



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

Purchase Order

PURCHASE ORDER NO.
 DIGCOP04A

PAGE
 1

BLANKET RELEASE
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CORRECT PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKAGES INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS PURCHASE ORDER SHOULD BE DIRECTED TO THE BUYER AS NOTED BELOW.

CHANGE ORDER
 5

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

1-20-06-10

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

AGENCY COPY

VENDOR

*709002847 01 502-243-0077
 SHARP ELECTRONICS CORP
 SHARP PLAZA BOX R

 MAHWAH NJ 07430

SHIP TO

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
05/26/2006		NET 30		131968872			
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			CHANGE ORDER #05				
	EFFECTIVE 05/26/2006						
	SUBSTITUTE COLOR BAND 3 AND BAND 4 MODELS PER THE ATTACHED DOCUMENTATION WHICH DETAILS THE COST AND OPTIONS FOR EACH SUBSTITUTION.						
	*****NO ADDITIONAL CHANGES*****						
	WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED JUN 2 2006 <i>Beverly Tolner</i>						
	PREVIOUS PO TOTAL ==> OPEN END PO NET CHANGE (+) ==>						

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE 85175-26-06

OPEN END
TOTAL

Dawn Wayfield
 APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY *Krista Ferrell* 304-558-2596
 PURCHASING DIVISION AUTHORIZED SIGNATURE

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

ORIGINAL SIGNED BID TO:

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.

COST SHEET
 COLOR COPIERS
 BAND 3

BRAND NAME: **Sharp** Electronics Corporation MODEL#:
MX- 2700N, MX-27ABD, MX-TRX1

MINIMUM SPECIFICATIONS:

mfg. copy volume 30,000/month
 copy speed 31 cpm

Features:

500 sheet paper capacity
 2 paper sources
 Auto Document Feeder
 Auto Duplexing
 Electronic sorting or finisher/sorter
 (indicate sheets)

SPECIFICATIONS OF MACHINE BID:

Yes _____
 Yes _____

1,100 Sheet Paper Capacity including bypass

Yes _____
 Yes _____
 Yes _____
 Yes _____

(Include item/model #s for any accessory included in the base machine if needed for ordering.)

PRICING:

Purchase price \$ 5,783.00
 Amount to be deducted if ordering as a non-connected machine \$ 0.00

Maintenance/month for purchased machines Base = \$50.00

24 month Rental \$ 271.00/month
 Amount to be deducted if ordering as a non-connected machine \$ 0.00

36 month Rental \$ 256.70/month
 Amount to be deducted if ordering as a non-connected machine \$ 0.00

48 month Rental \$ 212.90/month
 Amount to be deducted if ordering as a non-connected machine \$ 0.00

Warranty (0) (duration) Reduction to monthly maintenance and rental price during warranty:
 24 month \$ (0) /mn 36 month \$ (0) /mn 48 month \$ (0) /mn
 Maintenance for purchased machines shall be at no cost during the warranty period.

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copies per click.

Color Copies \$ 0.06/ea Monochrome Copies \$ 0.0095/ea

Accessories - Vendors may attach a list in the format indicated for any available accessories they wish to include in the contract.

Sharp Electronics Band 3 MX-2700 Accessories

Options & Accessories		Purchase	Maintenance	Rental/ Months		
Model #	Accessory / Description			24- months	36- months	48- months
MX-FNX1	Inner Finisher	\$849.00	\$7.00	\$38.20	\$34.90	\$29.00
MX-PNX1B	3 Hole Punch Module for MX-FNX1 Inner Finisher	\$354.00	\$0.00	\$13.50	\$12.50	\$9.80
MX-FNX2	3 Tray Saddle Stitch Finisher Assembly (requires MX-RBX1)	\$1,406.00	\$8.00	\$61.80	\$57.50	\$47.10
MX-RBX1	Paper Pass Unit	\$208.00	\$0.00	\$8.00	\$7.30	\$5.80
MX-FXX1	Fax Expansion Kit	\$630.00	\$0.00	\$24.10	\$22.20	\$17.50
MX-FWX1	Internet Fax Kit	\$281.00	\$0.00	\$10.70	\$9.90	\$7.80
MX-DEX1	Stand / 500 Sheet Paper Feed Desk Unit	\$365.00	\$0.00	\$14.00	\$13.10	\$10.40
MX-DEX2	Stand / 1,000 Sheet Paper Feed Desk Unit (2 x 500)	\$479.00	\$0.00	\$18.30	\$16.90	\$13.30
MX-LCX1	Large Capacity Paper Deck (3,500 Sheets)	\$724.00	\$0.00	\$27.70	\$25.50	\$20.10
MX-PIX1	PS3 Expansion Kit	\$354.00	\$0.00	\$13.50	\$12.50	\$9.80
MX-FRX1U	Data Security Kit	\$333.00	\$0.00	\$12.70	\$11.70	\$9.20

COST SHEET
COLOR COPIERS
BAND 4

BRAND NAME: **Sharp** Electronics Corporation MODEL#:
MX- 3501N, MX-DEX3, MX-TRX2, MX-FNX1

MINIMUM SPECIFICATIONS:

mfg. copy volume 40,000/month
copy speed 31 cpm

Features:

1,000 sheet paper capacity
3 paper sources
auto duplexing
auto document feeder
electronic sorting or finisher/sorter
(indicate sheets)

SPECIFICATIONS OF MACHINE BID:

Yes _____

Yes _____

1,600 Sheet Paper Capacity including bypass

Yes _____

Yes _____

Yes _____

Yes _____

(Include item/model #s for any accessory included in the base machine if needed for ordering.)

PRICING:

Purchase price \$ 8,528.00

Amount to be deducted if ordering as a non-connected machine \$ 0.00

Maintenance/month for purchased machines Base = \$100.00

24 month Rental \$ 424.80/month

Amount to be deducted if ordering as a non-connected machine \$ 48.60

36 month Rental \$ 392.80/month

Amount to be deducted if ordering as a non-connected machine \$ 38.00

48 month Rental \$ 331.60/month

Amount to be deducted if ordering as a non-connected machine \$ 41.00

Warranty (0) (duration) Reduction to monthly maintenance and rental price during warranty:

24 month \$ (0) /mn 36 month \$ (0) /mn 48 month \$ (0) /mn

Maintenance for purchased machines shall be at no cost during the warranty period.

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copies per click.

Color Copies \$ 0.06/ea

Monochrome Copies \$ 0.0095/ea

Accessories - Vendors may attach a list in the format indicated for any available accessories they wish to include in the contract.

Sharp Electronics Band 4 MX-3501N Accessories

Options & Accessories		Purchase	Maintenance	Rental/ Months		
Model #	Accessory / Description			24- months	36- months	48- months
MX-PNX1B	3 Hole Punch Module for MX-FNX1 Inner Finisher	\$354.00	\$0.00	\$13.50	\$12.50	\$9.80
MX-FNX2	3 Tray Saddle Stitch Finisher Assembly (requires MX-RBX1)	\$1,406.00	\$8.00	\$61.80	\$57.50	\$47.10
MX-RBX1	Paper Pass Unit	\$208.00	\$0.00	\$8.00	\$7.30	\$5.80
AR-PN1B	3 Hole Punch Module for MX-FNX2 Saddle Stitch Finisher	\$367.00	\$0.00	\$14.00	\$13.10	\$10.30
MX-FXX1	Fax Expansion Kit	\$630.00	\$0.00	\$24.10	\$22.20	\$17.50
MX-FWX1	Internet Fax Kit	\$281.00	\$0.00	\$10.70	\$9.90	\$7.80
MX-DEX4	1,000 Sheet Paper Feed Desk Unit (2 x 500)	\$479.00	\$0.00	\$18.30	\$16.90	\$13.30
MX-PKX1	PS3 Expansion Kit	\$354.00	\$0.00	\$13.50	\$12.50	\$9.80
MX-45ABD	Deluxe Copier Cabinet	\$102.00	\$0.00	\$3.90	\$3.60	\$2.80
AR-PF1	Bar Code Kit	\$311.00	\$0.00	\$11.90	\$11.10	\$8.80
MX-LCX1	Large Capacity Paper Deck (3,500 Sheets)	\$724.00	\$0.00	\$27.70	\$25.50	\$20.10
MX-FRX2U	Data Security Kit	\$333.00	\$0.00	\$12.70	\$11.70	\$9.20



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BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			RECEIPT TICKET FOR PURCHASE ORDER:			DIGCOP04A	
LINE	CATNO	ITEM	NUMBER	DESCRIPTION		QTY	DATE
0001		985-64		PER ATTACHED COST SHEETS			
		SIGNATURE _____		DATE _____			

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

TOTAL

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE