



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
AUD073145

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE 304-558-0492

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	STATE AUDITOR'S OFFICE
	BUILDING 1, ROOM W100
	1900 KANAWHA BOULEVARD, EAST
	CHARLESTON, WV 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/13/2006				

BID OPENING DATE: **09/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		600-36		
<p>CHECK PRINTING SYSTEM</p> <p>REQUEST FOR INFORMATION</p> <p>TO SOLICIT INFORMATION FROM QUALIFIED VENDORS FOR PRODUCTS AND SERVICES REQUIRED TO REPLACE THE EXISTING CHECK PRINTING SYSTEM PER THE ATTACHED</p> <p>PLEASE FURNISH ONE ORIGINAL AND ONE CONVENIENCE COPY OF THE INFORMATION TO:</p> <p>PURCHASING DIVISION 2019 WASHINGTON STREET EAST CHARLESTON, WV 25305</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 41</p> <p>RFQ. NO.: AUD073145</p> <p>BID OPENING DATE AND TIME</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p>						

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 \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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



State of West Virginia
 Department of Administration
 Purchasing Division
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ AUD073145 ***** TOTAL: _____						

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REQUEST FOR INFORMATION

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WV STATE AUDITOR'S OFFICE

PURPOSE OF THIS DOCUMENT

The West Virginia State Auditors Office (WWSAO) is soliciting information from qualified vendors for products and services required to replace the WWSAO existing check printing system. The information gathered in this process may result in the development of a Request for Proposal (RFP) or Request for Quotation (RFQ).

RESPONSE TO THIS RFI WILL NOT CULMINATE IN AN AWARD.

WWSAO currently utilizes two 185 Page Per Minute (PPM) (1-Up) high speed continuous form printers to print approximately three million documents annually. The WWSAO intends to replace these continuous form printers with two high speed cut sheet printers. The documents printed include a variety of Magnetic Ink Character Recognition (MICR) checks, Wage and Tax Statements (Form W2) and Notification of Deposits (NODS). These items are printed on a minimum of five different form types of various sizes and folds (Z-fold and Eccentric).

Cut Sheet Printer Solution must specifically support the following:

1. Must be fully compatible with Unisys Enterprise Output Manger (EOM) and Web Assistant version 6.1.2 or later software.
2. Existing form and print designs must be migrated into EOM
3. Migration and implementation to be completed within 18 months from start date
4. Must be capable of 160PPM (1-Up) print speeds.
5. The interface to printers must use Ethernet 100 Base T (minimum) Transmission Control Protocol/Internet Protocol (TCP/IP)
6. Interchangeable developer stations for MICR and non-MICR printing.
7. Simplex or Duplex Printing, with the Native Printer Code being PCL5e or later.
8. Paper Types: Standard laser copy paper, Suitable perforated papers, Pre-printed papers, Carbonless paper, Coated paper, Adhesive Labels, and Tabs.
9. Paper Weights: 16-51 lbs. (Letter), 16-32 lbs. (Legal), and 32-51 lbs. (Tabs).
10. Paper Formats: Letter, Legal, Ledger, A4, A4+, A3, A3+, B4 and variable formats from 203 x 210 mm to 432 x 310 mm.
11. Support form types that include Z-fold (checks) and Eccentric fold (W2's).

The WWSAO point of contact for this RFI is:

Mike Withrow, Assistant Controller
WV State Auditors Office
4916 Kanawha Blvd. E.
Malden, WV 25306
304.926.1717
mike.withrow@wvsao.gov

A F F I D A V I T

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: _____