



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

Request for Quotation

RFO NUMBER
HHR70051

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER
304-558-0067

VENDOR
 *709001550 304-744-1067
PITNEY BOWES INCORPORATED
527 SECOND AVENUE
SOUTH CHARLESTON WV 25303

SHIP TO
HEALTH AND HUMAN RESOURCES
BUILDING MANAGEMENT
ROOM B29
350 CAPITOL STREET
CHARLESTON, WV
25301-3700 304-558-0234

DATE PRINTED 06/26/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **07/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		EA		600-71		
REQUEST FOR QUOTATION CONTRACT THE WEST VIRGINIA DIVISION OF PURCHASING IS SOLICITING BIDS FOR DHHR, OFFICE OF CENTRAL FACILITY MANAGEMENT TO UPGRADE OR REPLACE THE CURRENT MAILING SYSTEM. PLEASE NOTE THE FOLLOWING ATTACHMENTS: 1) HHR70051 RFQ SPECIFICATIONS 2) AFFIDAVIT						
COMPLETE SYSTEM PACKAGE INCLUDES ALL EQUIPMENT, SOFTWARE, MAINTENANCE, UPDATES, INSTALLATION & TRAINING: TOTAL MONTHLY COSTS: \$ 2,497.00 60 MOS X \$2,497. = TOTAL COSTS: \$149,820.00						
MAILING MACHINES 60 MONTH LEASE/RENTAL RATE OF PAY: \$ 2497.00 PER MONTH X 60 MONTHS = \$						
EQUIPMENT BID MUST MEET POSTAL REGULATIONS WHICH ARE PENDING FOR METER UPGRADES, PER THE ATTACHED. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON						
<i>\$ 149,820.00</i>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-550-0101	DATE 08/02/06
TITLE WV Gov. Asst Specialist	FEIN 060495050	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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 \$125.00 registration fee.
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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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



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				UPON COMPLETION OF INSTALLATION & Acceptance by O.F. Agency..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.		
				UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.		
				RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO FOUR (4) ONE (1) YEAR PERIODS.		
				CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.		
				OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANS- PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304-558-0101	08/02/06
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
WV Gov Proc Specialist	06 0495050	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON JULY 11, 2006. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: RWAGNER@WVADMIN.GOV</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-558-0101	DATE 08/02/06
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TITLE WV Gov Acct Specialist	FEIN 060495050	ADDRESS CHANGES TO BE NOTED ABOVE
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<p>LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH</p>						

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SIGNATURE TELEPHONE **304-558-0101** DATE **08/02/06**

TITLE **WV Gov Sec Specialist** FEIN **060495050** ADDRESS CHANGES TO BE NOTED ABOVE

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<p>HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TELEPHONE **304-550-0101** DATE **08/02/06**

TITLE **WV Gov. Proc. Specialist** FEIN **060495050** ADDRESS CHANGES TO BE NOTED ABOVE

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<p>CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASIN DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <i>Pitney Bowes Inc.</i></p> <p>DATE: <i>08/02/06</i></p> <p>SIGNED: <i>[Signature]</i></p> <p>TITLE: <i>WV Gov. Asst. Specialist</i></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B".</p>						

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SIGNATURE <i>[Signature]</i>	TELEPHONE <i>304-550-0101</i>	DATE <i>08/02/06</i>	
TITLE <i>WV Gov. Asst. Specialist</i>	FEIN <i>060498050</i>	ADDRESS CHANGES TO BE NOTED ABOVE	

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	(REV. 12/00)					
	NOTICE					
	AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:					
	DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130					
	THE BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:					
	SEALED BID					
	BUYER:-----ROBERTA WAGNER/FILE 22-----					
	RFQ. NO.:-----HHR70051-----					
	BID OPENING DATE:----- <i>08/03/06</i> <i>PL addendum #7</i> <i>07/19/06</i> -----					
	BID OPENING TIME:-----1:30 PM-----					
	PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:					
	----- <i>304 744-0504</i> -----					
	CONTACT PERSON (PLEASE PRINT CLEARLY):					
	----- <i>Kay Kinder</i> -----					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <i>304-558-0101</i>	DATE <i>08/02/06</i>
TITLE <i>UN 6w Uret Specialist</i>	FEIN <i>060495050</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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HHR70051 SPECIFICATIONS

OK
KIC
PB
08/02/06

General:

The West Virginia Department of Health and Human Resources operates a centralized mail/ shipping and receiving center through its Division of Central Facility Management located at 350 Capitol Street, Charleston, West Virginia. This location is commonly referred to as the Diamond Building and is the central office building for the Department. The Mail Center receives and ships over 3 million pieces of mail and approximately 35 thousand parcels of freight or carrier deliveries each year. It is staffed with a supervisor, lead worker and four mail operators who report to the Facility Manager.

OK
KIC
PB
08/02/06

Purpose:

To upgrade and replace the current system which is at the end of a lease term and to meet postal regulations which are pending for meter upgrades. System shall be a high volume mail solution with complete technological, hardware, software and system integration for incoming and outgoing mail and freight parcels. System must also offer an accounting component which can track all mail center data. All equipment, hardware and software must be provided under a 60 month lease agreement which will be paid quarterly in the arrears.

OK
KIC
PB
08/02/06

2- Mailing Processors, High Volume, Fully Automatic

- Must be Digital or IBI Operational to conform with USPS Postal Bulletin #22131 and other regulations.
- Must have Fully-Automatic Feed for processing mixed size, sealed, or unsealed pieces without sorting.
- Must perform at a minimum feed speed of 250 pieces/minute.
- Must include a bar code scanner for processing bar coded mail such as certified, signature, and delivery confirmations.
 - Delivery and signature confirmation of priority mail must be processed with the system.
 - Electronic certified mail must be processed within the system, including electronic receipts.
 - Electronic certified mail must have the ability to include department identification codes for tracking and charge back of postage and fees.
- Must meter, date, and seal envelopes up to 16 oz. within the system without hand sorting.
- Must handle standard mail and large envelopes from 3"x 5" to 13" x 13" without sorting.
- Must interface with integrated minimum 30 lbs. postage scales.
- Must include tape dispenser to affix postage for oversize packages without manual intervention.
- Must imprint postage from \$0.01 to \$99.99.
- Must include locking key or security feature.
- Must have replaceable ink cartridge.
- Must include water reservoir with water level indicator.
- Must have sealed and non-sealed modes.
- Must have roll tape with option of using either self-adhesive or pressure sensitive tape.
- Must have high capacity powered stacker tray for processing large volumes.

HHR70051 SPECIFICATIONS

OK
KIC 08/12/10 PB

2 - Integrated Postal Scales

- Must be capable of interfacing with Postage Meter. (Identify Meter(s))
- Must include variety of rates including: Standard, First Class, Priority Mail, Certified Mail, Return Receipt Registered, C.O.D., Insured, Registered, Bulk Rates, etc.
- Must include keyboard graphics, operator prompts and menu selections.
- Must be able to use Special Carrier Rates. As a minimum for award evaluation USPS and UPS Rates are required. (Identify Carriers included.)
- Must be capable of weighing to a 32nd of an oz., displaying in increments of 0.5 oz.
- Must electronically set postage meter by the touch of one button.
- Must include postal rate changes at no additional cost throughout the lease or maintenance contract.

OK
KIC 08/12/10 PB

2- Postage Meters, Rental

- Digital postage meter must have display that provides date, piece-count, postage used, and postage unused.
- Must be refillable by phone from funds that are placed in a master account.
- Must imprint postage from \$0.01 to \$99.99 .
- Must have ability to remove meter for refills in case of malfunctioning of phone lines or meter.
- Must have ability to receive postage funds via a prepaid account.
- Funds must be able to provide emergency advances without fees or charges .
- Unused balances in funds must bear interest or credits back to the department's account.

OK
KIC 08/12/10 PB

1 - Inbound Delivery and Outbound Shipping System

- Must be an integrated system which includes:
 - Computer with flat screen monitor
 - XP Windows capable software
 - Label and Report Printer
 - Minimum of three (3) handheld scanning and signature PADS
 - Docking stations (drop-in type) for a minimum of 3 handheld PADS, capable of charging and, up and down loading of data
 - Shipping scale capable weighing a minimum of 100 lbs.
- Inbound Delivery System Features must include:
 - Ability to scan and process affixed bar coding from all major delivery and shipping services such as UPS, FedEx, DHL, USPS, and other known carriers or bar coding created by the owner.
 - Handheld PADS must have the ability to scan and process bar codes including collecting and storing signatures of recipients.
 - Handheld PADS must have ability to up and down load data when place in docking device.
 - System must have the ability to create delivery routes based on facility or route requirements, such as priority levels, alphabetical employee list or customized plans.
 - System must have the capacity to store and maintain all departmental employee names and addresses.

HHR70051 SPECIFICATIONS

- o System must have the capacity to store all delivery and shipping data including but not limited to electronic signatures, tracking codes/numbers, dates and other details System must have the ability to send e-mail notifications to recipients upon arrival and scanning of a parcel into the system
- o System must have the ability to process a package alert notification for an expected package
- o System must have the ability to capture a minimum of four (4) bar code images of received parcels
- Outbound Shipping System Features must include:
 - o Ability to prepare and ship packages for all carriers such as UPS, FedEx, DHL, USPS, and other known carriers
 - o Ability to compare rates based on both cost and expected delivery time
 - o Ability to download and updates rates and other data electronically
 - o Ability to download and process negotiated carrier rates electronically
 - o Ability to send e-mail notification of shipping and tracking information
 - o Ability to use a system feature for standard carrier performance analysis report and identify on-time and or late deliveries
 - o Ability to correct addresses at time of package processing
 - o Ability to exchange data with integrated accounting system also requested in this RFQ

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1 – Integrated Accounting System:

- Must have software compatible with Windows XP operating system
- Must provide reports and data in a format similar to current Pitney Bowes Accutrac system
- Must interface and communicate with all aspects and hardware of the mail processing and shipping and delivery systems
- Must have the ability to download and transfer data from current Pitney Bower Accutrac system without re-keying
- Accounting system must allow for charge back and cost accounting multiple levels and sub-levels already established within current departmental structure
- Accounting system shall provide separate laser printer for report printing

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Agreement Requirements

- 60 month lease covering must include:
 - o Shipping and installation of all hardware and software
 - o Fixed pricing for the full term of the lease
 - o Provide any and all system software upgrades during the term lease
 - o Maintenance cost and technical support including toll-free service for support, system analyze to resolve issues to minimize down times
 - o Maintenance agreement shall provide for routine and periodic service and shall have a response time of four hours or less for all necessary on-site calls
 - o Minimum of 8 hours initial on site training for all mail center staff to be arranged in 2 hour increments to be determined by mail center supervisor
 - o Minimum of 8 hours of annual training for new or temporary staff on an as needed basis
 - o Vendor must be the single point of contract for all aspects of this agreement, including but not limited to, support, lease terms and conditions, billing and invoicing, training, etc.
 - o Vendor must be able to provide free of cost loaner equipment of equal size and speed when equipment provided under this agreement cannot be repaired or replaced within 48 hours

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

Request for Quotation

RFQ NUMBER:
 HHR70051

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

VENDOR

*709001550 304-744-1067
 PITNEY BOWES INCORPORATED
 527 SECOND AVENUE
 SOUTH CHARLESTON WV 25303

SHIP TO

HEALTH AND HUMAN RESOURCES
 BUILDING MANAGEMENT
 ROOM B29
 350 CAPITOL STREET
 CHARLESTON, WV
 25301-3700 304-558-0234

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/19/2006				

BID OPENING DATE: 08/03/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****ADDENDUM NO. 1*****</p> <p>1. PLEASE NOTE THAT THE BID OPENING DATE HAS BEEN MOVED TO 8/3/2006.</p> <p>2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>3. QUESTIONS & ANSWERS FOR HHR70051.</p> <p>PLEASE NOTE THE FOLLOWING ATTACHMENTS: 1) QUESTIONS & ANSWERS FOR HHR70051 (3 PAGES) 2) ADDENDUM ACKNOWLEDGEMENT (1 PAGE)</p> <p>*****END OF ADDENDUM NO. 1*****</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-558-0101	DATE 08/02/06
TITLE WV Contract Specialist	FEIN 060498050	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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 \$125.00 registration fee.
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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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

HHR70051 - Addendum #1
Questions & Answers

1.) Q. Is the Mailing System referenced in the document a "stand alone" Postage Meter machine, such as a Paragon Unit? Or, is the State of WV looking to implement an "Inserting System"?

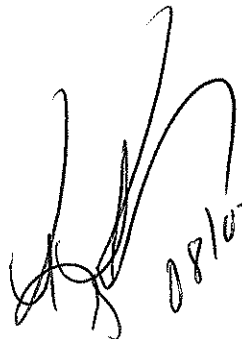
✓✓ A. Please see the specifications. This request does not require any inserting equipment.

2.) Q. Samples of all required reports, which include a clear breakdown of all information and data.

✓✓ A. Attached is a sample of a typical invoice and a back-up summary report that is most frequently generated by the system. However, the system must be able to take various fields of data used in the system and be able to generate any number of customized reports to view information as requested.

3.) Q. A Sample of metering requirements and output conveying options.

✓✓ A. The meter requirements are those as required by the current US Postal Services under current regulations. All equipment must conform to USPS Postal Bulletin #22131 and other postal regulations. The term "output conveying options" is not a term that we are familiar with. However, the specifications do have a specific number of pieces of mail per minute the mail processing machines must be able to process. This information is found on page 2 of 7 in the RFQ.


08/02/06

INVOICE JUNE 1 - 30, 2006

INVOICE

Carrier ID	Class of Service	Pieces	Actual Postage	Charged Postage	Average Cost/Pc	Total Time
Account:	3022-370 - [REDACTED]					
1	1 PkgSPP	4	\$29.940	\$29.940	\$7.485	02:01:33
1	6 1CPiece	718	\$629.290	\$629.290	\$0.876	02:39:15
	10 RetRec	87	\$160.950	\$160.950	\$1.850	
	3 Certfd	87	\$208.800	\$208.800	\$2.400	
	6 Oversize	631	\$0.650	\$0.650	\$0.001	
1	40 1CA35Let	73	\$26.987	\$26.987	\$0.370	01:05:25
2	1 CommGnd	1	\$4.570	\$4.570	\$4.570	00:00:01
Account Total:		796	\$1,061.187	\$1,061.187	\$1.333	05:46:14

Amount Due: \$1,061.187

OK
 [Signature]
 08/02/06
 PB

Acct. Class Charge profile

06/01/2006 | Current Period to Date | 06/30/2006 | 01/01/2006 | Year to Date | 06/30/2006

Carrier ID	Class of Service	Pieces	Special fees	Total Charge	Average Charge per Piece	Pieces	Special fees	Total Charge	Average Charge per Piece
1	1 PkgSPP	4	0.000	29.940	7.485	84	0.000	390.290	4.646
1	6 1CSPiece	718	370.400	999.690	1.392	2,285	3,326.100	5,224.420	2.286
1	7 Express	0	0.000	0.000	0.000	2	0.000	33.200	16.600
1	8 MedMISP	0	0.000	0.000	0.000	7	0.000	17.850	2.550
1	40 1CA35Let	73	0.000	26.987	0.370	409	0.000	142.088	0.347
2	1 CommGnd	1	0.000	4.570	4.570	1	0.000	4.570	4.570
Account Total:		796	\$370.400	\$1,061.187	1.333	2,788	\$3,326.100	\$5,812.418	2.085

OK
[Signature]
 08/20/06
 PB

Vendor: *Pitney Bowes Inc.* Spending Unit:

Requisition No.: HHR70051

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

- Addendum No.'s:**
- No. 1 *OK/KK PB 08/02/06*
 - No. 2 _____
 - No. 3 _____
 - No. 4 _____
 - No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

[Signature]

 Signature
Pitney Bowes Inc.

 Company
08/02/06

 Date



Kay Kinder
Sales Manager
West Virginia Government Account Specialist
Certified Postal Consultant


Pitney Bowes Inc.
527 Second Avenue
South Charleston, WV 25303

Voice: (800)322-8000 Ext. 62258
Mobile: (304)550-0101
Office: (304)744-1067 Ext. 222
Fax: (304)744-0504 or (203)460-3146
E-Mail: kay.kinder@pb.com

Date: July 2, 2006

RE: WV DHHR Capitol Street

To: WV Dept. of Administration Purchasing Division
RFQ HHR70051

From: Kay Kinder 
Pitney Bowes Inc.
Government Acct Specialist

Enclosed:

- 1) RFQ HHR70051 Proposal Response
- 2) Dept of Administration Purchasing Division Original
RFQ Documents, Signed & Dated
- 3) PB Equipment Configuration Report
- 4) WV 96 Signed & Dated
- 5) WV No Debt Affidavit Signed & Dated
- 6) HHR70051 Addendum 1 Signed & Dated
- 7) PB Equipment Brochures

'PITNEY BOWES INC.
RESPONSE PROPOSAL FOR
REQUEST FOR QUOTATION #HHR70051
STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH & HUMAN RESOURCES

For:

WVDHHR, 350 Capitol Street, Charleston, WV 25301

Purpose:

Upgrade Mailing, Shipping, Receiving & Accounting System

1) High Volume, Fully Automatic, Mail Processors With Integrated 30 Pound Postal Scales & Postal Security Device (Postage Meters):

- 2-Pitney Bowes DM1000's With 30 Pound Integrated Scales
- Digital & IBIP, Compliant With All Current and Future USPS Mandates.
- DM1000's Will Process Mailpieces That Are Sealed/Unsealed, Mixed Weight and Sizes All At The Same Time Without Sorting Of The Mailpieces.
- Fully Automatic Mailing Systems Will Process Letters/Envelopes at a Speed of 260 Per Minute.
- Mailing Systems Include Software That Can Process Priority Mail Signature & Delivery Confirmation Electronically At A Reduced USPS Rate.
- Systems Can Process Certified Mail Electronically With Electronic Return Receipt At A Reduced USPS Rate.
- Electronic Priority Mail and E-Certified Mail Can Have An Identifier/Code/Acct Number Included Within The System For Easy Postage Tracking & Accounting.
- Systems Include Bar Code Scanners For Special Services Mail With Bar Codes To Eliminate Manual Input & Possible Human Error In Entering Tracking Numbers.
- Bar Coded, Self-Adhesive Tracking Number Labels Provided **Free** of Charge Through The Pitney Bowes Supply Line.
- Various Sizes and Weights of Mail, Up To 16 Ounces, Can Be Processed Within The System Without Hand Sorting. Mail Can Be Dated, Sealed and Metered In One Process.
- Standard Size Mailpieces From Sizes 3"X5" Up To 13"X13" Can Be Processed, Together & Intermixed, Within The System Without Sorting.
- The DM1000 Mailing Machine Is Interfaced To The 30 Pound External Scale.
- System Includes A Drop-In Roll Tape Dispenser To Affix Postage To Oversize Envelopes. Self Adhesive as Well As Pressure Sensitive Roll Tape Can Be Used.
- System Can Imprint Postage from \$0.01 to \$99.99.
- System Has A Security Feature and Special Security Codes Can Be Assigned To Individual Operators.
- Replaceable Ink Cartridges with No Time-Out Features. (Some Vendors Ink Cartridges Time Out and Are Not Useable After 12 Months).
- System Includes Water/Sealer Reservoir and Water/Sealer Level Indicator. System Can Be Used In Seal or Non-Seal Modes.



Handwritten signature and date: 08/22/09

- Systems Include High Capacity Power Stackers For Large Volume Processing.
- 2-DM1000 Systems Includes Interfacing With 2-Intellilink Postal Security Devices (Meters).
- 2-30 Pound Scales Includes All USPS Rates, Including All Special Services (IE: Certified, First Class, Standard, COD, etc.).
- Scales Can Be Operated Through The Mail Machine Interface, or Through The Mailing Machine Intellilink PSD Keyboard With Easy To Use Prompts, Graphics and Menu Selections.
- Special Carrier Rates Are Included: USPS, UPS, DHL/Airborne, FEDEX, Ground & Overnight Services For All Carriers, Zip to Zone, Automation Rates, and Standard & First Class Rates. (See Shipping Systems for Many Other Included Rates, IE: Hundredweight Manifest, etc.) Easy Rate Comparison of All Carriers & Services for Rate Shopping. (Included In Mailing Systems Scales & Shipping System).
- Can Weigh In Increments To 32nds Of An Oz, and Displaying In Increments Of 0.5 Ozs.
- Electronically Set Postage Meter at the Touch of a Key, or Automatically Depending On Set Up.
- All Carrier Rate Changes Included and Downloadable Via the Phone Line at No Additional Cost.
- 2-Complete Mailing Systems With Scales Includes Shipping & Handling, Installation, Training, All Maintenance, Rate & Software Updates For The Term of The 60 Month Agreement With No Change In or Additional Costs. Payments Are All-Inclusive For The Term Of The Agreement. One Quarterly Invoice (Excludes Postage & Supplies).
- Intellilink Postal Security Device (Meter) Has A Digital Display That Provides Date, Piece Count, Postage Used & Unused Information.
- Intellilink Has Easy One-Touch Refill Ability Via An Analog Telephone Line.
- Master Postage By Phone Account Can Be Utilized For Refilling All Postage Meters For The Agency. One Account, One Statement, Easy Tracking.
- Intellilink PSD Is Removable and Weighs Less Than A Pound For Easy Refill At Another Location In Case Of Phone Line Failure or No Phone Line Near The Machine.
- Postage Funds Can Be Received/Utilized Via Several Methods: 1) Prepaid Account-Deposit and Withdraw Funds When Needed; 2) Purchase Power, Line of Credit For Emergency Postage Resets For Unexpected Mailings, or If A Check Is Not Processed In A Timely Manner For The Prepaid Method; 3) Reserve Account, Earn 1% In Free Postage For Unused Balance In The Prepaid Reserve Account; 4) Accounts Can Be Used For Permit Mail Also, No Cutting Of Checks For A Permit Mailing... Pay For It From Your Regular Postage Account.
- No Fees for Emergency Advances in Postage or For Using the Purchase Power Account.

2) Outbound Shipping System

- Integrated System Includes Computer With Windows XP Operating System, 17" Flat Screen Display Monitor, Label & Report Printer.

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- Shipping Scale With 100 Pound Capacity Included.
- Ability To Prepare and Ship Packages Via All Known Carriers Such As UPS, FEDEX, USPS, ETC.
- Ability To Compare Rates and Rate Shop Based Both On Cost and Delivery Time Requirements.
- System Is Able To Download Rate Changes and Other Data For Carriers and Agency.
- System Has The Ability To Download, Program and/or Store Negotiated or Contract Carrier Rates Electronically.
- System Includes Street Smart Address Cleansing Feature.
- E-Mail Notification Can Be Utilized In The System To Send Advance Notice By Sender, or To Recipient About A Specific Package.
- Carrier Performance Analysis Can Be Done To Review and Identify On-Time or Late Deliveries and Produce A Report Showing Possible Refunds Due The Agency.
- Addresses Can Be Corrected or Changed At The Time of Package Processing or When Convenient For The Operator.
- The Pitney Bowes Outbound Shipping System Has The Ability To Send and Process Data With The Accounting System Included In This RFQ Response/Proposal.

3) Inbound Delivery Tracking System

- The System Has The Ability To Scan & Process Affixed Bar Codes From All Major Delivery & Shipping Services Such As UPS, FedEx, DHL, USPS, and Many Other Carriers Known To Use Bar Codes (See Attachment). Bar Code Can Also Be Created By The System Operator With A Printed Label Which Can Be Affixed To The Package.
- Three Handheld Tracking Assistants, Scanning & Signature Pad Capability.
- Drop-In Docking Station for 3 Tracking Assistants. Docking Station Capable of Charging Tracking Assistants and Up and Down Loading of Data.
- Handheld Tracking Assistants Has The Ability To Collect and Store Data Such As Scanning & Storing Bar Codes, or Accepting and Storing Signatures.
- Handheld Assistants Have The Ability To Up and Down Load Data When Placed Into The Docking Station/Device.
- System Has The Ability To Create Delivery Routes Based On The Facility Lay-Out, Or Route Requirements. Delivery Routes Must Have The Ability Of Being Created Based On Priority, Alphabetical Employee List, or by Customized Plans.
- System Has The Ability and Capacity To Store and Maintain All Departmental Information, Employee Names and Addresses.
- System Has The Ability To Store All Package Shipping & Delivery Data, Including Signatures, Tracking Data/Codes/Numbers, Dates, and All Details Pertaining To The Package With Customizable Set Up.
- System Has The Ability To Send E-Mail Notification To A Recipient Upon Receiving and Scanning Of A Package.
- Package Alert Notifications Can Be Processed For Expected Packages.

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08/22/06*

- System Can Capture At Least (4) Four-Bar Code Images Of Received Parcels.

4) Integrated Accounting System

- Accounting Software Is Compatible With Windows XP Operating System
- Business Manager Software Offers the Same Type and Format of Reports as the Current Accutrac System. It Also Offers Many Other Versatile Features For Reports.
- The Business Manager Integrates and Communicates With All Aspects Of The Hardware/Software Systems Offered In This Proposal.
- Current Accutrac Data Can Be Transferred To The New Business Manager Accounting Software Without Manual Rekeying Of All The Data.
- The New PB Business Manager Accounting Package Allows For Multiple Chargeback Methods and Also Cost Accounting at Many Levels and Sub Account Levels That Have Already Been Established In The Accutrac System. The Business Manager Software Can Use The Similar and/or Current Departmental Accounting Set Up.
- The BM System Comes With Its Own Laser Report Printer.
- The Pitney Bowes Business Manager Software Also Offers Features Such As: Task Scheduler; Transaction Exporting Enhancements For More Detailed Reports; Account Description Modification Field.
- The BM Also Offers The Ability To Set Departmental Budgets and Rollover Budgets.
- Weight Break Reports and Lower Weight Break Information Reports.
- One-Click E-mail Reporting. One-Click and You Can E-mail Reports To Other Departments, etc.

5) Pitney Bowes Agreement

- 60 Month Lease, Payment Locked for the Term of the Agreement with No Changes in Payment and/or Costs for the Term.
- All Software Upgrades Will Be Provided As A Part of the Agreement and Maintenance of the System for the Term of the Agreement.
- All Maintenance, Hardware and Software Support, Toll Free Technical & Service Support, System Analyzing and Resolution Support for All On-Site Service Calls/Issues.
- Toll-Free Telephone Resolution Support for Call Avoidance and Reduction of Any Possible Down Time.
- Equipment Maintenance Agreement Included Provides For Periodic Equipment Inspections and Preventative Maintenance.
- Service Call Response Time Will Be (4) Hours or Less.
- On-Site 12 Hours of Training Provided For New System. Training Will Be Broke Up Into Two Hour Blocks at the Convenience of the Agency, Mail Center Supervisor and the Operators.
- Annual Training, Up To 8 Hours, Will Be Provided As Needed For Any Temporary or Vacation-Relief Employees.
- Pitney Bowes Will Deliver, Set-Up and Train On Equivalent Loaner Equipment That Will Be Offered Should The Customers Equipment Be Down For Any Reason For An Extended Period of 48 Hours or More.

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08/20/06*

- A 15% Supply Discount and Auto Ship of Supplies Will Be Offered to the Agency for the Term of the Agreement.
- The WV Government Account Specialist or Equivalent for Pitney Bowes Can/Will Be the Single Point of Contact for Any and All Aspects of the Agreement. Financing, Billing/Invoices, Training, Service and Support, Supply Issues/Orders, Lease Terms, Questions and Support. The Government Specialist Along With A Team of Assigned (to West Virginia Government) Account Support Specialists Will Be Available To Support The Sale, Install, Training, Follow-Up and Total Customer Satisfaction in Offering a Complete, and Smooth Transition Into the New System.
- A WV96 and WV No Debt Affidavit Has Been Signed and Included With This Proposal.
- Attached Is A List of All Equipment, Software and Peripherals, Along with Brochures and Description of The Proposed Equipment.
- Agreement Will Be Billed Quarterly In Arrears For Term of 60 Months. Financing for Equipment Will Be Done Through Pitney Bowes Credit Corporation, A Division of Pitney Bowes Inc. Allowing the Provider to be a One Source Vendor.
- Agreement Will Become Effective Upon Completion of Installation of Hardware & Software, and Also Based on Training Completion and Comfort Level of Operators, and Acceptance by Agency Operations Director or Mail Center Supervisor.

Monthly Cost For Complete Pitney Proposed System As Described Above:	\$ 2,497.00
To Be Billed Quarterly – Quarterly Amount:	\$ 7,491.00
Term of Agreement = 60 Months = Total Cost:	\$149,820.00

Includes All Hardware Equipment & Software, Meter Rental, All Maintenance, Software Updates, Installation and Training as Described Above.

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08/02/06

DM Series Configuration Report

For:

WV DHHR

350 CAPITOL ST STE 712

CHARLESTON, WV 25301-1757

8/2/2006

EQUIPMENT DETAILS

Qty.	Pack / Item	Equipment Description
		Ascent - 1
1	T2R1	PM400 - 4 Carrier Solution Customer Loyalty License Renewal
1	T114	INCLUDED: BatchLink
1	T119	INCLUDED: Scan Link
1	T221	INCLUDED: FedEx Ground Multi-Weight
1	T243	INCLUDED: FedEx Ground Zip to Zone
1	T230	INCLUDED: FedEx Ship Manager Server - Dom & Int'l
1	T245	INCLUDED: USPS 4th Class DBMC Manifesting (required for T218)
1	T217	INCLUDED: USPS Automation / Non Automation Rates
1	T215	INCLUDED: USPS Domestic Rates
1	T2MM	INCLUDED: USPS Express Mail Manifesting
1	T271	INCLUDED: USPS International Manifesting
1	T216	INCLUDED: USPS International Rates
1	T218	INCLUDED: USPS Mixed Mail Manifest (Single Piece)
1	T209	INCLUDED: USPS Std A Bulk Manifesting
1	T265	INCLUDED: USPS Std A Non-Profit Rates
1	T242	INCLUDED: USPS Zip to Zone
1	T1RT	INCLUDED: Retention Feature
1	T100	INCLUDED: Ascent Application Software
1	T896000	INCLUDED: CPU Accessory Kit
1	T896007	INCLUDED: USB to Parallel Cable
1	T885021	INCLUDED: Compaq 17in. Monitor
1	T831	INCLUDED: 2.6 Ghz Celeron, 512 MB RAM, 40 GB HD, CD-ROM, WinXP Prof,PCI Expander card, 100Mb Network Card, Keyboard & Mouse
1	T414	INCLUDED: Ascent Basic Application Training
1	T2AC	StreetSmart Address Cleansing
1	T293	DHL Rates
1	T2DH	DHL/Airborne Legacy Technology Bundle
1	T211	UPS HundredWeight Rates
1	T212	UPS Non-Manifested Rates

DM Series Configuration Report

For:

WV DHHR

350 CAPITOL ST STE 712

CHARLESTON, WV 25301-1757

8/2/2006

EQUIPMENT DETAILS

Qty.	Pack / Item	Equipment Description
1	T246	UPS Online Compatible Shipping Bundle
1	T210	UPS Standard Rates
1	T214	UPS Contract Rates
1	T330	ShipRequest Software, 2D Scanner and ScanLink
1	J775	INCLUDED: J775 2 Dimensional Scanner
1	T196002	INCLUDED: ShipRequest Single CD
1	T4P2	Installation Project
1	T2AL	Software Subscription
		Single Workstation 1
1	T885035	Compaq 17in. Flat Panel Display
1	JN96002	Base Mount Display Kit for JB75 Scale
1	T319	J693 4in. Adhesive Label Printer
1	T321	1E05 Laser Printer
1	T310	JB75 100 lb. Tabletop Scale
		Arrival - 1
1	T5XE	Arrival Extended Edition - Software Only
3	J592	Tracking Assistant Plus
1	J596022	Four Bay Ethernet Cradle for Tracking Assistant Plus
1	T543	Arrival Web Cam
1	T5A1	Software Maintenance
1	T6P2	Installation Project
1	T514	Arrival Basic Application Training
1	T5FF	Arrival Imaging
		Business Manager - 1
1	MFP2	Dedicated Installation Support - Level 2
1	BMA1	Crystal Reporting
1	BMAS	Business Manager Interface to Ascent
1	Z690000	Ethernet 4 Port Hub
1	BMH1	Business Manager Operator Training -- Up to 4 Hours
1	BMH2	AccuTrac HT Data Migration Services

DM Series Configuration Report

For:

WV DHHR

350 CAPITOL ST STE 712

CHARLESTON, WV 25301-1757

8/2/2006

EQUIPMENT DETAILS

Qty.	Pack / Item	Equipment Description
1	Z690004	Ethernet Cable (25')
3	Z690005	Ethernet Cable (100')
1	BM5G	Business Manager XP Host Workstation w/15in. Flat Panel Monitor
Mail Stream Solution - 1		
1	M0X3	DM1000 WOW Mail Machine w/30lb Integrated Weighing Platform
1	1M00	IntelliLink Interface / PSD for DM500-DM1000 w/ PBP PLUS
1	1FW1	Differential Weighing
1	1FS1	USPS Confirmation Services Software (DM800/900/1000)
1	ERR2	e-Return Receipt Reference Number Feature
1	1FX3	VBS Custom Messaging
1	1FX4	VBS Time Date Stamping
1	ATR1	VBS Postage Pass
1	ERCM	e-Return Receipt Reference Number Package (includes scanner)
1	SPY8	1E08 Laser Printer for Reports (DM Series)
1	U7PS	Power Stacker for DM900, DM1000
1	F8DA	Confirmation Services Training (DM800/900/1000)
1	F9DD	Confirmation Services Welcome Kit
1	BM44	Barcode Scanner for Business Manager
1	ERR1	e-Return Receipt Feature
1	1D00	IntelliLink Subscription with Value Based Services
1	BMX1	Business Manager to IntelliLink Interface
1	1FAH	Business Manager - IntelliLink Software Feature
Mail Stream Solution - 2		
1	M0X3	DM1000 WOW Mail Machine w/30lb Integrated Weighing Platform
1	1M00	IntelliLink Interface / PSD for DM500-DM1000 w/ PBP PLUS
1	1FS1	USPS Confirmation Services Software (DM800/900/1000)
1	ERR2	e-Return Receipt Reference Number Feature
1	1FW1	Differential Weighing
1	1FX3	VBS Custom Messaging
1	1FX4	VBS Time Date Stamping

DM Series Configuration Report

For:

WV DHHR

350 CAPITOL ST STE 712

CHARLESTON, WV 25301-1757

8/2/2006

EQUIPMENT DETAILS

Qty.	Pack / Item	Equipment Description
1	ATR1	VBS Postage Pass
1	1FAH	Business Manager - IntelliLink Software Feature
1	ERCM	e-Return Receipt Reference Number Package (includes scanner)
1	F8DA	Confirmation Services Training (DM800/900/1000)
1	F9DD	Confirmation Services Welcome Kit
1	SPY8	1E08 Laser Printer for Reports (DM Series)
1	U7PS	Power Stacker for DM900, DM1000
1	BM44	Barcode Scanner for Business Manager
1	ERR1	e-Return Receipt Feature
1	1D00	IntelliLink Subscription with Value Based Services
1	BMX1	Business Manager to IntelliLink Interface

AGREEMENT ADDENDUM

HHR 70051

WV-96
Rev. 5/94

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. ARBITRATION - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. HOLD HARMLESS - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. GOVERNING LAW - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. TAXES - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. PAYMENT - Any references to prepayment are deleted. Payment will be in arrears.
6. INTEREST - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. RECOUPMENT - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. FISCAL YEAR FUNDING - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. STATUTE OF LIMITATION - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. SIMILAR SERVICES - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. ATTORNEY FEES - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. ASSIGNMENT - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. LIMITATION OF LIABILITY - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. RIGHT TO TERMINATE - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. TERMINATION CHARGES - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. RENEWAL - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. INSURANCE - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. RIGHT TO NOTICE - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. ACCELERATION - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. AMENDMENTS - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:
STATE OF WEST VIRGINIA

Spending Unit: _____

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: Peter Bensus Inc.

Signed: [Signature]

Title: WV Govt Act Specialist

Date: 08/02/06

AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Peter Bauer Inc.

Authorized Signature: [Signature] Date: 08/02/06

Charleston District Customer Service Support

Pitney Bowes customers in the Greater West Virginia, Southern Ohio and Western Maryland area are provided technical support and training by a team of 9 experienced Customer Service professionals ready to serve you.

Service Team Facts:

A+ Certified: Certification achieved by all Customer Service Professionals. This is the leading Industry Standard for Professional Service Organizations.

Highly Responsive: 3 to 6 hours targeted response time. Average Actual Response time is 4.3 hours across all product lines for customer initiated service calls. Quick Response times improve customer efficiency and reduces un-productive down time.

Experience Level: 9 Service Representatives have 160 cumulative years of Pitney Bowes Customer Service experience.

'Rapid Response' provided for most mailing and weighing equipment. 'Rapid Response' provides callbacks within 30 minutes to assist customers in resolving technical problems over the phone thereby reducing down time.

Professionally Trained: Team is fully trained to resolve equipment issues on all Pitney Bowes equipment... Mailing, Tabletop Folders and Inserters, Ascent Shipping and Weighing, Addressing and Printing, Arrival and Accutrak, Intelligent Console Inserters, and much more. Technical training professionally provided at Pitney Bowes' state of the art facility in Aberdeen Woods, Georgia

Accessible: Call our ACCESS Center at 800-522-0020 to set up service calls. ACCESS (Automated Customer Support System) electronically dispatches your service call to the trained Service Representative in your area. ACCESS Center hours are 7:30AM to 6:30PM Eastern Time. Service assistance is also available ON-LINE at www.pb.com

Backup Assistance: Equipment Down time is reduced or avoided as Pitney Bowes Service Management insure backup support in the event your local Customer Service Professionals are in training or unavailable.

Preventative Maintenance: Arranged by our customers at a time that best meet **their** individual needs

John Barry
District Director

Robert Handwork
District Manager, Customer Service



Engineering the flow of communication™

Customer Satisfaction GuaranteeSM

Pitney Bowes Global Mailing Systems is committed to providing our customers with the finest systems backed by the highest quality care and service. As long as you continually maintain coverage with a Pitney Bowes equipment maintenance agreement for hardware and software maintenance agreement for software after warranty, Pitney Bowes promises to provide you the following:

GUARANTEED PRODUCT PERFORMANCE

For all new products we guarantee performance to our specifications for the initial term of the lease or three years if purchased. If, during that period, the product does not perform to our specifications, and we cannot repair it, we will replace it with a comparable product. If during the first ninety days after installation, a replacement product does not perform as specified, you will be entitled to a refund of payments made to us for non-performing equipment or software. Should a malfunction occur due to the use of a non-Pitney Bowes consumable supply or unapproved software/hardware modification, this guarantee will not apply.

GUARANTEED NATIONWIDE SERVICE

Our nationwide service force will respond to service and preventative maintenance requests as part of your equipment maintenance agreement. If we find that we cannot return your equipment to a satisfactory operating condition within a reasonable time, where appropriate, we will provide you with a loaner at no additional cost.

HELP LINE SUPPORT

For customers with products that are supported through our Diagnostics Center, toll-free telephone technical assistance is available Monday through Friday, 8:00 A.M. until 8:00 P.M. ET., exclusive of holidays.

RATE CHANGE PROTECTION

With our ability to accommodate a wide range of carriers, we are your rate data source. Also, should you select any of our plans that include software rate protection, we guarantee that you will not be charged for unexpected rate changes within the scope of your plan.

OPERATOR PRODUCTIVITY AND TRAINING EXCELLENCE

For all products that we install, our skilled professionals will effectively deliver the agreed upon installation and training services. Furthermore, if you attend our acclaimed Mail Management Seminar, we will train your employee(s) on the latest and most efficient use of postal services.

POSTAGE GUARANTEE

We guarantee emergency postage advances for qualified POSTAGE BY PHONE® system customers. This service is available, for a fee, Monday through Saturday and allows you to have sufficient funds to meet your mailing needs.

PURCHASE POWER®

Purchase Power customers in good standing can refill their postage meters without having to pay for the postage in advance. You can mail now and pay later, just like you do for many of your other business expenses.

At Pitney Bowes, we are committed to maintaining long-term partnerships with our customers. If our sales and service support team has been unable to satisfy you, I would like to hear from you. Please call my office at 1-800-622-2296.

I won't be satisfied until you are satisfied.

Murray D. Martin
Executive Vice President & Group President,
Global Mailing Systems