



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  
 HHR70051

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BUILDING MANAGEMENT  
 ROOM B29  
 350 CAPITOL STREET  
 CHARLESTON, WV  
 25301-3700 304-558-0234

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/19/2006				

BID OPENING DATE: 08/03/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****ADDENDUM NO. 1*****</p> <p>1. PLEASE NOTE THAT THE BID OPENING DATE HAS BEEN MOVED TO 8/3/2006.</p> <p>2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>3. QUESTIONS &amp; ANSWERS FOR HHR70051.</p> <p>PLEASE NOTE THE FOLLOWING ATTACHMENTS:            1) QUESTIONS &amp; ANSWERS FOR HHR70051 (3 PAGES)            2) ADDENDUM ACKNOWLEDGEMENT (1 PAGE)</p> <p>*****END OF ADDENDUM NO. 1*****</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.

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**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

HHR70051 - Addendum #1  
Questions & Answers

1.) Q. Is the Mailing System referenced in the document a "stand alone" Postage Meter machine, such as a Paragon Unit? Or, is the State of WV looking to implement an "Inserting System"?

A. Please see the specifications. This request does not require any inserting equipment.

2.) Q. Samples of all required reports, which include a clear breakdown of all information and data.

A. Attached is a sample of a typical invoice and a back-up summary report that is most frequently generated by the system. However, the system must be able to take various fields of data used in the system and be able to generate any number of customized reports to view information as requested.

3.) Q. A Sample of metering requirements and output conveying options.

A. The meter requirements are those as required by the current US Postal Services under current regulations. All equipment must conform to USPS Postal Bulletin #22131 and other postal regulations. The term "output conveying options" is not a term that we are familiar with. However, the specifications do have a specific number of pieces of mail per minute the mail processing machines must be able to process. This information is found on page 2 of 7 in the RFQ.

INVOICE JUNE 1 - 30, 2006

INVOICE

Carrier ID	Class of Service	Pieces	Actual Postage	Charged Postage	Average Cost/Pc	Total Time
Account:	3022-370 - [REDACTED]					
1	1 PkgSPP	4	\$29.940	\$29.940	\$7.485	02:01:33
1	6 1CSPiece	718	\$629.290	\$629.290	\$0.876	02:39:15
	10 RetRec	87	\$160.950	\$160.950	\$1.850	
	3 Certfd	87	\$208.800	\$208.800	\$2.400	
	6 Oversize	631	\$0.650	\$0.650	\$0.001	
1	40 1CA35Let	73	\$26.987	\$26.987	\$0.370	01:05:25
2	1 CommGnd	1	\$4.570	\$4.570	\$4.570	00:00:01
<b>Account Total:</b>		<b>796</b>	<b>\$1,061.187</b>	<b>\$1,061.187</b>	<b>\$1.333</b>	<b>05:46:14</b>

*Amount Due:* \$1,061.187

*Acct. Class change profile*

06/01/2006 ----- Current Period to Date ----- 06/30/2006  
 01/01/2006 ----- Year to Date ----- 06/30/2006

Carrier ID	Class of Service	Pieces	Special fees	Total Charge	Average Charge per Piece
1	1 PkgSPP	4	0.000	29,940	7,485
1	6 1CSPiece	718	370.400	999,690	1,392
1	7 Express	0	0.000	0.000	0.000
1	8 MedMISP	0	0.000	0.000	0.000
1	40 1CA35Let	73	0.000	26,987	0.370
2	1 CommGnd	1	0.000	4,570	4,570
Account Total:		796	\$370.400	\$1,061,187	1,333

Pieces	Special fees	Total Charge	Average Charge per Piece
84	0.000	390,290	4,646
2,285	3,326.100	5,224,420	2,286
2	0.000	33,200	16,600
7	0.000	17,850	2,550
409	0.000	142,088	0.347
1	0.000	4,570	4,570
2,788	\$3,326.100	\$5,812,418	2,085

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Vendor:	Spending Unit:
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Requisition No.:           HHR70051          

**ADDENDUM ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum No.'s:**

- No. 1 \_\_\_\_\_
- No. 2 \_\_\_\_\_
- No. 3 \_\_\_\_\_
- No. 4 \_\_\_\_\_
- No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date