



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
INKCRT07

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

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
10/16/2006				
BID OPENING DATE: 10/31/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1. REVISED PRICING PAGES ATTACHED. BIDDERS MUST USE THIS VERSION FOR THEIR BID.						
2. ADDENDUM 1 - PRE-BID MEETING DISCUSSION NOTES ARE ATTACHED.						
3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. VENDORS SHOULD SIGN AND RETURN WITH THEIR BIDS. FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF BID.						
4. BID OPENING DATE HAS BEEN MOVED TO TUESDAY, OCTOBER 31, 2006.						
*****END OF ADDENDUM NO. 01*****						

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

## Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
<b>Hewlett Packard</b>				
1	51626A	50	\$	\$
2	51629A	90	\$	\$
3	51641A	50	\$	\$
4	51645A	600	\$	\$
5	51649A	90	\$	\$
6	92274A	70	\$	\$
7	92291A	85	\$	\$
8	92298A	45	\$	\$
9	C1823D	99	\$	\$
10	C3900A	35	\$	\$
11	C3903A	50	\$	\$
12	C3906A	50	\$	\$
13	C3909A	70	\$	\$
14	C4092A	60	\$	\$
15	C4096A	55	\$	\$
16	C4127X	100	\$	\$
17	C4129X	70	\$	\$
18	C4151A	40	\$	\$
19	C4152A	40	\$	\$
20	C4153A	40	\$	\$
21	C4154A	15	\$	\$
22	C4155A	15	\$	\$
23	C4182X	45	\$	\$
24	C4191A	60	\$	\$
25	C4192A	60	\$	\$
26	C4193A	60	\$	\$
27	C4194A	60	\$	\$
28	C4195A	80	\$	\$
29	C4196A	30	\$	\$
30	C4197A	20	\$	\$
31	C4800A	80	\$	\$
32	C4801A	80	\$	\$
33	C4802A	80	\$	\$
34	C4803A	85	\$	\$

## Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
35	C4804A	85	\$	\$
36	C4805A	80	\$	\$
37	C4806A	80	\$	\$
38	C4810A	85	\$	\$
39	C4811A	40	\$	\$
40	C4812A	40	\$	\$
41	C4813A	40	\$	\$
42	C4841A	40	\$	\$
43	C4842A	40	\$	\$
44	C4843A	40	\$	\$
45	C4844A	45	\$	\$
46	C4921A	40	\$	\$
47	C4922A	40	\$	\$
48	C4923A	40	\$	\$
49	C5010AN	80	\$	\$
50	C5011AN	85	\$	\$
51	C5023A	60	\$	\$
52	C5024A	60	\$	\$
53	C5025A	60	\$	\$
54	C5026A	65	\$	\$
55	C6578AN	300	\$	\$
56	C6578DN	310	\$	\$
57	C6614DN	200	\$	\$
58	C6615DN	140	\$	\$
59	C6625AN	90	\$	\$
60	C6628AN	80	\$	\$
61	C6656AN	420	\$	\$
62	C6657AN	215	\$	\$
63	C6658AN	105	\$	\$
64	C7115A	120	\$	\$
65	C8061X	145	\$	\$
66	C8543X	75	\$	\$
67	C8727AN	125	\$	\$
68	C8728AN	110	\$	\$
69	C9700A	50	\$	\$
70	C9701A	50	\$	\$

## Pricing Schedule INKCR7 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
71	C9702A	55	\$	\$
72	C9703A	50	\$	\$
73	C9704A	50	\$	\$
74	C9720A	60	\$	\$
75	C9721A	60	\$	\$
76	C9722A	60	\$	\$
77	C9723A	60	\$	\$
78	C9730A	50	\$	\$
79	C9731A	40	\$	\$
80	C9732A	40	\$	\$
81	C9733A	40	\$	\$
82	Q1138A	100	\$	\$
83	Q1339A	90	\$	\$
84	C4836A	45	\$	\$
85	C4837A	50	\$	\$
86	C4838A	30	\$	\$
87	C9362WN	65	\$	\$
88	C9361WN	70	\$	\$
89	C8766WN	70	\$	\$
90	C8767WN	95	\$	\$
91	C9351AN	55	\$	\$
92	C9352AN	60	\$	\$
93	C4190A	45	\$	\$
94	Q2670A	20	\$	\$
95	Q2671A	20	\$	\$
96	Q2672A	20	\$	\$
97	Q2673A	20	\$	\$
98	Q3960A	30	\$	\$
99	Q3961A	30	\$	\$
100	Q3962A	30	\$	\$
101	Q3963A	30	\$	\$
102	Q3946A	30	\$	\$
103	Q2612A	40	\$	\$
104	Q6511A	30	\$	\$
105	Q5949A	100	\$	\$

## Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
106	Q2613A	40	\$	\$
107	Q2610A	40	\$	\$
108	Q2624A	100	\$	\$
			<b>Subtotal</b>	\$
<b>Dell</b>				
109	7Y743	30	\$	\$
110	7Y743	30	\$	\$
			<b>Subtotal</b>	\$
<b>Lexmark</b>				
111	12A1450	30	\$	\$
112	12A1451	30	\$	\$
113	12A1452	30	\$	\$
114	12A1453	30	\$	\$
115	12A1454	30	\$	\$
116	12A1455	30	\$	\$
117	1361750	15	\$	\$
118	1361751	15	\$	\$
119	1361752	15	\$	\$
120	1361753	10	\$	\$
121	1361754	15	\$	\$
122	1380950	20	\$	\$
123	1382050	40	\$	\$
124	1382060	45	\$	\$
125	1382150	100	\$	\$
126	1382925	110	\$	\$
127	08A0477	50	\$	\$
128	10B042C	20	\$	\$
129	10B042K	20	\$	\$
130	10B042M	20	\$	\$
131	10B042Y	20	\$	\$
132	10N0217	60	\$	\$
133	10N0227	60	\$	\$
134	12A0725	40	\$	\$

## Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
135	12A1970	90	\$	\$
136	12A5845	100	\$	\$
137	12A6835	105	\$	\$
138	12A6865	105	\$	\$
139	12A7462	20	\$	\$
140	12A7465	120	\$	\$
141	13T0101	50	\$	\$
142	15G041C	30	\$	\$
143	15G041K	30	\$	\$
144	15G041M	30	\$	\$
145	15G041Y	30	\$	\$
146	15M0120	85	\$	\$
147	15M2971	45	\$	\$
148	15W0900	10	\$	\$
149	15W0901	10	\$	\$
150	15W0902	10	\$	\$
151	15W0903	10	\$	\$
152	15W090K	10	\$	\$
153	16G0055	45	\$	\$
154	17G0050	90	\$	\$
155	17G0060	80	\$	\$
156	17G0152	40	\$	\$
157	18L0000	45	\$	\$
158	20K0500	15	\$	\$
159	20K0501	10	\$	\$
160	20K0502	15	\$	\$
161	20K0503	10	\$	\$
162	24015HY	100	\$	\$
163	4K00199	20	\$	\$
164	64015HY	20	\$	\$
			<b>Subtotal</b>	\$
<b>Epson Inkjet</b>				
165	T003011	40	\$	\$
166	T005011	45	\$	\$
167	T007201	45	\$	\$

**Pricing Schedule INKCR07 - BID OPENING 10/31/2006, 1:30 PM**

Item #	Cartridge #	Estimated Quantity	Unit Cost	Total
168	T008201	40	\$	\$
169	T009201	40	\$	\$
170	T019201	30	\$	\$
171	T020201	20	\$	\$
172	T032120	40	\$	\$
173	T032220	40	\$	\$
174	T032320	40	\$	\$
175	T032420	40	\$	\$
			<b>Subtotal</b>	\$
			<b>GRAND TOTAL</b>	\$
Rebate for returned cartridges		1000		\$

All toner cartridge orders received prior to \_\_\_\_\_ shall be delivered the next business day. NOTE: This cannot be prior to 2:00 p.m.

I, \_\_\_\_\_, representing \_\_\_\_\_  
 (print name) (company name)

hereby certify, under penalty of law for fraud, that items priced above are new toner/inkjet cartridges; these products are not "remanufactured", "compatible", or remade and are the brands as specified.

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



# **INKCRT07**

## **Addendum No. 1**

### **Pre-Bid Meeting**

1. Bids received shall be firm for 365 days from award. Substantiated price increases may be requested at renewal. Purchasing may either accept the price increases, or reject the increases and rebid the commodity.
2. Revised Pricing Pages are attached. This list replaces the list in the original request for quotation. Bidders must enter their pricing on this revised pricing list. This is an excel document and we are requesting that the bidders type this information.
3. The revised pricing pages also contain a space for bidders to enter their cut-off time for next day delivery. This time cannot be prior to 2:00 p.m. The contract holder will be required to deliver any cartridge ordered by 2:00 p.m. the next business day.
4. The pricing page has been revised to allow space for the bidders to indicate a rebate on used toner cartridges. For evaluation purposes, 1,000 cartridges will be used. The total of this estimated rebate will be deducted from the grand total of the cartridge cost shown on your bid.
5. The Annual spend on this contract is approximately \$350,000.00. No guarantee of any future contract use is made.
6. Selected vendor shall be required to submit quarterly summary reports detailing items purchased and agencies making the purchase. Such report shall be sent to the Purchasing Division, 2019 Washington Street, East, Charleston, WV 25305.

Vendor:	Spending Unit:
---------	----------------

Requisition No.: \_\_\_\_\_

**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