



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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Cover Letter

Jo Ann Adkins
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Dear Ms. Adkins,

Enclosed is our firm's proposal for the State of West Virginia in response to your solicitation number DIGCOP09 for your review and evaluation. Sharp Electronics Corporation together with their local authorized digital multifunctional document imaging equipment dealers are pleased to offer this proposal. We look forward to continuing a mutually beneficial business relationship between the State of West Virginia agencies and political subdivisions as we have for many years.

We have been proud to offer office equipment and services to major accounts and government organizations for many years. During that time, we have dedicated our resources through service, invoicing, training and sales support to meet our customers growing and changing needs. Based on those years of experience and a working knowledge of major accounts, we are responding to your request in a manner that will provide the State of West Virginia with the most customer-oriented and cost effective digital copier program available.

Please contact me directly if you should require any additional information or clarification of our proposal.

Regards,



Gary Thompson, Government Account Executive
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Sharp Electronics Corporation
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DIGCOP09 – Original RFQ