



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 1

List View

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

Procurement Folder: 770682

Procurement Type: Central Purchase Order

Vendor ID: 000000220925

Legal Name: Howard Industries Inc

Alias/DBA: Howard Technology Solutions

Total Bid: \$49,063.00

Response Date: 11/09/2020

Response Time: 16:01

Responded By User ID: howardtech

First Name: Krystal

Last Name: Avery

Email: bids@howardcomputers.

SO Doc Code: CRFQ

SO Dept: 0932

SO Doc ID: DRS2100000001

Published Date: 11/2/20

Close Date: 11/10/20

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM 1 : HP OFFICEJET PRO 8025, OR EQUAL PRINTERS

Total of Header Attachments: 1

Total of All Attachments: 1



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	COLOR PRINTERS	301.00000	EA	163.000000	49063.00

Comm Code	Manufacturer	Specification	Model #
43212110			

**Commodity Line Comments:**

**Extended Description:**

COLOR PRINTERS



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

State of West Virginia  
 Centralized Request for Quote  
 Info Technology

<b>Proc Folder:</b> 770682		<b>Reason for Modification:</b>	
<b>Doc Description:</b> ADDENDUM 1 : HP OFFICEJET PRO 8025, OR EQUAL PRINTERS		ADDENDUM 1	
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2020-11-02	2020-11-10 13:30	CRFQ 0932 DRS2100000001	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Howard Technology Solutions, A Division of Howard Industries Inc.

**Address :** P.O. Box 1590, Laurel, MS 39441

**Street :** 36 Howard Dr.

**City :** Ellisville

**State :** MS **Country :** United States **Zip :** 39437

**Principal Contact :** Krystal Avery

**Vendor Contact Phone:** 601-425-3181 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Dusty J Smith  
 (304) 558-2063  
 dusty.j.smith@wv.gov

**Vendor Signature X**  **FEIN#** 64-0466143 **DATE** 11/9/20

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

**ADDITIONAL INFORMATION**

ADDENDUM 1 IS ISSUED FOR THE FOLLOWING REASONS:

1. TO ATTACHED THE QUESTIONS AND RESPONSES.
2. TO ATTACHED THE REVISED SPECIFICATIONS.

NO OTHER CHANGES

\*\*\*\*PLEASE NOTE MAKE SURE YOU DOWNLOAD ALL OF THE DOCUMENTS \*\*\*\*

INVOICE TO		SHIP TO	
DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST	
CHARLESTON	WV 25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	COLOR PRINTERS	301.00000	EA	\$163.00	\$49,063.00

Comm Code	Manufacturer	Specification	Model #
43212110	HP	OfficeJet Pro 8025	1KR57A#BH

**Extended Description:**  
COLOR PRINTERS

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUESTIONS	2020-10-30

	Document Phase	Document Description	Page
DRS2100000001	Final	ADDENDUM 1 : HP OFFICEJET PRO 8025, OR EQUAL PRINTERS	3

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions





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Comm Code	Manufacturer	Specification	Model #
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**Extended Description:**

COLOR PRINTERS

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUESTIONS	2020-10-30

## Questions for CRFQ:

### DRS2100000001 MULTI-FUNCTION COLOR PRINTERS

#### Clarification on "or equal" products

The brand name and model # listed in the specifications is an example only and only used to adequately describe the needed commodity. Vendors are always welcome to bid "or equal" products. A vendor's equality with the brand or vendor name will be evaluated on the basis of the mandatory components listed in the specifications. Mandatory terms are indicated by the use of the terms shall, will or must. Non-mandatory terms are indicated by the use of the terms may, should, preferred or could, and are understood to be permissive and shall not be used to disqualify any vendor.

Bids cannot be evaluated and/or approved by the West Virginia Purchasing Division prior to the bid opening.

To provide responses to vendor questions:

#### **Question**

1. Would the band 1 color laser copier/printer/scanner/fax on the state contract work for you?

#### **Answer**

1. Copier/printer on statewide contract is not designed to be a desktop printer. The agency needs a much smaller form factor printer, which is a true desktop printer assigned to an individual staff member for printing. The following specification is added:

**3.1.1.19** Printer shall have a maximum weight of 25lbs.

#### **Question**

2. Do you realize that the HP model you were asking for is discontinued?

#### **Answer**

2. At the time of the bid posting, the agency was unaware that the HP Model 8025 printer had been discontinued. The HP Model 8025 printer was an example of a printer for which the agency has a preference, and which meets the minimum specifications of the bid. Vendors may bid an "or equal" printers that the meet the minimum requirements of the specifications.

### **Question**

3. Do you have a delivery Date for the printer? This printer is heavily backordered and heavily constrained

### **Answer**

3. Vendors may bid "or equal" products that meet specifications. The agency requires delivery of the printers within 60 days of bid award per section **6.1 Shipment and delivery**. The agency is, however, cognizant of the current, worldwide pandemic, and how that issue has caused delays in delivery of many items worldwide, including items of a technological nature, such as these printers. The agency is willing to work with the winning vendor to ensure the printers are delivered in a timely manner, though the delivery time may exceed what is specified in the bid award. The vendor must contact the agency to report any delays.

### **Question**

4. We have been advised that the printers are not due in the states before Jan 2021. Should we bid the Office Jet 8025 HP item # 1KR42A#B1H as requested on the bid and specify delivery for Jan 2021 or will you accept an alternative? If you accept an alternative can you send us or post the specifications of the printer you need? Thank you.

### **Answer:**

4. Vendors may bid other "or equals" printers, as long as those specifications meet the minimum requirements of the bid.

REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Rehabilitation Services to establish a contract for the one-time purchase of 301 Multifunction Color Printers, HP Officejet Pro 8025, or equal.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Item”** means multifunction printers as more fully described by these specifications.
  
  - 2.2 **“Pricing Page”** means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
  
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.
    - 3.1.1 **Multifunction Color Printer**
      - 3.1.1.1 Printer must provide copier settings to include number of copies, resize capability minimum 25% to 400%, lighter/darker, paper size, paper type, two sided, ID copy, collate, margin shift, enhancement, crop, and copy preview.
  
      - 3.1.1.2 Printer must include built-in WIFI, minimum 802.11b/g/n.
  
      - 3.1.1.3 Printer must include at a minimum, 1 USB, 1 Ethernet, 1 Wireless, 802.11b/g/n, and 1 RJ-11 Fax ports.
  
      - 3.1.1.4 Printer must include Power Cord, startup ink cartridges and instructions.
  
      - 3.1.1.5 Printer must be color.

**REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS**

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- 3.1.1.6** Black copy speed shall be a minimum 29cpm.
- 3.1.1.7** Copy resolution shall be minimum 600dpi.
- 3.1.1.8** Printer must be digital FAX ready for digital FAX to FAX to PC with Windows.
- 3.1.1.9** FAX must have minimum 300 x300 dpi resolution.
- 3.1.1.10** FAX transmission speed shall be minimum 4 sec per page with a minimum memory of 1,000 pages.
- 3.1.1.11** Printer minimum memory is 256MB.
- 3.1.1.12** Printer shall have mobile printing services with Apple Air print, Wi-Fi Direct Printing, Mopria Certified, or HP Smart.
- 3.1.1.13** Must support network protocols of 9100, LPR, SNMP, SLP, Internet Printing Protocol (IPP), WS-Print, and Wireless.
- 3.1.1.14** Must have paper input capacity minimum 225 sheets and up to 10 envelopes.
- 3.1.1.15** Must have minimum output capacity of 60 sheets.
- 3.1.1.16** Minimum media sizes supported shall be index card 3.5" x 5", 4" x 6", 5" x 8", 8" x 10", Photo 2L, Letter, Statement, Envelope #10, Envelope C5, C6, DL, Monarch, 4.4" x 6". Must support plain paper to 16 to 28 lb Bond.
- 3.1.1.17** Printer must include minimum 1 tray.
- 3.1.1.18** Quotes shall be all-inclusive. No separate reimbursement will be paid for shipping or any other expense.
- 3.1.1.19** Printer shall have a maximum weight of 25lbs.

REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS

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**4. CONTRACT AWARD:**

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 4.2 Pricing Page:** Vendor should complete the Pricing Page by inserting the Unit Price and Extended Price on the Oasis form. If submitting a bid online, Vendors should enter the Unit Price into each commodity line and the system will sum the total amount automatically. If responding with a paper bid, Vendors should download and/or print the assembled Final Solicitation document (with the highest version number) from wvOASIS and insert their Unit Prices for each Commodity Line

**5. PAYMENT:**

- 5.1 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**6. DELIVERY AND RETURN:**

- 6.1 Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 60 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at WV Division of Rehabilitation Services, IT Unit, 107 Capitol Street, Charleston, WV 25301.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS

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- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7 VENDOR DEFAULT:**

- 7.1** The following shall be considered a vendor default under this Contract.
- 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.

## **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 **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

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.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting  
Revised 01/09/2020



are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: OCTOBER 30, 2020 10AM

Submit Questions to: DUSTY SMITH  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: DUSTY.J.SMITH@WV.GOV

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: COLOR PRINTERS  
BUYER: DUSTY SMITH  
SOLICITATION NO.: CRFQ DRS2100000001  
BID OPENING DATE: NOVEMBER 10, 2020  
BID OPENING TIME: 1:30PM  
FAX NUMBER: 304-558-3970

Revised 01/09/2020

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: NOVEMBER 10, 2020

Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the

equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or

minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**22. INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**23. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_ and extends for a period of \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.



**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

**Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

**Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

Liquidated Damages Contained in the Specifications

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts (“Other Government Entities”), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider’s employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Revised 01/09/2020



Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.


**45. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Krystal Avery  
(Name, Title)  
Bids & Contracts Manager  
(Printed Name and Title)  
P.O. Box 1590, Laurel, MS 39441  
(Address)  
601-425-3181 / 601-399-5077  
(Phone Number) / (Fax Number)  
bids@howardcomputers.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that 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.

Howard Technology Solutions, A Division of Howard Industries Inc.  
(Company)

  
(Authorized Signature) (Representative Name, Title)

Jessica Hayes / Bid Specialist  
(Printed Name and Title of Authorized Representative)

11/9/20  
(Date)

601-425-3181 / 601-399-5077  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:**

**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 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.

Howard Technology Solutions, A Division of Howard Industries Inc.  
Company

  
Authorized Signature

11/9/20  
Date

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

REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Rehabilitation Services to establish a contract for the one-time purchase of 301 Multifunction Color Printers, HP Officejet Pro 8025, or equal.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Item”** means multifunction printers as more fully described by these specifications.
  
  - 2.2 **“Pricing Page”** means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
  
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.
    - 3.1.1 **Multifunction Color Printer**
      - 3.1.1.1 Printer must provide copier settings to include number of copies, resize capability minimum 25% to 400%, lighter/darker, paper size, paper type, two sided, ID copy, collate, margin shift, enhancement, crop, and copy preview.
  
      - 3.1.1.2 Printer must include built-in WIFI, minimum 802.11b/g/n.
  
      - 3.1.1.3 Printer must include at a minimum, 1 USB, 1 Ethernet, 1 Wireless, 802.11b/g/n, and 1 RJ-11 Fax ports.
  
      - 3.1.1.4 Printer must include Power Cord, startup ink cartridges and instructions.
  
      - 3.1.1.5 Printer must be color.

**REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS**

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- 3.1.1.6** Black copy speed shall be a minimum 29cpm.
- 3.1.1.7** Copy resolution shall be minimum 600dpi.
- 3.1.1.8** Printer must be digital FAX ready for digital FAX to FAX to PC with Windows.
- 3.1.1.9** FAX must have minimum 300 x300 dpi resolution.
- 3.1.1.10** FAX transmission speed shall be minimum 4 sec per page with a minimum memory of 1,000 pages.
- 3.1.1.11** Printer minimum memory is 256MB.
- 3.1.1.12** Printer shall have mobile printing services with Apple Air print, Wi-Fi Direct Printing, Mopria Certified, or HP Smart.
- 3.1.1.13** Must support network protocols of 9100, LPR, SNMP, SLP, Internet Printing Protocol (IPP), WS-Print, and Wireless.
- 3.1.1.14** Must have paper input capacity minimum 225 sheets and up to 10 envelopes.
- 3.1.1.15** Must have minimum output capacity of 60 sheets.
- 3.1.1.16** Minimum media sizes supported shall be index card 3.5" x 5", 4" x 6", 5" x 8", 8" x 10", Photo 2L, Letter, Statement, Envelope #10, Envelope C5, C6, DL, Monarch, 4.4" x 6". Must support plain paper to 16 to 28 lb Bond.
- 3.1.1.17** Printer must include minimum 1 tray.
- 3.1.1.18** Quotes shall be all-inclusive. No separate reimbursement will be paid for shipping or any other expense.

REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS

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**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**4.2 Pricing Page:** Vendor should complete the Pricing Page by inserting the Unit Price and Extended Price on the Oasis form. If submitting a bid online, Vendors should enter the Unit Price into each commodity line and the system will sum the total amount automatically. If responding with a paper bid, Vendors should download and/or print the assembled Final Solicitation document (with the highest version number) from wvOASIS and insert their Unit Prices for each Commodity Line

**5. PAYMENT:**

**5.1 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**6. DELIVERY AND RETURN:**

**6.1 Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 60 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at WV Division of Rehabilitation Services, IT Unit, 107 Capitol Street, Charleston, WV 25301.

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

**6.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

**6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return

**REQUEST FOR QUOTATION  
MULTIFUNCTION COLOR PRINTERS**

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within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

**6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7 VENDOR DEFAULT:**

**7.1** The following shall be considered a vendor default under this Contract.

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.



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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 exceeds 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Howard Technology Solutions, A Division of Howard Industries Inc.

Authorized Signature: Jessica Hays Date: 11/9/20

State of Mississippi

County of Jones, to-wit:

Taken, subscribed, and sworn to before me this 10<sup>th</sup> day of November, 2020

My Commission expires Jan 8, 2021.



NOTARY PUBLIC Regin D. Parker

Phone: 1.888.912.3151  
Fax: 1.601.399.5077  
Online: www.howardcomputers.com



Howard Computers  
P.O. Box 1588  
Laurel, MS 39441

## Online Quotation

**Quote No:** AT6 1066955.00      **Quote Date:** October 26, 2020  
**Customer Name:** Guy Nisbet      **Phone Number:** 3045582306  
**Company Name:** State of West Virginia      **Fax Number:** 3045583970  
**Quote Name:**

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
<b>System Type:</b> 1:	<b>Accessories</b> HP Officejet Pro 8025 All-in-One - Multifunction printer - color - ink-jet - 8.5 in x 11.7 in (original) - A4/Legal (media) - up to 29 ppm (copying) - up to 29 ppm (printing) - 225 sheets - 33.6 Kbps - LAN, Wi-Fi(n) MPN: 1KR57A#B1H	301	\$163.00	\$49,063.00

**Sub-Total:** \$49,063.00  
**Parts & Accessories Shipping:** Included  
**Taxes:** Tax Exempt  
**Total for Item 1:** \$49,063.00

**This quote will expire November 25, 2020.**  
**To expedite your order, please include your quote number with your Purchase Order.**

### Total for all pre-configured items

**Sub-Total:** \$49,063.00  
**Parts & Accessories Shipping:** Included  
**Taxes:** Tax Exempt  
**Total:** \$49,063.00

#### Notes:

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

If Purchaser fails to pay any invoice in full within the time quoted herein, Howard may, without notice, accelerate the due date of all outstanding invoices and require that all outstanding invoices, including any interest thereon, be immediately due and payable.

in full.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com).

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN; HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.



# HP OfficeJet Pro 8025 All-in-One Printer

Smart. Simple. Productive.

The productive smart printer that gets work done. Help save time with Smart Tasks shortcuts,<sup>1</sup> and get automatic two-sided printing. Print and scan from your phone,<sup>1</sup> Save up to 50% on ink with HP Instant Ink.<sup>3</sup>



Dynamic security enabled printer. Only intended to be used with cartridges using an HP original chip. Cartridges using a non-HP chip may not work, and those that work today may not work in the future. <http://www.hp.com/go/learnaboutsupplies>

**ISO Speed:** Black: Up to 20 ppm; Color: Up to 10 ppm  
**Print Resolution:** Black (best): Up to 1200 x 1200 rendered dpi; Color (best): Up to 4800 x 1200 optimized dpi on HP Advance Photo Paper 1200 x 1200 dpi input  
**Scan Resolution:** Hardware: Up to 1200 x 1200 dpi; Optical: Up to 1200 dpi  
**Copy Resolution:** Black (text & graphics): Up to 600 dpi; Color (text & graphics): Up to 600 dpi  
**Fax Resolution:** Black (best): Up to Up to 300 x 300 dpi; Color (best): 200 x 200 dpi  
**Standard Connectivity:** 1 Ethernet; 1 Wireless 802.11b/g/n; 1 RJ-11 Fax  
**Mobile Printing Capability:** HP Smart; Apple AirPrint™; Wi-Fi® Direct Printing; Mopria™ Certified  
**Duty cycle:** Monthly (letter): Up to 20,000 pages  
**Display:** 2.7" (6.86 cm) Capacitive Touchscreen CGD

## Designed to save you time

- Organize documents 50% faster with Smart Tasks<sup>1,7</sup> – first mobile print app that automates scanning tasks.<sup>8</sup>
- Work fast with the 35-page auto-feeder. Get automatic two-sided printing.
- Take control of print, scan, and copy jobs with tap-and-swipe ease, using the color touchscreen.
- This printer is made from recycled plastics and other electronics—more than 15% by weight of plastic.

## Freedom to work anywhere

- Connect to cloud-based printing with Wi-Fi™ or your cellular network to print from anywhere.<sup>1</sup>
- Quickly access and print documents and images on your smartphone, from Dropbox and Google Drive.<sup>1</sup>
- Get high-quality scanning to share to Dropbox, Google Drive, email, or the cloud – from virtually anywhere.<sup>1</sup>
- Get notifications when printing, scanning, or copying from your smartphone.<sup>1</sup>

## Save up to 50% on ink

- Save on ink and get it automatically delivered to your door.<sup>3,5</sup>
- Create vibrant, professional-quality color graphics, ideal for office use and presentations.
- Get rich black text for all your business documents.

## Best-in-class security,<sup>6</sup> reliable connections

- Reduce interruptions with self-healing Wi-Fi™ that keeps you connected.<sup>2</sup>
- Get best-in-class security to help protect devices, data, and documents.<sup>6</sup>
- Count on chatbot support and helpful notifications with the HP Smart app.<sup>1</sup>
- Easily share resources – access and print with wireless and Ethernet networking.<sup>2</sup>



<sup>1</sup> Requires the HP Smart app download. For details on local printing requirements see <http://hp.com/go/mobileprinting>. <sup>2</sup> Wireless operations are compatible with 2.4 GHz and 5.0 GHz operations only. Learn more at <http://hp.com/go/mobileprinting>. Wi-Fi is a registered trademark of Wi-Fi Alliance®. <sup>3</sup> FOR U.S. Based on monthly subscription cost using only all pages in plan vs. cost per page of most color inkjet cartridge printers (< \$400). Share of New Inkjet Unit Shipments (< \$400) for 2018Q1 period in the US from IDC 2018Q1 Final Release. Standard cartridge CPP from internal research. Share of New Inkjet Unit Shipments (< \$400) for 2018Q1 period in Canada from IDC 2018Q1 Final Release. <sup>4</sup> Compared to majority of OEM mobile printing apps for inkjet & laser printers & all-in-ones for home & home office priced less than or equal to \$429.99 USD. Market share as reported by IDC CY02 2018 Hardware Peripherals Tracker. Claim based on lab testing and research of printer manufacturer's mobile print apps and KeyPoint Intelligence - Buyers Lab study commissioned by HP. See Sept 2018 report at <http://www.keypointintelligence.com/HPSmartApp>. <sup>5</sup> Based on plan usage. Internet connection to eligible HP printer valid credit/debit card, email address, and delivery service in your geographic area. <sup>6</sup> Compared to the majority of competing in-class consumer color desktop inkjet all-in-ones < \$299 USD. KeyPoint Intelligence - Buyers Lab 2018 research study commissioned by HP based on research survey of printer manufacturers, published specifications, sustainability reports, and press releases as of 12/15/2018 and not confirmed by lab testing. Market share as reported by IDC CY03 2018 Hardware Peripherals Tracker 2018Q3 Release. <sup>7</sup> With best-in-class security features based on review of published embedded security features of competitive in-class models and defined as offering business-class, multi-point security including but not limited to: encryption at the level of data, device, network, document, enterprise-class Wi-Fi security, and secure printing. For more details, see <http://www.keypointintelligence.com/HPOfficeJetPro>. <sup>8</sup> Based on internal HP testing. Average timing estimate based on: 1) downloading HP Smart app on mobile device; 2) setting up Smart Tasks shortcuts; 3) scanning jobs which have more than 2-3 tasks associated with them (scan to email, save and rename, store to cloud, etc.). Average timing savings comparison based on using printer and desktop scan software to complete similar scanning tasks. Requires the HP Smart app download and supported HP printer. For details on local printing requirements see [hp.com/go/mobileprinting](http://hp.com/go/mobileprinting). <sup>9</sup> Compared to the majority of competing in-class consumer color desktop inkjet all-in-ones < \$299 USD. KeyPoint Intelligence - Buyers Lab 2018 research study commissioned by HP based on research survey of printer manufacturers, published specifications, sustainability reports, and press releases as of 12/15/2018 and not confirmed by lab testing. Market share as reported by IDC CY03 2018 Hardware Peripherals Tracker CY03 2018 Release. The ability to automate work defined as having the capability to use the OEM mobile print app to create a multistep workflow on mobile device and have a shortcut appear on the app and/or on a control panel of printer, and/or use intelligent Optical Character Recognition to name a scanned file based on the first few words of a document. For more details, see <http://www.keypointintelligence.com/HPOfficeJetPro>.

# HP OfficeJet Pro 8025 All-in-One Printer Technical specifications

<b>Functions / Multitasking supported</b>	Print, copy, scan, fax / Yes
<b>Print speed<sup>1</sup></b>	<b>Letter:</b> Up to 20 ppm <b>Black (ISO):</b> Up to 20 ppm <b>Color (ISO):</b> Up to 10 ppm <b>First page out black:</b> As fast as 13 sec <b>First Page Out Color:</b> As fast as 17 sec <b>Black (draft):</b> Up to 29 ppm <b>Color (draft):</b> Up to 25 ppm <b>Print speed Black Duplex:</b> Up to 10 ppm <b>Print speed Color Duplex:</b> Up to 7 ppm
<b>Print resolution</b>	<b>Black (best):</b> 1200 x 1200 rendered dpi <b>Color (best):</b> Up to 4800 x 1200 optimized dpi on HP Advance Photo Paper 1250 x 1200 dpi input
<b>Print technology</b>	HP Thermal Inkjet
<b>Print resolution technologies</b>	HP Thermal Inkjet
<b>Print cartridges number</b>	4 (1 each black, cyan, magenta, yellow)
<b>Borderless printing</b>	Yes, on photo paper only, up to 3.5 x 11 in (US letter), 210 x 297 mm (A4)
<b>Standard print languages</b>	HP PCL3 GUI
<b>Printer smart software features</b>	Orientation, Portrait/Landscape, Print on Both Sides, Non-Flip on Long Edge/Flip on Short Edge, Page Order, Front/L, Back/Back to Front, Pages per Sheet, 1, 2, 4, 6, 9, 16, Quality Settings, Draft/Normal/Best, Printing Shortcuts, Print in grayscale, Off/High Quality Grayscale/Black Ink Only, Pages per Sheet Layout, Right then Down/Down then Right/Left then Down/Down then Left, Print in Max DPI, No/Yes, HP Real Life Technologies, Off/On, Backlet, Name/Backlet-Left Binding/Backlet-Right Binding, Pages to Print, Print All Pages/Print Odd Pages Only/Print Even Pages Only, Borderless Printing, Off/On, Page Borders Off/On
<b>Scan type / Technology</b>	Flatbed, ADF, Contact Image Sensor (CIS)
<b>Scan resolution</b>	<b>Hardware:</b> Up to 1200 x 1200 dpi <b>Optical:</b> Up to 1200 dpi
<b>Scan file format</b>	JPG, BMP, TIFF, PDF, RTF, TXT, PNG
<b>Scan input modes</b>	Front-panel scan, Copy, HP Software, EWS, Mobile apps
<b>Scan size maximum</b>	<b>ADF:</b> 8.5 x 14 in <b>Flatbed:</b> 8.5 x 13.7 in
<b>Scan speed</b>	Up to 8 ppm (200 ppi, b&w), Up to 3.5 ppm (200 ppi, color)
<b>Bit depth / Grayscale levels</b>	24-bit/255
<b>Digital sending standard features</b>	Scan to PC
<b>Copy speed</b>	<b>Black (ISO):</b> Up to 13 cpm <b>Color (ISO):</b> Up to 7 cpm <b>Black (draft):</b> Up to 29 cpm <b>Color (draft):</b> Up to 23 cpm
<b>Copy resolution</b>	<b>Black (text and graphics):</b> Up to 600 dpi <b>Color (text and graphics):</b> Up to 600 dpi
<b>Maximum number of copies</b>	Up to 99 copies
<b>Copier settings</b>	Number of Copies, Two-Sided, Lighter/Darker, ID Copy, Resize, Quality, Paper Size, Paper Type, Collate, Margin Shift, Crop, Copy Preview, Enhancements
<b>Copier resize</b>	25 to 400%
<b>Fax resolution</b>	<b>Black (best):</b> Up to 300 x 300 dpi <b>Color (best):</b> 200 x 200 dpi <b>Black (standard):</b> 203 x 98 dpi <b>Color (standard):</b> 200 x 200 dpi
<b>Fax speed</b>	4 sec per page
<b>Fax smart software features</b>	Digital Fax - Fax to PC is available with Windows (Please use - visit <a href="http://www.hp.com/support">http://www.hp.com/support</a> to download the latest software)
<b>Fax Features</b>	<b>Fax memory:</b> Up to 100 pages <b>Auto fax reduction supported:</b> Yes <b>Auto-redialing:</b> Yes <b>Fax phone features:</b> Color fax, auto reduction, No answer redial, speed dial, group speed dial, Junk fax blocker, Fax forwarding (black only), distinctive ring, delayed send (black only), scan and fax, PC fax send and Fax to PC Fax volume (off/on/hold), CID <b>Fax delayed sending:</b> Yes <b>Distinctive ring detection supported:</b> Yes <b>Fax forwarding supported:</b> Yes <b>Fax polling supported:</b> No <b>Fax telephone mode supported:</b> No <b> Junk barrier supported:</b> Yes <b> requires Caller ID</b> <b>Maximum speed dialing numbers:</b> Up to 99 numbers <b>PC interface supported:</b> Yes <b>PC fax send and archive:</b> <b>Telephone handset supported:</b> No
<b>Standard connectivity</b>	1 Ethernet, 1 Wireless 802.11 a/b/g/n, 1 RJ-11 Fax
<b>Network capabilities</b>	Yes, via built-in Ethernet, Wireless 802.11 a/b/g/n
<b>Wireless capability</b>	Yes, built-in WiFi 802.11 a/b/g/n
<b>Mobile printing capability<sup>4</sup></b>	Apple AirPrint™, Wi-Fi® Direct Printing, Mopria™ Certified, HP Smart
<b>Memory</b>	<b>Standard:</b> 256 MB <b>Maximum:</b> 256 MB DDR3 SDRAM
<b>Processor speed</b>	1.2 GHz
<b>Duty cycle<sup>7</sup></b>	<b>Monthly, letter:</b> Up to 20,000 pages
<b>Recommended monthly page volume</b>	Up to 800 pages
<b>Media types supported</b>	Plain Paper, HP Photo Papers, HP Matte Brochure or Professional Paper, HP Matte Presentation Paper, HP Glossy Brochure or Professional Paper, Other Photo Inkjet Papers, Other Matte Inkjet Papers, Other Glossy Inkjet Papers, Thick Plain Paper, Light/Recycled Plain Paper, HP Tri-Fold Brochure Paper, Glossy
<b>Media weight supported</b>	16 to 28 lb (plain paper), 60 to 75 lb (photo), 20 to 24 lb (envelope), 90 to 110 lb (card)
<b>Media sizes supported</b>	Letter, Legal, Government Legal, Executive, Statement, 4 x 6 in, 5 x 7 in, 13 x 18 cm, 8 x 10 in, 10 x 15 cm, L, Photo 2L, Envelope, #10, Manarch, 5.5 bar, Card (4 x 6 in, 5 x 8 in)
<b>Media Sizes Custom</b>	Tray 1: 3 x 5 to 8.5 x 14 in
<b>Paper handling</b>	<b>Input Capacities:</b> Up to 225 sheets Standard, Up to 10 envelopes, Up to 60 sheets, Up to 225 sheets Legal <b>Auto Document Feeder:</b> Standard, 35 sheets <b>Output Capacities:</b> Up to 60 sheets Standard, Up to 10 envelopes, Up to 10 sheets, Up to 60 sheets Legal <b>Duplex Options:</b> Automatic (standard) <b>Envelope feeder:</b> No <b>Standard paper trays:</b> 1

<b>What's in the box<sup>8</sup></b>	1KR57A HP OfficeJet Pro 8025 All-in-One Printer, HP 910 Setup Black Instant Ink Ready Cartridge, HP 910 Setup Magenta Instant Ink Ready Cartridge, HP 910 Setup Yellow Instant Ink Ready Cartridge, Ink Caution Flier, Power Cord, Setup Poster, Reference Guide, Instant Ink Flier
<b>Replacement cartridges</b>	HP 910 Black Original Ink Cartridge (~300 pages) 3YL614N, HP 910 Cyan Original Ink Cartridge 3YL58AN, HP 910 Magenta Original Ink Cartridge 3YL59AN, HP 910 Yellow Original Ink Cartridge 3YL50AN (CMY composite - 315 pages), HP 910XL Black Original Ink Cartridge (~825 pages) 3YL65AN, HP 910XL Cyan Original Ink Cartridge 3YL62A, HP 910XL Magenta Original Ink Cartridge 3YL63A, HP 910XL Yellow Original Ink Cartridge 3YL54AN (CMY composite pages - 825), HP 910XL Black Original Ink Cartridge 3YL66AN (~1,500 pages) Actual yield varies considerably based on content of printed pages and other factors. For details see <a href="http://www.hp.com/go/learnaboutsupplies">http://www.hp.com/go/learnaboutsupplies</a>
<b>Instant ink eligible</b>	HP Instant Ink eligible? Save up to 50% on ink. For more information visit <a href="http://www.hpinstantink.com">http://www.hpinstantink.com</a>
<b>Product dimensions</b>	<b>W x d x h:</b> 13.11 x 13.43 x 9.21 in <b>Maximum:</b> 18.11 x 23.13 x 9.17 in
<b>Product weight<sup>2</sup></b>	13.04 lb
<b>Warranty features</b>	One-year limited hardware warranty, 24-hour, 7 days a week Web support, business hour phone support, within warranty period
<b>Energy efficiency compliance</b>	EPEAT® silver
<b>Control panel</b>	2.7" (6.86 cm) touchscreen control panel with CGO (color graphic display), 3 buttons (home, help, back)
<b>Display description</b>	2.7" (6.86 cm) Capacitive Touchscreen CGD
<b>Software included</b>	HP Printer Software, Shop for Supplies Online
<b>Compatible operating systems</b>	Windows 10, 8.1, 8, 7, Windows Server 2016 R2 64-bit, Windows Server 2009 R2 64-bit (SP1), Windows Server 2012 64-bit, Windows Server 2012 R2 64-bit, Windows Server 2016
<b>Compatible network operating systems</b>	Windows 10, 8.1, 8, 7, 32-bit or 64-bit, 2 GB available hard disk space, Internet connection, Internet Explorer, OS X v10.11 El Capitan, macOS Sierra v10.12 (previously OS Y), macOS High Sierra v10.13, 1.5 GB available space, Internet access, Linux (for more information, see <a href="http://hp.com/opensource.com/hp-aws-web/index.html">http://hp.com/opensource.com/hp-aws-web/index.html</a> )
<b>Minimum system requirements</b>	PC: Windows 10, 8.1, 8, 7, 1 GHz 32-bit (x86) or 64-bit (x64) processor, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer, Mac: OS X v10.11 El Capitan, macOS Sierra v10.12 (previously OS X), macOS High Sierra v10.13, macOS Mojave v10.14, 1.5 GB HD, Internet access
<b>Power<sup>3</sup></b>	<b>Power supply type:</b> Internal (Built-in) Universal Power Supply <b>Power requirements:</b> Input voltage: 100 to 240 VAC (+/- 10%) 50/60 Hz <b>Power consumption:</b> Up to 21 watts (printing), 5.80 watts (ready), 1.03 watts (sleep), 0.08 watts (manual-off)
<b>Acoustics</b>	<b>Acoustic power emissions:</b> 6.8 B(A) (printing at 16 ppm)
<b>Operating environment</b>	<b>Operating temperature range:</b> 41 to 104°F <b>Recommended operating temperature:</b> 59 to 93°F <b>Storage temperature range:</b> -40 to 140°F <b>Operating humidity range:</b> 20 to 80% RH <b>Recommended humidity operating range:</b> 20 to 75% RH
<b>Accessories</b>	None

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<sup>1</sup> Dimensions vary by per configuration <sup>2</sup> Weight varies by per configuration <sup>3</sup> Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the product warranty. <sup>4</sup> Wireless performance is dependent upon physical environment and distance from the access point. Wireless operations are compatible with 2.4 GHz routers only, excludes wireless direct. Wireless direct may require driver or apps be installed and connected on wireless-enabled mobile device or PC. Wireless functionality may vary by computer and mobile operating systems. See <http://hp.com/connected>. Separately purchased data plans or usage fees may apply. Print times and connection speeds may vary. AirPrint supports OS X v10.11 El Capitan and devices running iOS 4.2 or later and requires the printer be connected to the same network as your OS X or iOS device. AirPrint, the AirPrint Logo, iPad, iPhone, and iPod touch are trademarks of Apple Inc. Windows is a trademark of the Microsoft group of companies. <sup>5</sup> Speed specifications have been updated to reflect current industry testing methods. <sup>6</sup> Either after first page or after first set of 150 test pages. For details see <http://www.hp.com/go/printerclaims>. <sup>7</sup> HP recommends that the number of printed pages per month be within the stated range for optimum device performance, based on factors including supplies replacement. <sup>8</sup> For more information about page yields for replacement cartridges, see <http://hp.com/go/learnaboutsupplies>. For setup cartridges click on Setup supplies link on the same page.

