



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

Request for Quotation

RFQ NUMBER: OFFICE06

PAGE: 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 BETTY FRANCISCO
 304-558-0468

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/16/2006				

BID OPENING DATE: 05/17/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR A BLANKET OPEN-END STATEWIDE CONTRACT FOR OFFICE SUPPLIES FOR ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.						
*****NOTICE*****						
A MANDATORY PRE-BID MEETING SHALL BE HELD ON APRIL 27, 2006 AT 11:00 A.M. THE MEETING WILL BE HELD IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, EAST, (CAPITOL COMPLEX - BUILDING 15), CHARLESTON, WV 25305. ANY VENDOR WHO WISHES TO BID ON THIS CONTRACT MUST BE REPRESENTED AT THIS MEETING. FAILURE TO ATTEND THE PRE-BID CONFERENCE SHALL DISQUALIFY A VENDOR FROM BIDDING ON THIS CONTRACT. NO PERSON CAN REPRESENT MORE THAN ONE BIDDER.						
ATTACHMENTS:		SPECIFICATIONS, 5 PAGES PRICING PAGES AFFIDAVIT				
0001	1	LS		615-99-99-999		
MISCELLANEOUS OFFICE SUPPLIES						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
(REQUEST FOR QUOTATION) RFQ AND (REQUEST FOR PROPOSAL) RFP**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$45 fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

ORIGINAL SIGNED BID TO:

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230



State of West Virginia
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DATE PRINTED 04/16/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THIS CONTRACT IS MANDATORY FOR USE FOR ALL OFFICE SUPPLY ORDERS IN EXCESS OF \$100.00. ORDERS OF LESS THAN \$100.00 MAY BE PURCHASED FROM A DIFFERENT OFFICE SUPPLY COMPANY. "STRINGING" (ISSUING A SERIES OF REQUISITIONS OR PURCHASE ORDERS TO CIRCUMVENT THIS LIMIT) IS A VIOLATION OF PURCHASING POLICY.</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE DISCOUNT FROM LIST HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p>						

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<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THERE IS GUARANTEE OF ANY FUTURE USE.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT</p>						

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<p>SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ULECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A LOCAL BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDI TION OF AWARD.</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE</p>						

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<p>OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS</p>						

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<p>FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p>						

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<p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B".</p> <p>NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>AN EXACT DUPLICATE MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">STATE AUDITOR'S OFFICE BID OBSERVER BUILDING 1, ROOM W114 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0230</p> <p>BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: ----- BETTY FRANCISCO -----</p>						

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BID OPENING DATE: --- MAY 17, 2006 ---						
BID OPENING TIME: --- 1:30 PM ---						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ OFFICE06 ***** TOTAL: _____						

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**OFFICE06
Specifications**

Purpose

The West Virginia Division of Purchasing, "State", is soliciting quotations for a blanket, open-end statewide contract to provide office supplies to all West Virginia State Agencies, and political sub-divisions.

Mandatory Pre-Bid Meeting

A mandatory pre-bid meeting shall be held on April 27, 2006 at 11:00 a.m. The meeting will be held in the Purchasing Division Conference Room located at 2019 Washington Street, East (Capitol Complex - Building 15), Charleston, WV 25305. Any vendor who wishes to bid on this contract must be represented at this meeting. Failure to attend the pre-bid conference shall disqualify a vendor from bidding on this contract. No person can represent more than one bidder.

Background – 2005 Calendar Year Statistics:

Currently the State agencies and political subdivisions spend approximately \$5,700,000 annually in office supplies.

Orders are submitted in the following approximate percentages to the vendor:

Internet:	<u>46.0</u> %
Fax:	<u>33.4</u> %
Phone:	<u>20.3</u> %
Other:	<u>.3</u> %

There are currently 1,852 individuals who place orders against the current contract. There are 2,873 different addresses where merchandise is shipped.

There was an average of 2,506 orders placed each month. The average order size was \$186.99.

State agencies use the State Purchasing Card (VISA) for approximately ___% of all purchases. Vendor supplies a delivery or packing slip with each order or delivery for confirmation purposes.

Approximately 88% of the orders are paid via the procurement card.

This information is shown for informational purposes only and is not to be construed as a guarantee of any future contract usage.

Pricing Pages Instructions

1. All products bid, furnished and delivered must be listed in a current catalog(s) that contains product lines broad enough to meet the needs of the State of West Virginia. Each item bid on the pricing page from the catalog must be identified by a reference number.
2. Vendors are requested to type the pricing pages. An electronic version of the excel document will be available after the pre-bid meeting.
3. Vendor shall quote a percentage discount from the lowest price listed in the price list(s)/catalogs submitted. All items in the discount category must have the exact same discount. (For example, if a pen on the pricing page has a discount of 40%, EVERY pen sold must have the 40 % discount.) Bids must plainly and clearly indicate the different classes of products with percentage discount for each. Bids that are not clearly identified, by easily identified classes, may be disqualified. Bids that have multiple discounts by category **MUST** list a discount for a miscellaneous category that would be applied to any product not identified by a category discount shown. For evaluation purposes, an estimate of quantity has been inserted to give the miscellaneous category a value in the bid evaluation. **NOTE:** The category discount must be for all items in that category. Bidders shall not offer greater discounts for items on the pricing pages than the category discount offered for that item.

Bidders should flag the items in the catalogs that appear on the pricing pages, to assist in the evaluation and verification of the bids. Vendors are requested to type the pricing pages. This is an excel document and is on the enclosed diskette.

4. Bidders must attach current catalog/price list to their bid. The discount shall be taken from the lowest price column in the price list. The percentage discount shall be indicated for each list/category, etc. If multiple percentage discounts are bid, the bidder must clearly indicate which list, category, or brand to which the percentage applies. If any discrepancies exist in the pricing between, the bid schedule in the actual price list, percentage discount bid, the actual price list and percentage bid shall prevail and be corrected by the buyer for evaluation purposes. This catalog(s)/price list(s) will be used with any resulting contract.
5. Bidders shall complete the pricing on "OFFICE06 Pricing Pages". Bidders should complete all columns and information requested. This item list represents purchases made in 2005. No future use of contract is guaranteed or implied. The discount rate must be extended to all like

items found and ordered from the catalog. The "unit price" must be the final price that will be charged to the State of West Virginia.

6. **NOTE:** Bidders must bid the exact brand that is listed on the pricing pages. For items that are labeled "Office", bidders may bid their own private brand - or any other brand. Bidders **MUST** indicate the brand they are bidding on all items.

Additional Information

1. The lowest cost, most complete bid shall be awarded a contract. The discount from list shall remain the same during the entire contract period, including any renewals. The awarded shall be based on the entire catalog; exceptions are items that are covered by other specific contracts, such as furniture and computer products.
2. The catalog/price list may be updated at renewal. If the Purchasing Division extends the offer to renew, and the new catalogs have significant price increases, Purchasing may decline and re-bid the contract. If the vendor rearranges the catalog and item classification changes, the highest discount of the two shall apply.
3. All bids are to be quoted as F.O.B. destination (next-day delivery) to any West Virginia location, regardless of order size.
4. Nonconforming products and materials shall be returned to the vendor at no expense to the State of West Virginia at any time during the life of this contract.

Vendor Responsibilities

1. Successful vendor shall provide catalogs/price lists, at no charge, upon request to various state agencies. Additional price lists/catalogs may be required from the vendor at any time. These shall be provided at no cost to the State. State agencies may obtain the catalogs/price lists by contacting the contract coordinator.
2. Orders shall be delivered within twenty four (24) hours or one (1) working day after orders are received. Spending unit must be advised in writing if orders will be delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.
3. All deliveries shall be placed as requested in one location at the delivery site. Dock deliveries are not acceptable unless so requested by the

- agency. All deliveries must be made during normal working hours for the delivery location. All orders (including back orders) shall not be invoiced until the actual item is delivered. Agencies shall have 30 days in which to return un-opened/un-used items at no charge. Normal returns may be done during a future delivery from the vendor. Agencies may request non-ordered items to be picked up within five days of a delivery, if there are no future deliveries within this time frame.
4. All products must be highly efficient and effective in the performance of the tasks for which the product is intended to be used.
 5. Internet Access – Vendor must be able to provide internet ordering access. The successful bidder shall be responsible for training agency personnel in using their internet site for placing orders and coordinating the return pick ups.
 6. The successful bidder must provide a contract coordinator as a sole “point of contact” for the State of West Virginia.

Reports

Successful vendor shall provide quarterly reports and annual summaries showing the quantities, dollar value, agencies and political subdivisions which have used this contract. Additionally, the reports must show the method of order placement (internet, fax, etc.) both by the percentage and dollar amount. Vendor must also provide reports of the number of orders placed monthly, the total number of individuals set up to place orders. A report must also be prepared that indicates the percentage of orders that are received within the one-day delivery requirement. Successful vendor shall also be able to provide report showing the top 100 items purchased during the contract period. This report is mandatory and failure of the successful bidder to supply such reports may be grounds for cancellation of contract.

Questions

Questions regarding specifications in this request for quotation must be submitted to the Buyer, with the exception of questions regarding submission of bid, which may be oral. The deadline for questions is close of business Tuesday, April 25, 2006. Such questions may be sent via fax, USPS, Courier, or e-mail. It is preferred that questions be sent via e-mail. Submit all questions to:

Betty Francisco, Senior Buyer
Purchasing Division
2019 Washington Street, East
P. O. Box 50130
Charleston, WV 2 5305-0130

FAX: 304-558-4115

E-mail: bfrancisco@wvadmin.gov

Reminders to Bidders

1. Include dated and numbered catalog/price list(s) – One set; successful vendor must submit a second set prior to any award.
2. Complete the Pricing Pages – including the name and other requested information on the contract coordinator to respond to agency inquiries on using the contract.
3. If the price list makes reference to prices being subject to change, those terms are null and void.
4. Sign the WV-96 and return with your bid. This form must be signed prior to any contract award.
5. Sign the vendor certification and return with bid. This form must be signed prior to any contract award.

Schedule Of Events

Release or Advertisement of the RFQ:	April 11, 2006
Mandatory Pre-Bid:	April 27, 2006
Written Question Deadline:	April 25, 2006
Bid Opening Date:	May 11, 2006

OFFICE06 - PRICING PAGE

VENDOR: _____

Office Max MDSE CL	Office Max Product Number	Product Description	Product Brand	UOM	Estimated Quantity	Brand Bid	Disc. From List	List Price	Unit Price	Total
P1	OX9001	PPR,X-9 20#,8.5X11,WE	BC-PTD	RM	105,525					
H4	OM97413	CLIP,BINDER,SMALL 12/BX	OFFICE	BX	10,750					
N1	32221	PEN,BALL,RETRACT,MED,BE	PILOT	EA	7,790					
A9	06604	FILM,CORRCTN,DISPSBL	GILLET	EA	7,725					
B1	SK24-00	CAL,PAD,22X17,JAN-DEC	ATAGLA	EA	7,500					
A8	OM97814	TAPE,INVISIBLE,3/4X1296	OFFICE	RL	7,375					
H4	OM97008	CLIP,BINDER,MED 12/BX	OFFICE	BX	7,225					
P1	CC2201	PPR,PRO-88 20#,8.5X11,WE	BC-PTD	RM	6,525					
N1	32211	PEN,BALL,RETRACT,FINE,BE	PILOT	EA	5,600					
A8	810-1296-3/4	TAPE,MAGIC,#810,3/4X1296	3M	RL	5,525					
N2	24425S	HIGHLIGHTER,LQD ACCENT,FYW	SANFRD	EA	5,525					
N2	64326	HIGHLIGHTER,4009,YW	FABERC	EA	5,150					
F1	S26E	POCKET,FILE,LEGAL,BULK	ESSELT	EA	4,825					
N2	30001	MARKER,BK,F,PERM	SANFRD	EA	4,650					
P1	054901	PPR,ASPEN,8.5X11	BC-PTD	RM	4,600					
P1	MP1050	PPR,8.5X11,WE,X-9+,20#	BC-PTD	RM	4,525					
F1	S24E	FILE POCKET,LTR,STR,BULK	ESSELT	EA	4,450					
N1	31021	PEN,RLRBL,GELINK,FPT,BE	PILOT	EA	4,435					
H4	OM97423	CLIP,BINDER,MINI 12/BX	OFFICE	BX	4,110					
N2	08888	MARKER,CHISEL TIP,BK,LGE	AVERY	EA	4,000					
P1	MP1050	PPR,8.5X11,WE,X-9+,20#	BC-PTD	RM	3,890					
P1	HPM1120	PAPER,HP,MULTI,20#,WE	HEWLET	RM	3,875					
M6	43036	TAPE,VHS PREM,120MIN	SONY	EA	3,750					
A8	3710-2-CR	TAPE,SEALING,CLEAR,2 IN	3M	RL	3,750					
A2	654-YW	PAD,NOTE,YW,3X3	3M	PD	3,650					
H1	35450	STAPLES,210/STRIP,5M/BX	SWING	BX	3,525					
M6	43131	CASS,AUDIO STAND,90MIN	SONY	EA	3,400					
A7	12J12	CUP,FOAM,12OZ,WE,25PK	DART C	PK	3,350					
N5	OM97010	PENCIL,WOOD #2, YW	POINTE	DZ	3,300					
A9	10140	CLNING PAD,HND,50/PK	LEE-PD	EA	3,270					
L2	CV11-10-WE	BINDER,VIEW,1-CAP,WE	AVERYD	EA	3,265					
A2	654-YW	PAD,NOTE,YW,3X3	3M	EA	3,235					
L3	11467	INDEX,8-TAB,INSERT-MULTI	AVERY	ST	3,215					
L2	CV11-20-WE	BINDER,VIEW,2-CAP,WE	AVERYD	EA	3,050					
A2	OM97801	NOTE,RMV 3X3,YW	OFFICE	PD	3,000					
H4	99911	CLIP,PAPER,#1REG,100/BX	OFFMAT	BX	3,000					
N1	64101	PEN,BALLPT,RET,COMFRT,BE	GILLET	EA	3,000					

OFFICE06 - PRICING PAGE

VENDOR: _____

Office Max MDSE CL	Office Max Product Number	Product Description	Product Brand	UOM	Estimated Quantity	Brand Bid	Disc. From List	List Price	Unit Price	Total
N2	27025	HIGHLIGHTER,FYW,F	SANFRD	EA	3,000					
H4	99914	CLIP,PPR,JUMBO,100/BX	OFFMAT	BX	2,775					
S1	51645A	CTG,DESKJET,850C,855,BK	HEWLET	EA	2,775					
N1	95101	PEN,FLXGRP,RETRACTBLE,BE	GILLET	EA	2,775					
N2	BL11-YW	HIGHLIGHTER, YW,F	BIC	EA	2,725					
L2	75254	POCKETS,FBINDERS,5/PK	AVERYD	PK	2,625					
A2	655-YW	PAD,NOTE,YW,3X5	3M	PD	2,525					
N1	RLC11BE	PEN,ROLLER,GEL,MM,BLUE	BIC	EA	2,500					
H4	OM97414	CLIP,BINDER,LARGE 12/BX	OFFICE	BX	2,475					
M6	43130	CASS,AUDIO,STAND,60MIN	SONY	EA	2,475					
N1	30006	PEN,BALLPT,RETRACT,M,BE	PILOT	EA	2,470					
H4	72500	CLIP,PPR,JUMBO,#4,100/BX	ACCO	BX	2,425					
P3	OM97620	PPR,FILL,16,LB,COL,100	OFFICE	PK	2,310					
L3	11468	INDEX,8-TAB,INSERT,CLEAR	AVERY	ST	2,300					
N1	60143	PEN,ROLLER BALL,ONYX,BK	FABERC	EA	2,300					
A8	OM97816	TAPE,TRANS,3/4X1296	OFFICE	RL	2,300					
N1	60041	PEN,ROLLER,MICR ONYX,BE	FABERC	EA	2,200					
A7	8J8	CUP,FOAM,8Z,25/PK	DART C	PK	2,200					
N1	SCSF11-BE	PEN,BALLPT,RETRACT,F,BE	BIC	EA	2,200					
F1	S34G	FILE,POCKET,EXP,5.25	ESSELT	EA	2,150					
H4	72360	CLIP,PPR,GEM,#1,100/BX	ACCO	BX	2,150					
N1	SCSM11-BE	PEN,BALLPT,RETRACT,M,BE	BIC	EA	2,125					
N1	14002	PEN,ROLLER,GEL,7MM,BLUE	PILOT	EA	2,110					
N1	65871	PEN,UNIBALL,GEL,RT,BE	SANFRD	EA	2,050					
F1	3526E-OX	POCKET,FILE,LGL,3.5,EXP	ESSELT	EA	2,050					
S1	C6656AN	CTG,INK,56,BK,DJ,5550/51	HEWLET	EA	2,050					
N1	49986	PEN,ROLLER,GEL,RETR,BLUE	AVERY	EA	2,025					
A9	WOTAPP11	TPE,CORRECTION,WITE-OUT	BIC	EA	2,025					
H1	OM97011	STAPLES,STD,FULL,5000BX	OFFICE	BX	2,025					
N1	32011	PEN,BALL,EASYTCH,MED,BE	PILOT	EA	2,000					
N1	30001	PEN,BALLPT,RETRACT,F,BE	PILOT	EA	2,000					
N1	VCG11-BE	PEN,BALLPT,RET,ATLNTS,BE	BIC	EA	2,000					
N1	33951	PEN,SIGNO,207 GEL,BE	SANFRD	EA	1,900					
N1	31003	PEN,RLRBL, GELINK,XFNE,BE	PILOT	EA	1,900					
A2	654RP-YW	POST-IT,RECY,3X3,YW	3M	PD	1,900					
P4	OM97630	ROLL,ADD,2-1/4X128,WE	OFFICE	RL	1,900					
N1	96101	PEN,BALL,FLEXGRIP,M,BE	GILLET	EA	1,900					

OFFICE06 - PRICING PAGE

VENDOR: _____

Office Max MDSE CL	Office Max Product Number	Product Description	Product Brand	UOM	Estimated Quantity	Brand Bid	Disc. From List	List Price	Unit Price	Total
A8	3750-2-CR	TAPE,SEALING,CR,48MMX50M	3M	RL	1,900					
N1	61101	PEN,MEDPT,BE,COMFORTMATE	GILLET	EA	1,800					
L2	CV11-15-WE	BINDER,VIEW,1.5-CAP,WE	AVERYD	EA	1,800					
N2	OM97551	MARKER,PERM,BK	OFFICE	EA	1,800					
P3	OM97312	BOOK,STENO,6X9,GREGG,60	OFFICE	EA	1,800					
N1	63101	PEN,BALLPT,RETRAC,BE	GILLET	EA	1,800					
F1	S59700	FLDR,6FSTNR,LTR,2DIV,MLA	SJPAPE	EA	1,800					
P1	OX9004	PPR,X-9 20#,8.5X14,WE	BC-PTD	RM	1,750					
P2	86027	ENVELOPE,PADDED,12.5X19	SEALDA	EA	1,750					
A9	56401	FLUID,CORRECT, WE, 1/2 OZ	SANFRD	EA	1,750					
N1	63601	PEN,BALLPT,RETRAC,BE	GILLET	EA	1,700					
F1	S36G	FOLDER,REC,LGL,5PC	ESSELT	EA	1,725					
P2	86048	ENVELOPE,PADDED,14.25X20	SEALED	EA	1,700					
W5	18080	TISSUE,TOILETPPR,80RL/CT	FORTJA	RL	1,650					
P1	HPC8511	PAPER,HP,OFFICE,20#,WE	HEWLET	RM	1,625					
P1	OX9001-P	PPR,X-9 20#,8.5X11 3HP	BC-PTD	RM	1,625					
N1	32210	PEN,BALL,RETRACT,FINE,BK	PILOT	EA	1,600					
N4	AX17C	PENCIL,MECH,#2,7MM,BE	PENTEL	EA	1,600					
N2	25025	HIGHLIGHTER,MAJOR,FYW	SANFRD	EA	1,575					
A2	OM97803	NOTE,RMV,2X3, YW	OFFICE	PD	1,575					
A8	OM97799	TAPE,SEALG,48MMX50,6P	OFFICE	RL	1,575					
A9	284-11	FLUID,CORRECT,WE,1/2 OZ	SANFRD	EA	1,560					
F1	S60851	FOLDER,CLASS,LTR,8PRT,GN	SJPAPE	EA	1,550					
N1	35349	PEN,ROLLING,PRECISEV7,BE	PILOT	EA	1,525					
N1	31020	PEN,RLRBL,GELINK,FPT,BK	PILOT	EA	1,525					
A1	OM97375	GLUESTICK,53OZ,PERM,CR	OFFICE	EA	325					
A4	201-4500-04	COIL,WRIST,WKEYRING,BLACK	MAJOR	EA	30					
A5	5160	LABEL,ADD,LSR,1X2 5/8 3K	AVERY	BX	2,000					
A6	OM97372	RUBBERBAND,JUMBO 12PK,NL	OFFICE	PK	900					
B2	87319	REFILL,8.5X11,ZIP POUCH	DAYACC	EA	75					
B3	28289	REFILL,22PG DY,JAN06ORIG	FRANKL	ST	50					
B4	SK7-00	CAL,WAL,16MO,SEP-DEC	ATAGLA	EA	125					
B5	H25080	DICTIONARY,WEBSTER,PPRBK	HOUGHT	EA	140					
C5	0735615209	OFFCE 2003 STEP BY STEP 6512	MICROS	EA	5					
E3	1854GR	STAND,MACHINE,FLOOR,GY	SAFCO	EA	8					
E5	5252	SHELVES,INDUSTRIAL,18X36	SAFCO	CT	40					
E6	OM98557	WRISTREST,MSE PAD,BK	OFFICE	EA	75					

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VENDOR: _____

Office Max MDSE CL	Office Max Product Number	Product Description	Product Brand	UOM	Estimated Quantity	Brand Bid	Disc. From List	List Price	Unit Price	Total
E7	25004	SORTER,12COMPT,GY,2-5/8H	FELLO	EA	20					
E9	64483	CHAIRMAT,WKSTN,L,CR	ELDON	EA	105					
E9	00920	DOORSTOP,NO SLIP,BROWN	MASTRC	EA	65					
F2	40144	GDE,POLYFILE,MTH,L,TRAST	ESSELT	ST	330					
F3	OM97201	CARD,IND3X5,RUL 100PK,WE	OFFICE	PK	850					
F4	67585	CARD,ROTARY,3X5,100/PK	ELDOND	PK	160					
F5	OM97187	FLDR,HNG,L,TR,1/5TAB,25BX	OFFICE	BX	900					
F7	05612	CLIPBOARD,9X12.5,ECON,BN	SAUNDR	EA	775					
F8	02009	POCKET,ENDTAB,L,TR,3.5,YW	ESSELT	EA	885					
G8	OM97427	HOLDER,PAD,VINYL,L,TR,BK	OFFICE	EA	250					
H2	403-CR	PUNCH,1-HOLE,GEM,1/4"ROUND	MCGILL	EA	200					
H3	OM97450	OPENER,LETTER,2X2	POINTE	EA	565					
J1	10415	RULER,STEEL,12IN,FLXBL	ACME	EA	290					
J4	MPPC	PUSHPIN,MAGNETC,20/PK,AST	GBCOMM	PK	230					
K1	N17001N	FRAME,DOCUMENT,W/HNGR,GD	INTERC	EA	170					
K3	21001	TRAY,L,TR,SLIDE,STACK,SKE	OFFMAT	EA	450					
K4	41028	BULB,INCAND,60WATT,4/PK	GELIGH	PK	140					
K5	625-195	CLK,WALL,LCD DAY/DTE,GY	HOWARD	EA	50					
K6	9604CH	WASTEBASKET, GY,14HX13D	SAFCO	EA	150					
K7	OM99515	SHREDDER,8-SHT,STRIPCUT	OFFICE	EA	90					
L1	901	FILM,TRANS,UNIV,CLEAR	3M	BX	125					
L5	5542-10	DISPLAY,DSK,REF,SYS,,GY	DURABL	EA	30					
L6	54133	BINDER,DATA,DBE,12X9,UB	ACCO	EA	150					
L8	42261	CORD,PHONE,MOD,25FT,BK	SOFTAL	EA	210					
L9	815-24PP	BATTERY,AA,ALKALINE,24P	RAYOVC	PK	415					
M1	TI-503SV	CALC,HANDHELD,SUPERVIEW	TEXAS	EA	550					
M2	ML100	TYPEWRITER,ELECTN,DZY	BROTHE	EA	12					
M3	PPF1270E	FAX,PLAINPPR,14.4MODEM	BROTHE	EA	10					
M5	OM99520	HEATER,PERSONAL	OFFICE	EA	50					
M7	PV-D4745S	DVD,VCR COMBO	PANCEG	EA	35					
M8	FA261A	KIT,IPAQ STYLUS,GY	HEWLET	PK	10					
M9	MSH-128	MEM STICK NEW 128 MB BLU	SONCOR	EA	20					
N3	05001	SHARPENER,PENCIL,ASST	POINTE	EA	160					
N6	OM97000	ERASER,PENCIL,CP,PK,12PK	OFFICE	PK	975					
P5	12772	BOX,STOR,RECY,12X10X15	FELLO	CT	875					
P6	90H3800	PPR,COMPUTER,20# 2400/CT	IBM	CT	50					
P7	OM99428	TUBE,MAILING,WE,2X24	OFFICE	EA	910					

OFFICE06 - PRICING PAGE

VENDOR: _____

Office Max MDSE CL	Office Max Product Number	Product Description	Product Brand	UOM	Estimated Quantity	Brand Bid	Disc. From List	List Price	Unit Price	Total
P8	C1861A	PAP,INKJT,BRIGHT WHT,36"ROLL, HEWLET	HEWLET	RL	25					
Q3	9700870403	WHTBOX SPIN 75 2PC SPK-B 6514APOLLO	APOLLO	EA	35					
Q8	09100	PTR,PERS,LABELP	AVERY	EA	35					
Q9	FS608NA	FS608 8PT 10/100 SWCH 9551	NETGEA	EA	5					
R1	OM97597	STAMP,COPY,BE	POINTE	EA	165					
R2	21281	PAD,STAMP_MCR/PORE,BK,#1	AVERY	EA	475					
S2	BR80C	RIBBON,CALC,STRAIGHT, 6	NU-KOT	EA	775					
S5	52106701	TONER,FAX,1000,2200/5600	OKIDTA	EA	440					
S6	OM98948	DUSTER,GAS 100Z,2PACK	OFFICE	PK	1,325					
S7	12881	DISK,3.5,DS,HD,FRM,10/BX	IMATIO	BX	1,245					
S9	P6B	SRGARST 6 OUTLET	AMERIC	EA	475					
W1	091466	KNIFE,UTIL,HVY,DTY,METAL	CONSOL	EA	60					
W2	46176	TWINE,POLY,WE	QUALPK	EA	12					
W3	01633	WIPES,CLOROX,DISINFECT	MFRITBL	EA	530					

Contract Contact Information:

Contact: _____ Fax: _____
 Telephone: _____ Email: _____
 Toll Free: _____ Date: _____

Authorized Signature: _____	Date: _____
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A F F I D A V I T**000019****West Virginia Code §5A-3-10a states:**

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

DEFINITIONS:

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

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

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

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

EXCEPTION:

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

LICENSING:

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

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: _____

Authorized Signature: _____ Date: _____