amps	Connection	Remarks
1	MSE Chassis	208-230	3	50	NEMA 15-50R Hubble 8450A	Dedicated Circuit. 4-wire (L1,L2,L3, Earth) 
1	Auxiliary Power	120	1	20	NEMA 5-20R	Have available at inserter  (4) Receptacles (Quad-plex)

System Operating Environment

- Room operating temperature range 50-80 °F (10 – 27 degrees °C)
- Humidity range 30% to 70% (15% to 80% max range) relative humidity non-condensing
- Ventilation room air turnover 3 times per hour
- Ambient illumination, direct sunlight should be avoided

Compressed Clean/Dry Air

- Supplied by inserter - 2CFM at 70PSI per machine
 - ¼" quick disconnect, 3/8" NPT female connection required if using shop air

Network (If required for DF Works or DC Verify Platforms)

- The customer will supply one Cat5/6 Ethernet connection with RJ45 termination for each system to facilitate connectivity to the DC Server for file based processing.