



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
AUD073170

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
03/18/2007				

BID OPENING DATE: **04/03/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
CHANGE THE BID OPENING DATE FROM 3/29/07 TO 4/3/07 TO INCLUDE RESPONSES TO WRITTEN QUESTIONS						
0001		LS		205-47		
	1					
	2 EA.			CUT SHEET PRINTERS		
***** THIS IS THE END OF RFQ AUD073170 ***** TOTAL: _____						

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

WVSAO
RFP: AUD073170
ADDENDUM

1. Can the rated throughput speed of 160 pages per minute as the minimum rated throughput speed be changed to 150 pages per minute? This change would only increase the print time by four minutes per day to do the listed volume. This would open the bid up for competition instead of locking all competitors out.

Answer: No.

2. What will the data stream format or formats be in when coming out of the Unisys Enterprise Output Manager going to the proposed cut sheet printers? (PCL, PS, ASCII, Line Data, IPDS)

Answer: The formats must be compliant with EOM Version 7.X

3. If the format is PCL will the PCL data stream have the form and signatures included in the print stream when it is submitted from Enterprise Output Manager?

Answer: The winner bidder will provide the solution for the signature and forms.

4. If the PCL print stream doesn't have the resources included before it gets to the printer, will the necessary PCL escape sequences be in bedded in the print stream to pull the form and signature resources from the printer interface?

Answer: The winning bidder will provide the solution for the signature and forms.

5. How are these forms and signature resources called into the application today to be printed?

Answer: Oce Document Designer

6. What is the format of the data streams coming from the Mainframe and the Unisys today going to the OCE and the Unisys printers?

Answer: Currently, the mainframe provides a flat (text) file to our Oce' Document Designer Server. Then, Oce' Document Design sends an IPDS datastream to the Oce' PS372M Printer. For print jobs sent to the Unisys UHS8370 printer, the datastream is WIN NATIVE.

7. Section 3.1.4: To consider a trade-in value for the State's existing printers, we would need the serial numbers of the existing printers to be provided so that we can determine the firmware levels and service history. Can we receive this information in order to prepare our RFP response?

Answer: Oce Printer Serial Number: OCE 46346
 Unisys Printer Serial Number: UNISYS 45314

8. Section 3.2 Scope of Work -

3.2.10: Would it be acceptable by the Auditor's office to include in an appendix other consumables not needed by the printer for future reference? The vendor would, however,

include in the cost sheet the total cost of the consumables needed to print 3,000,000 pages annually.

Answer: Yes

9. 3.2.15 The vendor must show the proposed non-impact Printing System be fully compatible with Unisys Enterprise Output Manger (EOM) software.

What is the expectation as to how this is to be shown/demonstrated?

Answer: See Part IV RFP specifications. Vendor can provide a current example of a customer using EOM or provide a detailed example of how it will work with EOM.

10. 3.2.19: It was determined in the March 8th pre-bidders conference that the vendor is only responsible to supply the 100 Base T cable from the printers to the data comm. server. Is this correct?

Answer: No. All necessary cables, wiring, and plug will be provided as stated in 3.2.19.

11. 3.2.20 states: The Auditor shall provide the outlets for the electrical source, at the point of origin, in conformance with the successful vendor's specification.

What is the input operating power provided by the Auditor's Office?

Answer: WVSAO can provide: 120, 208, & 240 in single & 3-phase power

12. The successful vendor must provide certification that a sufficient sample of paper check stock supplied by the Auditor's Office has been tested on the proposed printer to ensure the nondestructive processing of the checks as it relates to the pressure sensitive adhesive, paper weight construction, etc. The checks must be submitted to the entire post processing systems of the State of WV, i.e. through the final processing by the WV State Treasurer's Office. In addition, the sample checks shall be submitted to a local bank upon which an audit will be performed to ensure the MICR coding errors are within acceptable banking industry standards. This is a REQUIRED CRITERIA.

Is the expectation here that the test will be done prior to any delivery/installation of the product and performed on vendors own printers in a lab environment, or is the print testing going to be performed on the printers after delivery and installation?

Answer: Yes to both questions.

13. 3.2.26 The successful vendor must include project management services for this installation and any associated cost for this service. The cost must be included on the Cost Information Sheet #1, Appendix I. This is a REQUIRED CRITERIA.

Could you provide definition and expected responsibility of the Project Management services person, as well as what defines completion of the project?

Answer: See requirements stated in Part 4, Item #39

14. 3.2.32: What is the method used currently for encryption of the signature files being sent to the secure servers?

Answer: Solution to be provided by vendor

15. 3.3 Special Terms and Conditions:

3.3.2 Insurance Requirements: \$1 million CGL (comprehensive general liability) with the WVSAO/State of WV added as additional insured for the installation/implementation period of the project.

This requirement appears to be too general as written. Can consideration be made to add additional text to the requirement which would limit coverage "only to the extent of losses caused by and arising out of the negligence of Vendor." Or would you accept a response from the vendor that states: "(vendor) accepts the insurance requirement of 3.3.2, but only to the extent of losses caused by and arising out of the negligence of Vendor."

Answer: No.

16. Section 4 Proposal Format

Section 4.1 Vendors Proposal Format:

Question: Is this section for the Vendor? The entire section appears to have been written for the Agency's (WVSAO) use.

Answer: Yes

