



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 @ 3

List View

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

Procurement Folder: 1196917

Procurement Type: Central Master Agreement

Vendor ID: 000000210166

Legal Name: KOMAX LLC

Alias/DBA:

Total Bid: \$0.00

Response Date: 06/15/2023

Response Time: 12:01

Responded By User ID: dhumphrey

First Name: David

Last Name: Humphrey

Email: dhumphrey@komaxwv.com

Phone: 304-744-7440

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: HHR2300000003

Published Date: 6/5/23

Close Date: 6/15/23

Close Time: 13:30

Status: Closed

Solicitation Description: DIGITAL MAIL MACHINES

Total of Header Attachments: 3

Total of All Attachments: 3



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 1196917  
**Solicitation Description:** DIGITAL MAIL MACHINES  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2023-06-15 13:30	SR 0511 ESR06152300000006355	1

**VENDOR**  
 000000210166  
 KOMAX LLC

**Solicitation Number:** CRFQ 0511 HHR2300000003  
**Total Bid:** 0  
**Response Date:** 2023-06-15  
**Response Time:** 12:01:25  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Crystal G Husted  
 (304) 558-2402  
 crystal.g.husted@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	DIGITAL MAILING MACHINES	0.00000	MO	1183200.000000	0.00

Comm Code	Manufacturer	Specification	Model #
44102109			

**Commodity Line Comments:** Komax is bidding the FP PostBase Pro DS for the small mail system. This is the only system that we have that will meet the specs. With the large mail system specs, only one or two vendors can meet these specs. We are requesting that if we are the low bidder for the small mail systems, that the bid be split in to 2 awards. (small & large).  
Also, our invoicing will come from FP Finance and not from Komax.

**Extended Description:**

Pricing to be included on the Revised Attached Pricing Page



## FEATURES

- iTouch Adjustable Tilt Color Touchscreen
- Automatic Mixed Mail Feeding with Auto-start
- Adjustable Feed Rollers with Anti-Skew
- Batch Processing up to 140 letters/minute
- Dynamic Scale for Mixed Size Inline Weighing
- Dynamic Weighing up to 90 letters/minute
- Dynamic Scale Status Light Indicator (On/Off)
- USPS® Shape Based Rating with 4 Point Detection
- Adjustable Flow Envelope Sealer
- SealCheck Envelope Sealing Security Sensor
- Sealing Status LED Light Indicator (On/Off)
- 15 lb. Capacity Integrated Scale
- Rate Wizard for USPS® Rates
- PIN Protection for up to Number of Accounts
- Automatic Strip Tape Label Dispenser
- Easy Ink Replacement
- 100 Cost Account Tracking (Expandable to 250)
- 20 Rate Shortcut Keys (Editable Naming)
- 12 Personalized Printed Text Messages
- 30 Envelope Advertisement Capacity (6 std.)
- Quiet Operation <70dB(A)
- Remote Online Services
- Automatic Postal Rate Downloads
- Automatic Software Updates and Upgrades
- ReportOne Postal Cost Management Software
- FP Certified Mail Manager Ready

## OPTIONS

- Cost Account Upgrade to 250 Accounts
- MailOne™ Software
- External MailOne™ 30 lb. and 70 lb. Scales
- 4" x 6" Shipping Label Printer
- High Capacity Drop Stacker

## SPECIFICATIONS

- Dimensions: 55" (L) x 17.3" (D) x 11.6" (H)
- Expandable Catch Tray Length: 12.6" to 17.5"
- System Weight: 70.2 lbs.
- Catch Tray Weight: 2.2 lbs.
- Envelope Sizes: 4"x6" to 10"x14"
- Maximum Envelope Thickness: .40"
- Minimum Envelope Flap Depth: 1.1"
- Maximum Envelope Flap Depth: 2.2"
- Print Area: 7.3" (L) x 1.0" (H)
- Print Technology: Inkjet ≥ 300 dpi
- Ports: USB, PC Connection, CAN-BUS, LAN

## CONNECTIVITY

- High-Speed LAN or WiFi Option

## SUPPLIES

- USPS® Certified FP Postal Inkjet Cartridge Set
- Postage Meter Strip Tapes
- SEALIT Envelope Sealing Fluid

## ENERGY SPECIFICATIONS

- Energy Star® 2.0 Certified
- Operating Energy Consumption: 80 W
- Standby Energy Consumption: 7 W
- Switched Off Energy Consumption: 0.5 W
- Electrical Requirements: 100-240 V/2.0 A/50-60 Hz

## MANUFACTURING & COMPANY CERTIFICATIONS

- Point of Manufacture: Wittenberge, Germany
- ISO-9001, 14001, 45001, 50001, 27001

## AGENCY APPROVALS/ SAFETY CERTIFICATION

- CE, GS, CSA, Nemko, UL Listed
- Complies with FCC Part 15, Subpart B, Class B

## POSTAL SECURITY DEVICES (PSD)

- USPS® IMI-PC Approved
- FIPS 140-2 Level 3 Cryptography Certified

COLUMN A Item	COLUMN B Estimated Quantity	COLUMN C Monthly Rate	COLUMN D Total/per Month (B x C)	COLUMN E Lease Term	COLUMN F Total (D x E)
<b>PACKAGE #1</b>					
Large Capacity Mail Machine 10 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$	\$	36	\$
LEASE TERM 48 Months	5	\$	\$	48	\$
LEASE TERM 60 Months	5	\$	\$	60	\$
Large Capacity Mail Machine 30 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$	\$	36	\$
LEASE TERM 48 Months	5	\$	\$	48	\$
LEASE TERM 60 Months	5	\$	\$	60	\$
Large Capacity Mail Machine 10 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$	\$	36	\$
LEASE TERMS 48 Months	5	\$	\$	48	\$
LEASE TERMS 48 Months	5	\$	\$	60	\$
Large Capacity Mail Machine 30 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$	\$	36	\$
LEASE TERM 48 Months	5	\$	\$	48	\$
LEASE TERM 60 Months	5	\$	\$	60	\$


Package #1 Total NO BID

COLUMN A Item	COLUMN B Estimated Quantity	COLUMN C Monthly Rate	COLUMN D Total/per Month (B x C)	COLUMN E Lease Term	COLUMN F Total (D x E)
<b>PACKAGE #2</b>					
Small Capacity Mail Machine 10 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$480.00	\$2,400.00	36	\$86,400.00
LEASE TERM 48 Months	5	\$410.00	\$2,050.00	48	\$98,400.00
LEASE TERM 60 Months	5	\$355.00	\$1,775.00	60	\$106,500.00
Small Capacity Mail Machine 30 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$496.00	\$2,480.00	36	\$89,280.00
LEASE TERM 48 Months	5	\$423.00	\$2,115.00	48	\$101,520.00
LEASE TERM 60 Months	5	\$365.00	\$1,825.00	60	\$109,500.00
Small Capacity Mail Machine 10 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$480.00	\$2,400.00	36	\$86,400.00
LEASE TERMS 48 Months	5	\$410.00	\$2,050.00	48	\$98,400.00
LEASE TERMS 48 Months	5	\$355.00	\$1,775.00	60	\$106,500.00
Small Capacity Mail Machine 30 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$496.00	\$2,480.00	36	\$89,280.00
LEASE TERM 48 Months	5	\$423.00	\$2,115.00	48	\$101,520.00
LEASE TERM 60 Months	5	\$365.00	\$1,825.00	60	\$109,500.00

Package #2 Total \$1,183,200.00

Grand Total \$ 1,183,200.00  
(Package #1 and #2)

Vendor: KOMAX, LLC Email: dhumphrey@komaxwv.com

Signature  Date: 6-15-23



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  
 Office Equip.

<b>Proc Folder:</b> 1196917			<b>Reason for Modification:</b> ADDENDUM 6 TO EXTEND BID OPENING AND MODIFY SPECIFICATIONS
<b>Doc Description:</b> DIGITAL MAIL MACHINES			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-06-05	2023-06-15 13:30	CRFQ 0511 HHR2300000003	7

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** KOMAX, LLC

**Address :** 500 D ST

**Street :**

**City :** SOUTH CHARLESTON

**State :** WV **Country :** USA **Zip :** 25303

**Principal Contact :** DAVID HUMPHREY

**Vendor Contact Phone:** 304-744-7440 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Crystal G Hustead  
 (304) 558-2402  
 crystal.g.hustead@wv.gov

**Vendor Signature X**  **FEIN#** **DATE** 6-15-2023

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

**ADDITIONAL INFORMATION**

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES (WV DHHR), IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR DIGITAL MAIL MACHINES FOR ALL OF WV DHHR INCLUDING ALL 55 COUNTY OUTSTATIONS PER THE ATTACHED DOCUMENTS.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS\*\*\*

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	DIGITAL MAILING MACHINES	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44102109			

**Extended Description:**  
Pricing to be included on the Revised Attached Pricing Page

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	INACTIVE COMMODITY LINE	0.00000	MO		

Comm Code	Manufacturer	Specification	Model #
44102109			

**Extended Description:**  
INACTIVE COMMODITY LINE

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTION DEADLINE	2023-05-02



**SOLICITATION NUMBER: CRFQ HHR2300000003**

**Addendum Number: 6**

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To extend bid opening date to June 15, 2023 at 1:30 PM ET
2. To provide modifications to specifications

No other changes

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

**Terms and Conditions:**

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

# ATTACHMENT A

Attachment A

Specification and Pricing Page Changes

1. Pricing Page adjusted so that Pitney Bowes SendPro MailCenter 3000 reads as Large Capacity Mail Machine and Pitney Bowes SendPro MailCenter 2000 reads as Small Capacity Mail Machine. Package option differences included.
2. The following changes are made to the specifications:

Original Text	Updated Text
1. 3.1.1.2 Mail Machines must be Pitney Bowes SendPro MailCenter 2000 or equal digital mailing machines capable of processing a minimum of 70 letters per minute using the weigh-on-the-way feature or up to a maximum of 145 letters per minute when not utilizing weigh-on-the-way feature.	1. 3.1.1.2 Mail Machines must be capable of processing a minimum of 70 letters per minute when using a weigh-on-the-way or dynamic weighing system or up to a maximum of 140 letters per minute when not utilizing a dynamic weighing system.
2. 3.1.2.2 Mail Machines must be Pitney Bowes SendPro MailCenter 3000 or equal di digital mailing machines capable of processing a minimum of 135 letters per minute using the weigh-on-the-way feature or up to a maximum of 220 letters per minute when not utilizing weigh-on-the-way feature.	2. 3.1.2.2 Mail Machines must be capable of processing a minimum of 120 letters per minute when using a weigh-on-the-way or dynamic weighing system or up to a maximum of 210 letters per minute when not utilizing a dynamic weighing system.
3. 3.1.1.3 Mail Machines must be Pitney Bowes SendPro MailCenter 2000 or equal digital mailing machines must have an automatic roll or built-in roll to apply postage for large flats and packages.	3. 3.1.1.3 Mail Machines must have an automatic roll or built-in and/or external roll printer to apply postage for large flats and packages.
4. 3.1.2.3 Mail Machines must be Pitney Bowes SendPro MailCenter 3000 or equal digital mailing machines must have an automatic roll or built-in roll to apply postage for large flats and packages.	4. 3.1.2.3 Mail Machines must have an automatic roll or built-in and/or external roll printer to apply postage for large flats and packages.

COLUMN A Item	COLUMN B Estimated Quantity	COLUMN C Monthly Rate	COLUMN D Total/per Month (B x C)	COLUMN E Lease Term	COLUMN F Total (D x E)
<b>PACKAGE #1</b>					
Large Capacity Mail Machine 10 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERM 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERM 60 Months	5	\$ _____	\$ _____	60	\$ _____
Large Capacity Mail Machine 30 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERM 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERM 60 Months	5	\$ _____	\$ _____	60	\$ _____
Large Capacity Mail Machine 10 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERMS 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERMS 48 Months	5	\$ _____	\$ _____	60	\$ _____
Large Capacity Mail Machine 30 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERM 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERM 60 Months	5	\$ _____	\$ _____	60	\$ _____
					Package #1 Total \$ _____

COLUMN A Item	COLUMN B Estimated Quantity	COLUMN C Monthly Rate	COLUMN D Total/per Month (B x C)	COLUMN E Lease Term	COLUMN F Total (D x E)
<b>PACKAGE #2</b>					
Small Capacity Mail Machine 10 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERM 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERM 60 Months	5	\$ _____	\$ _____	60	\$ _____
Small Capacity Mail Machine 30 lbs & No Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERM 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERM 60 Months	5	\$ _____	\$ _____	60	\$ _____
Small Capacity Mail Machine 10 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERMS 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERMS 48 Months	5	\$ _____	\$ _____	60	\$ _____
Small Capacity Mail Machine 30 lbs & Certified Mail Options					
LEASE TERMS 36 Months	5	\$ _____	\$ _____	36	\$ _____
LEASE TERM 48 Months	5	\$ _____	\$ _____	48	\$ _____
LEASE TERM 60 Months	5	\$ _____	\$ _____	60	\$ _____
					Package #2 Total \$ _____

Grand Total \$ \_\_\_\_\_  
(Package #1 and #2)

Vendor: \_\_\_\_\_ Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: HHR230000003**

**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:**

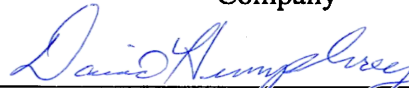
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input checked="" type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7            |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8            |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9            |
| <input checked="" 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.

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Company



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Authorized Signature

---

Date

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