



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:
 5890004

PAGE:
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 MICHAEL AUSTIN
 304-558-2402

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF HIGHWAYS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/24/2009				

BID OPENING DATE: 07/01/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
REVISED SPECIFICATIONS ATTACHED.						
BID OPENING DATE AND TIME REMAINS 07/01/09 @ 1:30 P.M.						
NO OTHER CHANGES.						
0001	11	EA		938-31		
				ENGINEERING PRINTING SYSTEM		
0002	1	EA		205-41		
				WIDE FORMAT SCANNER		
***** THIS IS THE END OF RFQ 5890004 ***** 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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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, the State may deem this contract null and void, and terminate such contract 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

WV DOT REQUISITION 5890004 - ENGINEERING PRINTING SYSTEMS
ADDENDUM TO SPECIFICATIONS

June 23, 2009

Item 1.2) General Description of the Scanner for the WVDOT Headquarters Building:

Add the following statement: *A scanner stand shall be quoted with this one scanner unit.*

Item 2.1) Minimum Mandatory Specifications for the Color Plotter:

Previously Read: Maximim roll length of 300 feet

Changed to Read: Accept roll lengths of 150 feet to 500 feet.

Item 2.2) Minimum Mandatory Specifications for the Monochrome Plotter:

Previously Read: Roll length up to 300 feet

Changed to Read: Accept roll lengths of 150 feet to 500 feet.

Item 2.3) Minimum Mandatory Scanner Specifications:

Note 2: Add the following statement at the end of this Note: *A scanner stand will be quoted with this one scanner .*

Item 3.4) Installation Requirements - each system

2nd Bullet - Previously Read: All components shall be delivered freight prepaid to each of the twelve (12) locations specified on Attachment 2.

2nd Bullet - Changed to Read: *All components shall be delivered freight prepaid to each of the twelve (12) locations specified on Attachment 2. Deliveries must be made to an inside/protected location.*

Item 4) Award Process

Previously Read: The award for the Digital Engineering Printing Systems RFQ shall be made to the vendor that provides a solution which features a Color Plotter, a Monochrome Plotter, a Scanner capable of producing both Color and Monochrome Scans, and a Controller Unit that electronically links all of the various components and meets all the mandatory requirements of this RFQ at the least expense to the WVDOT.

Changed to Read: *The award for the Digital Engineering Printing Systems RFQ shall be made to the vendor that provides a solution which features a Color Plotter, a Monochrome Plotter, a Scanner capable of producing both Color and Monochrome Scans, and a Controller Unit that electronically links all of the various components and meets all the mandatory requirements, including maintenance for the five year period of this RFQ at the least expense to the WVDOT.*

See Revised Attachment 1 and Attachment 2 as attached.

Engineering Printing Systems Specifications

Attachment 1: Bid/Quote Sheet
Rev. 6/23/09

11 Monochrome Plotters.....UNIT PRICE_____ EXTENDED PRICE_____

11 Color Plotters.....UNIT PRICE_____ EXTENDED PRICE_____

11 Scanners.....UNIT PRICE_____ EXTENDED PRICE_____

1 W/F Scanner w/stand.....UNIT PRICE_____ EXTENDED PRICE_____

11 Controllers.....UNIT PRICE_____ EXTENDED PRICE_____

Equipment Sub Total.....

MAINTENANCE QUOTES YEARS 2 thru YEARS 5:

Year 2 Maintenance Cost_____ Year 3 Maintenance Cost_____

Year 4 Maintenance Cost_____ Year 5 Maintenance Cost_____

Years 2 thru 5 Maintenance Sub Total.....

Equipment/Maintenance Total.....

Lump Sum Trade-In Discount

FINAL Quote Total.....

Statement regarding successful implementation of quoted components in an integrated environment of Engineering application in North America. Also provide contact name(s) and telephone number(s) associated with the engineering application of the quoted components.

Engineering Printing Systems Specifications

Attachment 2: Delivery, Installation, Setup, and Training Locations - Rev. 06/23/09

District 1

1334 Smith Street
 Charleston, WV 25301-1492 Loading Dock - Elevator – up to 2,000 lbs. 35" Door
 District Manager
 John McBrayer
 (304)558-3001
 Xerox 8825 Plotter/Scanner currently in use at this location,
 Serial Number: DT9031090 Currently – semi-operational condition

District 2

801 Madison Avenue
 Huntington, WV 25712-0880 Loading Dock – Elevator – up to 5,000 lbs. – 36" Doors
 District Manager
 Keith Chapman
 (304)528-5625
 Xerox 8825 Plotter/Scanner currently in use at this location,
 Serial Number: DT9031269 Currently – operational condition

District 3

624 Depot Street
 Parkersburg, WV 26102-0308 29 Steps - No elevator – 36" Doors
 District Engineer
 James E. Roten, Jr.
 (304)420-4645
 Xerox 8825 Plotter/Scanner currently in use at this location,
 Serial Number: DT9031273 Currently – semi- operational condition

District 4

I-79 & Meadowbrook Road (Exit 121)
 Clarksburg, WV 26302-2570 No Stairs - Elevator – up to 2000 lbs. – 36" Doors
 District Manager
 Greg Phillips
 (304)842-1550
 Xerox 8825 Plotter/Scanner currently in use at this location,
 Serial Number: DT9030880 Currently – non operational condition

District 5

P. O. Box 99 (US Route 50)
 Burlington, WV 26710 No Steps – No Elevator – Ground Floor – 36" Doors
 District Engineer
 Lee Thorne
 (304)289-2200
 Xerox 8825 Plotter/Scanner currently in use at this location,
 Serial Number: DT9031065 Currently – operational condition

District 6

1 DOT Drive
 Moundsville, WV 26041 No Steps – Elevator – up to 2,500 lbs. – 42" Door
 District Engineer
 Robert W. Whipp
 (304)843-4008
 Xerox 8825 Plotter/Scanner currently in use at this location,
 Serial Number: DT9031070 Currently – operational condition

Engineering Printing Systems Specifications

Attachment 2: Delivery, Installation, Setup, and Training Locations - Rev. 06/23/09

District 7

255 Depot Street

Weston, WV 26452-1228

Approximately 6 steps – No elevator – 36" Doors

Highway District Manager

Ron Hooton

304-269-0400

Xerox 8825 Plotter/Scanner currently in use at this location,

Serial Number: DT9030950 Currently - operational condition

District 8

US Route 219 North

P.O. Box 1516

Elkins, WV 26241

No Steps – Elevator – up to 2,000 lbs. 36" Doors

District Engineer

Mike Moran

(304)637-0220

Xerox 8825 Plotter/Scanner currently in use at this location,

Serial Number: DT9031021 Currently – operational condition

District 9

103 1/2 Church Street

Lewisburg, WV 24901

Approximately 8 steps – No elevator – 36" Doors

District Engineer

Steven Cole

(304)647-7450

Xerox 8825 Plotter/Scanner currently in use at this location,

Serial Number: DT9031255 Currently – operational condition

District 10

270 Hardwood Lane

Princeton, WV 24740

No Steps – Elevator – up to 2,000 lbs. – 36" Doors

District Manager

Tom Camden

(304)487-5228

Xerox 8825 Plotter/Scanner currently in use at this location,

Serial Number: DT9031178 Currently – operational condition

Materials Division

190 Dry Branch Road

Charleston, WV 25306

Loading Dock – Ground Floor – 36" Doors

Division Director

Aaron Gillespie

(304)558-3160

Removal and/or Trade-in of old equipment is not required at this location.

WVDOT Headquarters

1900 Kanawha Blvd, East

Charleston, WV 25305

Loading Dock – Elevator – up to 3,500 lbs. – 36" Doors

Information Services Director

Joe Biancaniello

(304)558-9241

Removal and/or Trade-in of old equipment is not required at this location.

SIGN IN SHEET

RFQ # 5890004Date: 06/18/09

Firm & Representative Name:	Mailing Address:	Phone, Fax, & E-Mail:
1. <u>DAVID HUMPHREY</u> <u>KOMAX BUSINESS SYSTEMS</u>	<u>500 D ST</u> <u>SO. CHARLESTON WV 25303</u>	P <u>744-7440</u> F <u>744-7450</u> E-mail <u>dhumphrey@komaxbusinesssystems.com</u>
2. <u>TODD YOUNG</u> <u>IKON OFFICE SOLUTIONS</u>	<u>3006 MT. VERNON RD</u> <u>SUITE 100</u> <u>HURRICANE, WV 25526</u>	P <u>395-0953</u> F <u>757-7846</u> E-mail _____
3. <u>DAVE WRIGHT</u> <u>OCC-NA</u>	<u>300 CORPORATE CENTER DR</u> <u>SUITE 100</u> <u>MOON TWP. PA. 15108</u>	P <u>412-269-4303</u> F <u>412-269-4810</u> E-mail <u>DAVID.WRIGHT@OCC.COM</u>
4. <u>TIM SHELDON</u> <u>CHARLESTON BLUEPRINT</u>	<u>1203 VIRGINIA ST. E.</u> <u>CHARLESTON, WV 25301</u>	P <u>304-343-1063</u> F <u>304-343-1095</u> E-mail <u>TIM.SHELDON@CHARLESTONBLUPRINT.CO</u>
5. <u>Trent Heer</u> <u>Xerox</u>	<u>294 E. Deshler Ave</u> <u>Columbus, Ohio 43206</u>	P <u>513-289-3792</u> F <u>614-445-6965</u> E-mail <u>trent.heer@xerox.com</u>

Please print or write legibly!

Your fax # is essential to contact you timely!

SIGN IN SHEET

RFQ # 5890004

Date: 06/18/09

Firm & Representative Name:

Mailing Address:

Phone, Fax, & E-Mail:

1. ACCESS SYSTEMS
ROL LIPS COMB

4108 MADONNE AVE SE
ROLIPSCOMB & ACCESS SV.
COM

P 340 4288
F 340.4283

E-mail _____

2. _____

P _____

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F _____

E-mail _____

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E-mail _____

Please print or write legibly!

Your fax # is essential to contact you timely!