



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
OFFICE07

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
01/16/2007				
BID OPENING DATE: 01/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1.				WV-96 IS ATTACHED. THIS MUST BE SIGNED PRIOR TO ISSUANCE OF ANY CONTRACT AND SHOULD BE SIGNED AND RETURNED WITH BID.		
2.				QUESTIONS RECEIVED AND ANSWERS ARE ATTACHED.		
3.				ADDENDUM ACKNOWLEDGMENT IS ATTACHED. THIS SHOULD BE SIGNED AND RETURNED WITH BID. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION OF BID.		
4.				REVISED PRICING PAGES ARE INCLUDED IN THIS ADDENDUM; ADDITIONALLY, AN ELECTRONIC COPY OF THESE PAGES IS INCLUDED. BIDDERS ARE REQUESTED THAT IN ADDITION TO THE REQUIRED PAPER BID THAT AN ELECTRONIC VERSION ON A CD OR A DISKETTE BE INCLUDED WITH THEIR BID. VENDORS SHALL NOT E-MAIL THE ELECTRONIC COPY.		
6.				VENDORS SHALL NOT REARRANGE THE ITEMS ON THE PRICING PAGES - EITHER ON THE PAPER VERSION OR THE ELECTRONIC VERSION. OF COURSE, IF ANY DISCREPANCY OCCURS BETWEEN THE PAPER AND THE THE ELECTRONIC VERSIONS, THE PAPER COPY SHALL PREVAIL. BIDS THAT CONTAIN A REARRANGEMENT OF THE PRICING PAGE ITEMS SHALL BE DISQUALIFIED.		
*****END OF ADDENDUM NO. 02*****						

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

WV-96
Rev. 5/94

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **ARBITRATION** - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:
STATE OF WEST VIRGINIA

VENDOR

Spending Unit: _____

Company Name: _____

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

OFFICE 07 QUESTIONS & ANSWERS

1.	Q	Under "Pricing Pages Instructions", #6, the RFQ states that "Bidders must bid the exact brand/quality product (item number) that is listed on the pricing pages. Bidders MUST indicate the brand they are bidding on all items. Failure to bid exact brand may cause for disqualifications." Does this mean, if Office Depot is a Smead Filing Supply stocking Dealer and we bid Smead against the Office Max Esselte Brand, will our proposal be frowned upon? To jog your memory, this was brought up in 06 pre-bid and was addressed in your Addendum #01, under question 1.
	A	Only items show on the bid will be acceptable. If the list of items that cannot be bid by everyone is small, those items may be taken out of the evaluation to give a valid cost comparison.
2.	Q	Will the addendum for OFFICE06 be valid for the OFFICE07 RFQ?
	A	Only information contained in OFFICE07 RFQ and all addenda thereto is valid for OFFICE07. If you have questions that were not answered in the OFFICE07 RFQ, you must resend those questions.
3.	Q	What is pricing page 3 of 3? It looks like a duplicate of what you are asking for on pages 1 and 2.
	A	Page three is simply a synopsis of discounts that will be accepted in the bids. The discounts listed on page three must match those listed on the individual items in that section on pages one and two. Only this list of discounts is acceptable. This discount list from the successful bidder shall become a part of the awarded contract. Such discounts are firm for the life of the contract.
4.	Q	If a Vendor cannot bid on the exact item that is on Price Pages 1 and 2 because they do not stock the item, then it is not printed in the current Vendor Catalog and have to pull from a Wholesale Warehouse at a higher cost, can the Vendor bid and sample you the alternate/substitute item they stock and print in there Catalog therefore providing the State of WV with a better price?
	A	Only the brand/size/ etc. contained in the pricing pages is acceptable for the bid. After the contract is awarded, successful vendor may supply items in their own catalog as ordered by agencies.
5.	Q	If you do not stock and print a picture of the item in your catalog for the items on pricing pages 1 and 3, do we just leave the price blank and price the Group Discount?
	A	Yes, but the award will be to the lowest cost, most complete bid.

OFFICE 07 QUESTIONS & ANSWERS

6.	Q	There is no "unit of measures" on the Pricing Pages, do we quote our stocked "unit of measure?
	A	Yes – but be certain you show the unit of measure to prevent an inaccurate evaluation of your bid.
7.	Q	If we quote an item by dozen and other responses to this item is each, how will you determine the price?
	A	A unit price (each, dozen, etc.) makes certain the exact cost will be used. The vendor must make such notations on the bid sheets. If a vendor fails to note the unit of measure, an each price shall be used.
8.	Q	Line 8 on the Pricing Pages, BOARD, Catalog Identifier, 3M 558CHL, according to our pricing specialist and 3M, the correct 3M item number is 558CL. We will bid the 3M558CL . Will this cause or bid to be looked at unfavorably?
	A	We have checked out the number – the number is correct it is a 3M post-it note.
9.	Q	Line 55 on the Pricing pages, PAPER, Catalog Identifier, P113R11380, Xerox. We do not stock this item and Wholesalers, SP Richards and United Stationer also do not stock this item. We can order direct but it will not meet your delivery requirements. Can we bid our comparable brand Private Brand?
	A	No private label brands are acceptable for the pricing pages. We have no way of knowing the quality of private brands. If it is a private label, we will make a change and issue revised pricing pages.
10.	Q	Line 58 on the Pricing Pages, PAPER WRITING, Catalog Identifier, 78-908, Evert, - This item is only available from the incumbent Vendor. It may be their Private Brand Steno Book. We cannot provide pricing on this item because we cannot purchase it from the Manufacturer. Can we bid our comparable brand Private Brand?
	A	No private label brands are acceptable for the pricing pages. We have no way of knowing the quality of private brands. Item 58 has been replaced with a Tops brand steno book as discussed at the pre-bid meeting.
11.	Q	Line 72, 73 and 74 on the Pricing Pages, SHREDDERS, Fellowes. We can only purchase these three (3) items direct from Fellowes and the lead time would be 1-2 weks for delivery. This does not meet your delivery requirements. Can we bid our comparable brand made by "Ativa" and sample?

OFFICE 07 QUESTIONS & ANSWERS

	A	No private label brands are acceptable for the pricing pages. We have no way of knowing the quality of private brands. This is not a private label.
12.	Q	If we no bid an item(s) and other competitors bid on the item(s) and also do not bid on the items(s) will this item(s) be taken off the RFQ for comparable final pricing on the RFQ?
	A	If at all possible, this is the method used. If removing items that are not bid by all results in a severe reduction of bid items, the lowest-cost, most complete bid shall be used.
13.	Q	Is the \$5.7 million figure for 2005 was that all in contract? If not how much was spent out of contract? If so, what percentage was done outside of contract?
	A	The \$5.7 was the contract spend. We would have no way of knowing purchases outside the contract.
14.	Q	Of the 2873 different addresses how many are in Charleston area. Wheeling and Huntington? Is there a percentage breakdown by county of where the addresses are located?
	A	Unknown – this information is not required in the reports from vendor.
15.	Q	Is there a dollar breakdown by county of purchases?
	A	No
16.	Q	Is there a breakdown of orders by location and county?
	A	No
17.	Q	Is there an estimated dollar amount on credits? Is a restocking fee acceptable under and circumstances?
	A	No estimated dollar amount; restocking fee is not acceptable.
18.	Q	If an item in the catalog indicates that the item needs to be assembled, who is responsible for the item being assembled?
	A	Assembly would be the responsibility of the agency; however, remember furniture shall not be sold through the OFFICE07 contract.
19.	Q	Are the prices to be held firm for the year or are the percentage from list to be held? I ask this question because over the last two years the list prices have steadily risen while the discounts from the manufacturer have remained constant.

**OFFICE 07
QUESTIONS & ANSWERS**

	A	Prices for items that remain in the catalog are firm for the life of the contract. Catalogs may only be updated at renewal. No price change shall be allowed until renewal; at that time, only new items in the catalog shall be discounted for new net prices. All items remaining in the catalog shall continue to be provided at the price quoted in the original bid.
20.	Q	The catalogs that are used to determine the prices are the everyday catalogs and do not include promotional catalogs correct? I am assuming that all prices are off the manufacturers suggested list price.
	A	Correct – usual catalog. Discounts shall be computed from the lowest price shown in the catalog.
21.	Q	Items 72-75, and item 102 for the shredders – Could you please tell us the maximum acceptable shred size, minimum acceptable feed opening, minimum sheet capacity, and minimum acceptable horsepower of the shredders?
	A	Bidders must bid items shown on the pricing pages. No substitutions shall be allowed on the bids.
22.	Q	Net Pricer – Who decides what items are listed
	A	Vendor shall prepare this net pricer, using best judgment of items that will be used the most. This net pricer shall not contain any furniture and/or computers.
23.	Q	Political subdivisions – who, what, where?
	A	Any city, town, county, volunteer fire department, etc may use the resulting contract. The using entity must receive tax dollars to be eligible to use the contract.
24.	Q	Packing Slip required?
	A	Yes, packing slips must be included in all deliveries.
25.	Q	Unapproved merchandise – please give details.
	A.	No furniture or computer items (printers, etc.) may be purchased through the OFFICE07 contract. Successful vendor must be capable of restricting purchases that are unapproved.
26.	Q	What order methods are required?
	A	Successful vendor must be capable of accepting orders via phone, fax, internet (preferred), and hard copy.
27.	Q	When will price changes be allowed?

OFFICE 07 QUESTIONS & ANSWERS

	A.	Prices may be firm for life of contract. No price changes shall be made prior to renewal date; at renewal date, if new catalog is accepted, all items in catalog included with bid shall remain at the same price. New items shall be discounted at the rate set forth in the contract. Vendor shall be required to submit a spreadsheet that indicates all price changes resulting from the catalog change, i.e., comparing new product/discounted price to old discounted price.
28.	Q.	What is the minimum order size?
	A.	No minimum order may be required.
29.	Q.	When can a delivery charge be submitted?
	A.	Never. All prices quoted include next day delivery.
30.	Q.	We would like a complete usage report from the current vendor for 2005, 2006 and/or the previous 12 months for the State of WV spend. I think that if that information can be shared among the competitors rather than just the incumbent having it, it would be fairer.
	A.	This information is unavailable.
31.	Q.	Can you describe to us how your toner program works? Is that covered under the computer contract? What kind of spend does the current office supply vendor get of our toner spend? Is it up to the individual agencies to make that spending decision?
	A.	If available, toners are to be purchased under the "INKCRT" statewide contract. If unavailable under that contract, agencies may use the OFFICE contract to make their purchase. We have no record of quantity of toners purchased through the current OFFICE contract.
32.	Q.	Do you apply a dollar figure to the miscellaneous spend category? Is it weighted in a anyway during the decision process for who is awarded the bid?
	A.	We anticipated that some of the items on the pricing pages would fall into a miscellaneous category. To prevent the miscellaneous category having no impact, we have added \$10,000 to the pricing pages to weight this category.
33.	Q.	Must catalogs be submitted with the bid?
	A.	Bidders must submit a catalog prior to evaluation of the bids; items on the pricing page will be verified as the list price in the catalog.

OFFICE07 Pricing Pages

Revised 1/15/2007

Item #	Product Group	Catalog Identifier	Office Max #	Item Description	Mfg	Est Qty	Group Discount %	Bidder's Catalog Page No.	Bidder's Catalog Price	Net Price	Extended Price
1	Badges	55130	A555130	POUCH,NECK,ID CD,CONV,BK	BAUGTN	250					
2	Badges	5384	A55384	BADGE,NAME,LSR,CLIP,3X4	AVERY	200					
3	Batteries	MN15RT16ZDUP	L9MN15RT16ZDUP	BATTERY,DURACL,AA 16PK	DURACL	100					
4	Batteries	MX1500B8Z	L9MX1500B8Z	BAT,ULTRA,AA,8/PK	DURACL	100					
5	Binders	CV11-20-WE	L2CV11-20-WE	BINDER,VIEW,2-CAP,WE	AVERYD	1000					
6	Binders	CV11-10-WE	L2CV11-10-WE	BINDER,VIEW,1-CAP,WE	AVERYD	2500					
7	Binders	CV11-25-WE	L2CV11-25-WE	BINDER,VIEW,3-CAP,WE	AVERYD	2500					
8	Board	558CHL	J4558CHL	BOARD,POST-IT NOTE,2X1.5',CCL	3M	100					
9	Calculator	TI-30XIIS	M1TI-30XIIS	CALCULATOR,12 DIGIT,2LINE	TEXAS	100					
10	Calculator	LS82Z	M1LS82Z	CALC,8-DIGIT,PORTABLE	CANUSA	100					
11	Calculator	TI-503SV	M1TI-503SV	CALC,HANDHELD,SUPERVIEW	TEXAS	100					
12	Calculator	TI-1706SV	M1TI-1706SV	CALCULATOR,SOLAR,8DIGIT	TEXAS	100					
13	Calendar	SK24-00	B1SK24-00	CAL,PAD,22X17,JAN-DEC	ATAGLA	100					
14	Calendar	GG2500-00	B1GG2500-00	CAL,PAD,YR,JAN-DEC,BK	ATAGLA	100					
15	Calendar	E717-50	B1E717-50	CAL,REFILL,YR,JAN-DEC	ATAGLA	50					
16	Card & Card Filing	67570	F467570	CARD,ROTARY,2.25X4,100PK	ELDON	100					
17	Chairmat	64483	E964483	CHAIRMAT,WKSTN,L,CR	ELDON	250					
18	Chairmat	76730	E976730	CHAIRMAT,HRDFLR,CR,46X60	ELDON	250					
19	Clips	72360	H472360	CLIP,PPR,GEM,#1,100/BX	ACCO	500					
20	Clocks	625-195	K5625-195	CLK,WALL,LCD DAY/DTE,GY	HOWARD	75					
21	Computer Accessories	91141	E691141	WRISTREST,MSEPD,CRYST,BE	FELLO	200					
22	Computer Accessories	91137	E691137	WRISTREST,GEL,CRYSTAL,BE	FELLO	200					
23	Computer Accessories	91441	E691441	WRISTREST,MSEPD,CRYST,PE	FELLO	200					
24	Copy Holder	DH140	S6DH140	CPYHLDR,DOC WEDGE,BK	3M	200					
25	Desk Accessories	21002-0	K321002-0	TRAY,SDLD,L,TR,STCKBLE,BK	OFFMAT	175					
26	Desk Accessories	21001	K321001	TRAY,L,TR,SLIDE,STACK,SKE	OFFMAT	175					
27	Desk Accessories	21101-0	K321101-0	TRAY,L,GL,SIDE,STACK,SKE	OFFMAT	50					
28	Diskettes	12881	S712881	DISK,3.5,DS,HD,FRM,10/BX	IMATIO	750					
29	Diskettes	12381	S712381	DISC,CD-RW,1X-4X,700MB	IMATIO	500					
30	Diskettes	17332	S717332	DISC,CDR,52X,JEWL,10PK,SR	IMATIO	500					
31	Envelopes	86048	P286048	ENVELOPE,PADDED,9.5X14.5	SEALED	1000					
32	Envelopes	85985	P285985	ENVELOPE,PADDED,9.5X14.5	SEALED	1000					
33	Envelopes	11116Q	P211116Q	ENVELOPE,RECYC,4X9.5	QUALPK	1000					
34	Erasers	81505	N281505	ERASER,WHITE BOARD	SANFRD	200					
35	Erasers	ZER-2	N6ZER-2	REFILL,CLIC ERASER,2/PK	PENTEL	250					
36	Ergonomic Accessories	48121	E648121	FOOTREST,STANDARD,ADJUST	FELLO	75					

OFFICE07 Pricing Pages

Item #	Product Group	Catalog Identifier	Office Max #	Item Description	Mfg	Est Qty	Group Discount %	Bidder's Catalog Page No.	Bidder's Catalog Price	Net Price	Extended Price
37	Ergonomic Accessories	91712	E691712	RISER,MON PM,2'4"	FELLO	50					
38	Filing Supplies	S26E	F1S26E	POCKET,FILE,LEGAL,BULK	ESSELT	500					
39	Filing Supplies	S24E	F1S24E	FILE POCKET,LTR,STR,BULK	ESSELT	500					
40	Filing Supplies	S34G	F1S34G	FILE,POCKET,EXP,5,25	ESSELT	500					
41	Filing Supplies	S36G	F1S36G	FOLDER,REC,LGL,5PC	ESSELT	500					
42	Filing Supplies	1524EB-OX	F11524EB-OX	POCKET,FILE,LTR,BE,3,5EX	ESSELT	500					
43	Index Dividers	C12138C	L3C12138C	INDEX,BDR,11X8.5,8 CLEAR	AVERY	750					
44	Index Dividers	C12135C	L3C12135C	INDEX,BDR,11X8.5,5 CLEAR	AVERY	500					
45	Index Dividers	C12138	L3C12138	INDEX,BDR,11X8.5,8 COLOR	AVERY	500					
46	Labels	5160	A55160	LABEL,ADD,LSR,1X2 5/8 3K	AVERY	250					
47	Labels	4150	A4150	LABELS,PRINTER,F/S114	AVERY	200					
48	Labels	5202	A55202	LABEL,FILE,PERM,WE,248PK	AVERY	200					
49	Labels	30252	A530252	LABEL,ADD 11/8X3,2RL/BX	DYMO	200					
50	Labels	05729	A505729	LABEL,REINFORC, WE,200	AVERY	200					
51	Paper			Hammermill Tital MP Copy Paper 20 # 92 Bright	Hammermill	750					
52	Paper			HP, 20 lb, 92Bbrightness	HP	500					
53	Paper			Xerox 20 lb, 92 brightness	Xerox	500					
54	Paper	HPM1120	P1HPM1120	PAPER,HP,MULTI,20#,WE	Hewlett Packard	500					
55	Paper	P13R11380		Xerox 24 #, 98 brightness	Xerox	750					
56	Paper	P1HPB1124		Hewlett-Packard, 24#, 100 Brightness	Hewlett Packard	250					
57	Paper Writing	20-244	P320-244	PAD,LEGAL,3HP,8.5X11,WE	AMPAD	250					
58	Paper Writing	78-908	P363851	Notebook, Steno	Tops	500					
59	Pen, Writing	31021	N131021	PEN,RLRLL,GELINK,FPT,BE	PILOT	200					
60	Pen, Writing	RLC11BE	N1RLC11BE	PEN,ROLLER,GEL,MM,BLUE	BIC	200					
61	Pen, Writing	30006	N130006	PEN,BALLPT,RETRACT,M,BE	PILOT	200					
62	Pencil	12235	N512235	PENCIL,#2,PRE-SHARPENED	FABERC	500					
63	Pencil	02254	N502254	PENCIL,WOOD,BK,#2	BEROL	250					
64	Pencil	20051	N520051	GRIP,PENCIL,ASST,5/PK	POINTE	250					
65	Pencil	12132	N512132	PENCIL,#2,UNSHARPENED	FABERC	250					
66	Punches	74300	H274300	PUNCH,PPR,3 HOLE,32 SHT	SWING	250					
67	Punches	74050	H274050	PUNCH,PPR,2HOLE,BK,1/4	SWING	200					
68	Report Cover	57525	L257525	PORTFOLIO,TWNPKT,BE,25BX 6468	ESSELT	500					
69	Report Cover	A7025971A	L2A7025971A	CVR,RPRT,BK,SIDE-BD	ACCO	250					
70	Report Cover	A7025972A	L2A7025972A	CVR,RPRT,SIDE-BD,LBE	ACCO	250					
71	Report Cover	47985	L247985	PORT,2 PCKT 25,DBE	AVERY	250					
72	Shredders	3260204	K73260204	P-55C SHREDDER	FELLO	25					
73	Shredders	3860504	K73860504	POWERSHRED PS-65C SHREDDER	FELLO	25					
74	Shredders	3861401	K63861401	SHREDDER,SB95C,POWERSHRD	FELLO	25					
75	Shredders	3240004	K63240004	SHREDDER,CONFETTI CUT,BK	FELLO	25					
76	Staplers	54501	H154501	STAPLER,FULLSTRIP,BK,545	SWING	175					
77	Staplers	44401	H144401	STAPLER,444,FULL,BK	SWING	175					
78	Staplers	74701	H174701	STAPLER,4IN REACH,BK	SWING	175					
79	Storage Files	74106	P574106	BOX,12X12,25X3,-7/8",WE	QUALPK	500					
							%	Discounted Total			

OFFICE07 Pricing Pages

Item #	Product Group	Catalog Identifier	Office Max #	Item Description	Mfg	Est Qty	Group Discount %	Bidder's Catalog Page No.	Bidder's Catalog Price	Net Price	Extended Price
80	Miscellaneous Quantity - Weighted for Bid Analysis					\$10,000			Grand Total		
	Synopsis of Discounts										
	Category	Discount									
	Badges										
	Batteries										
	Binders,										
	Clips										
	Report Covers										
	Whiteboards										
	Calculators										
	Calendars										
	Chairmats										
	Clocks										
	Computer										
	Accessories										
	Misc										
	Diskettes										
	Envelopes										
	Filing Supplies										
	Dividers, Cards, Labels, Storage Supplies										
	Paper										
	Pens, Pencils, Erasers										
	Shredders										
	Staplers, Punches										

Note: The discounts listed below must be reflected in vendor's bid of all items

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
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Vendor:	Spending Unit:
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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