



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

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

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 79638

Procurement Type: Central Purchase Order

Vendor ID: VS0000003488

Legal Name: ENCON SYSTEMS INC

Alias/DBA:

Total Bid: \$48,571.60

Response Date: 04/15/2015

Response Time: 16:59

SO Doc Code: CRFQ

SO Dept: 0932

SO Doc ID: DRS1500000006

Published Date: 4/1/15

Close Date: 4/16/15

Close Time: 13:30

Status: Closed

Solicitation Description: REQUEST FOR QUOTE TO PROVIDE 415 ALL IN ONE PRINTERS

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State Of West Virginia
 Solicitation Response**

Proc Folder : 79638

Solicitation Description : REQUEST FOR QUOTE TO PROVIDE 415 ALL IN ONE PRINTERS

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2015-04-16 13:30:00	SR 0932 ESR04151500000003293	1

VENDOR
VS0000003488 ENCON SYSTEMS INC

FOR INFORMATION CONTACT THE BUYER
 Evelyn Melton
 (304) 558-7023
 evelyn.p.melton@wv.gov

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	PRINTERS, HP OFFICE JET PRO 8610, OR EQUAL	415.00000	EA	\$117.04	

Comm Code	Manufacturer	Specification	Model #
43212100			

Extended Description :	PRINTERS - HP OFFICE JET PRO 8610 OR EQUAL ADDENDUM NO. 2 IS ISSUED:
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Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation

Proc Folder: 79638

Doc Description: REQUEST FOR QUOTE TO PROVIDE 415 ALL IN ONE PRINTERS

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-03-11	2015-04-16 13:30:00	CRFQ 0932 DRS1500000006	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

ENCON Systems LTD, Inc.
 420 N. Town East Blvd.
 Sunnyvale, TX 75182
 972-226-3400 x263
 Contact: Dwaylyn Holland

FOR INFORMATION CONTACT THE BUYER

Evelyn Melton
 (304) 558-7023
 evelyn.p.melton@wv.gov

Signature X

FEIN #

73-1224348

DATE

4/15/2015

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

INVOICE TO		SHIP TO	
IT UNIT DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	PRINTERS, HP OFFICE JET PRO 8610, OR EQUAL HP Office Jet Pro 8610 #A7F64A#B1H	415.00000	EA	\$ 117.04	\$48,571.60

Comm Code	Manufacturer	Specification	Model #
43212100	HP OJ PRO 8610		A7F64A#B1H

Extended Description :

PRINTERS - HP OFFICE JET PRO 8610 OR EQUAL

THE PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE WV DIVISION OF REHABILITATION SERVICES, IT UNIT TO ESTABLISH A CONTRACT FOR THE ONE TIME PURCHASE OF 415 HP OJ PRO 8610 E AIO PRINTERS, MFG# A7F64A#B1H, OR EQUAL.



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

State of West Virginia
 Request for Quotation

Proc Folder: 79638

Doc Description: REQUEST FOR QUOTE TO PROVIDE 415 ALL IN ONE PRINTERS

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-04-01	2015-04-16 13:30:00	CRFQ 0932 DRS1500000006	2

BID RECEIVING LOCATION

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

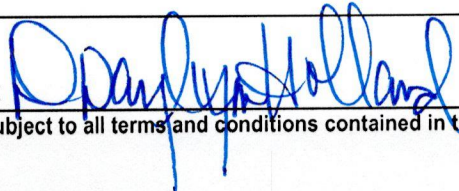
VENDOR

Vendor Name, Address and Telephone Number:

ENCON Systems LTD, Inc.
 420 N. Town East Blvd.
 Sunnyvale, TX 75182
 972-226-3400 x263
 Contact: Dwaylyn Holland

FOR INFORMATION CONTACT THE BUYER

Evelyn Melton
 (304) 558-7023
 evelyn.p.melton@wv.gov

Signature X 

FEIN # 73-1224348

DATE 4/15/2015

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

INVOICE TO		SHIP TO	
IT UNIT DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	PRINTERS, HP OFFICE JET PRO 8610, OR EQUAL	415.00000	EA	\$117.04	\$48,571.60
	HP Office Jet Pro 8610		A7F64A#B1H		

Comm Code	Manufacturer	Specification	Model #
43212100	HP Office Jet Pro 8610		A7F64A#B1H

Extended Description :

PRINTERS - HP OFFICE JET PRO 8610 OR EQUAL

ADDENDUM NO. 1 IS ISSUED:

- TO ADD THE SHIPPING LOCATIONS INDICATED IN SECTION 3.1.1.10 OF THE SPECIFICATION THAT WAS INADVERTENTLY OMITTED IN THE ORIGINAL SOLICITATION. SEE ATTACHED LOCATIONS LIST.

- TO PROVIDE ADDENDUM ACKNOWLEDGMENT.

--- END OF ADDENDUM NO. 1 ---



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

State of West Virginia
 Request for Quotation

Proc Folder: 79638

Doc Description: REQUEST FOR QUOTE TO PROVIDE 415 ALL IN ONE PRINTERS

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-04-01	2015-04-16 13:30:00	CRFQ 0932 DRS1500000006	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

ENCON Systems LTD, Inc.
 420 N. Town East Blvd.
 Sunnyvale, TX 75182
 Contact: Dwaylyn Holland

FOR INFORMATION CONTACT THE BUYER

Evelyn Melton
 (304) 558-7023
 evelyn.p.melton@wv.gov

Signature X

FEIN # 73-1224348

DATE 4/15/2015

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

INVOICE TO		SHIP TO	
IT UNIT DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	PRINTERS, HP OFFICE JET PRO 8610, OR EQUAL HP Office Jet Pro 8610 A7F64A#B1H	415.00000	EA	\$117.04	\$48,571.60

Comm Code	Manufacturer	Specification	Model #
43212100	HP Office Jet Pro 8610		A7F64A#B1H

Extended Description :

PRINTERS - HP OFFICE JET PRO 8610 OR EQUAL

ADDENDUM NO. 2 IS ISSUED:

- TO ADD THE SHIPPING LOCATIONS INDICATED IN SECTION 3.1.1.10 OF THE SPECIFICATION THAT WAS INADVERTENTLY OMITTED IN THE ORIGINAL SOLICITATION. SEE ATTACHED LOCATIONS LIST.

- TO DELETE ATTACHMENT OF ADDENDUM NO. 1 AND ATTACH THE ABOVE DOCUMENT IN LIEU OF THE DOCUMENT ERRONEOUSLY ATTACHED WITH ADDENDUM NO. 1

- TO PROVIDE ADDENDUM ACKNOWLEDGMENT.

--- END OF ADDENDUM NO. 2 ---

ADDENDUM NO. 1 IS ISSUED:

- TO ADD THE SHIPPING LOCATIONS INDICATED IN SECTION 3.1.1.10 OF THE SPECIFICATION THAT WAS INADVERTENTLY OMITTED IN THE ORIGINAL SOLICITATION. SEE ATTACHED LOCATIONS LIST.

- TO PROVIDE ADDENDUM ACKNOWLEDGMENT.

--- END OF ADDENDUM NO. 1 ---

DRS150000006	Document Phase Final	Document Description REQUEST FOR QUOTE TO PROVIDE 4 15 ALL IN ONE PRINTERS	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: ENCON Systems LTD, Inc.

Authorized Signature: _____

Date: 4/7/2015

State of Texas

County of Dallas, to-wit:

Taken, subscribed, and sworn to before me this 7 day of April, 2015

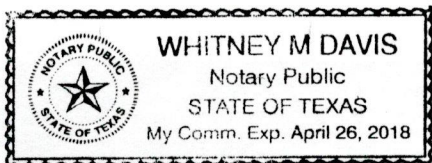
My Commission expires April 26, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC

Whitney M. Davis

Purchasing Affidavit (Revised 07/01/2012)



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. **PREBID MEETING:** The item identified below shall apply to this Solicitation.
 - A pre-bid meeting will not be held prior to bid opening.
 - A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

 - 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 person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify 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. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. 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.

REQUEST FOR QUOTATION
CRFQ_DRS150000006 - PRINTERS

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- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
 - 7.1.2 Failure to comply with other specifications and requirements contained herein.
 - 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 7.1.4 Failure to remedy deficient performance upon request.
- 7.2 The following remedies shall be available to Agency upon default.
- 7.2.1 Immediate cancellation of the Contract.
 - 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
 - 7.2.3 Any other remedies available in law or equity.
- 8.1 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

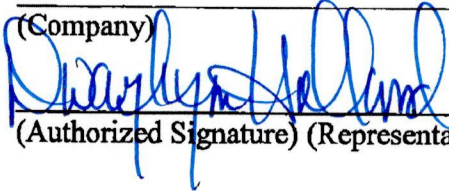
Contract Manager: Dwaylyn Holland
Vendor's Address: 420 N. Town East Blvd.
Sunnyvale, TX 75182
Telephone Number: 972-226-3400 x263
Fax Number: 972-226-5702
Email Address: dwaylynh@enconsupplies.com

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; 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.

ENCON Systems LTD, Inc.

(Company)

 **GOVERNMENT SALES MGR.**

(Authorized Signature) (Representative Name, Title)

972-226-3400 x263 /972-226-5702 4/15/2015

(Phone Number) (Fax Number) (Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ_DRS150000006

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.

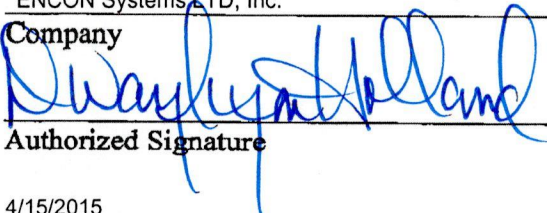
Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

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 type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input 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.

ENCON Systems LTD, Inc.

 Company


 Authorized Signature
 4/15/2015

 Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

SOLICITATION NUMBER: CRFQ_DRS150000006

Addendum Number: 2

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:

1. TO ADD THE SHIPPING LOCATIONS INDICATED IN SECTION 3.1.1.10 THAT WAS INADVERTENTLY OMITTED IN THE ORIGINAL SOLICITATION. SEE ATTACHED FOR SHIPPING LOCATIONS.
2. TO DELETE THE ATTACHMENT OF ADDENDUM NO. 1 AND ATTACH THE ABOVE DOCUMENT IN LIEU OF THE DOCUMENT ERRONEOUSLY ATTACHED WITH ADDENDUM NO. 1
3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DRS150000006

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.

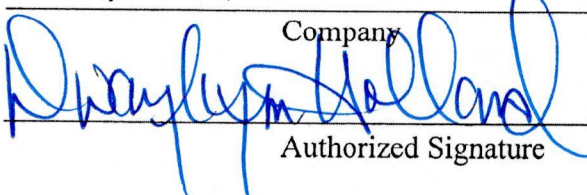
Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input 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 type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input 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.

ENCON Systems LTD, Inc.

Company


Authorized Signature

4/15/2015

Date

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