



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  
 DIGCOP09

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 JO ANN ADKINS  
 304-558-8802

RFQ COPY  
 TYPE NAME/ADDRESS HERE

MUST GO TO

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 |
|--------------|---------------|----------|--------|---------------|
| 09/25/2008   |               |          |        |               |

BID OPENING DATE: 10/23/2008 BID OPENING TIME 01:30PM

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| <p>*****ADDENDUM NO. 2*****</p> <p>1. BID OPENING DATE HAS BEEN MOVED TO 10/23/2008.</p> <p>2. MANDATORY PRE-BID SIGN IN SHEET ATTACHED.</p> <p>3. EXHIBIT 10 - 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>4. SUBMITTED QUESTIONS WILL BE ADDRESSED AT A LATER DATE VIA AN ADDENDUM.</p> <p>*****END OF ADDENDUM NO. 2*****</p> |          |     |        |             |            |        |
| 0001  | 1        | LS  |        | 985-64      |            |        |
| DIGITAL COPIERS AND PRINTERS  |          |     |        |             |            |        |

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, this Contract may be deemed null and void, and 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 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

SIGN IN SHEET

Request for Proposal No. DIGCOP09

PLEASE PRINT

Date: 09/15/2008

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

| FIRM & REPRESENTATIVE NAME                          | MAILING ADDRESS                   | TELEPHONE & FAX NUMBERS         |
|---|-----------------------------------|---------------------------------|
| Company: <u>RICOH CORPORATION</u>                   | <u>1411 Virginia St. E,</u>       | PHONE <u>304-342-4009</u>       |
| Rep: <u>ALTON SPAULDING</u>                         | <u>CHARLESTON W. 25301</u>        | TOLL FREE <u>1-800-727-4267</u> |
| Email Address: <u>ALTON.SPAULDING@RICOH-USA.COM</u> |                                   | FAX <u>304-342-4380</u>         |
| Company: <u>INTOPRINT TECHNOLOGIES</u>              | <u>332 SIXTH AVENUE</u>           | PHONE <u>304-687-8999</u>       |
| Rep: <u>MICHAEL BROWN + LARRY PEARL</u>             | <u>SOUTH CHARLESTON, WV 25303</u> | TOLL FREE <u>800-833-4493</u>   |
| Email Address: <u>mbrown@intoprinttech.com</u>      |                                   | FAX <u>304-744-9615</u>         |
| Company: <u>XEROX Document Solutions</u>            | <u>716 Lee Street</u>             | PHONE <u>304-345-5800</u>       |
| Rep: <u>Bella Marcum</u>                            | <u>CHARLESTON WV</u>              | TOLL FREE <u>877-279-1661</u>   |
| Email Address: <u>BellMarcum@Dalsol.us</u>          |                                   | FAX _____                       |
| Company: _____                                      |                                   | PHONE _____                     |
| Rep: _____  |                                   | TOLL FREE _____                 |
| Email Address: _____                                |                                   | FAX _____                       |
| Company: _____                                      |                                   | PHONE _____                     |
| Rep: _____  |                                   | TOLL FREE _____                 |
| Email Address: _____                                |                                   | FAX _____                       |

SIGN IN SHEET

Page \_\_\_\_ of \_\_\_\_

Request for Proposal No. DIGCOP09

PLEASE PRINT

Date: \_\_\_/\_\_\_/2008

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

|  |  |  |
|--|--|--|
| Company: <u>S Sharp</u>                            | <u>One Sharp Plaza</u>                 | PHONE <u>614-760-2285</u>              |
| Rep: <u>Garry Thompson</u>                         | <u>Martinez, NJ 07340</u>              | TOLL FREE <u>800</u>                   |
| Email Address: <u>Thompson@Sharpsec.com</u>        |  | FAX <u>614-737-5301</u>                |
| Company: <u>Ricoh Americas</u>                     | <u>5 DEDRICK PLACE</u>                 | PHONE <u>804-608-8360</u>              |
| Rep: <u>STEVE NORDHEIM</u>                         | <u>WEST CAIDWELL NJ 07066</u>          | TOLL FREE                              |
| Email Address: <u>STEVE.Nordheim@ricoh-usa.com</u> |  | FAX <u>804-608-8301</u>                |
| Company: <u>KONICA MINOLTA</u>                     | <u>2120 WASHINGTON BLVD, Suite 450</u> | PHONE <u>757-630-1052</u>              |
| Rep: <u>Steve Swiney</u>                           | <u>Arlington, VA 22205</u>             | TOLL FREE <u>800 424 6912 x2123</u>    |
| Email Address: <u>Swineys@KMS.konicaminolta.us</u> |  | FAX <u>757 <del>424</del> 671-1352</u> |
| Company: <u>Konica Minolta Denke Imaging</u>       | <u>310 Hills Plaza</u>                 | PHONE <u>345-1412 ext 224</u>          |
| Rep: <u>Terre Hudson</u>                           | <u>Charleston WV 25312</u>             | TOLL FREE                              |
| Email Address: <u>Terre.Hudson@Denka.com</u>       |  | FAX <u>342-1225</u>                    |
| Company: <u>CAVON U.S.A Inc.</u>                   | <u>2110 Washington Blvd Suite 500</u>  | PHONE <u>443 336 7232</u>              |
| Rep: <u>DAVID DOLD</u>                             | <u>Arlington, VA 22204</u>             | TOLL FREE                              |
| Email Address: <u>DDOLD@CASA.cavon.com</u>         |  | FAX <u>732 521 7329</u>                |

RICOH Americas 1411 Virginia ST EAST  
 AFTON SOAVIDING Ches. Wc 25301

SIGN IN SHEET

Page \_\_\_\_ of \_\_\_\_

Request for Proposal No. DIGCOP09

PLEASE PRINT

Date: \_\_\_\_/09/15/2008

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

| FIRM & REPRESENTATIVE NAME   | MAILING ADDRESS | TELEPHONE & FAX NUMBERS   |
|--|-----------------|---|
| Company: <u>Mike Stump Systematic</u> P.O. Box 8636<br>Rep: <u>Mike Stump</u><br>Email Address: <u>mstump@systematiccopiers.com.</u>                   |                 | PHONE <u>744-4727</u><br>TOLL FREE <u>1-800-569-6172</u><br>FAX <u>304-744-4728</u>   |
| Company: <u>KOMAX Business Systems</u><br>Rep: <u>Seely O'Fall</u><br>Email Address: <u>bofall@komaxbusinesssystems.com.</u> South Charleston WV 25303 |                 | PHONE <u>304-744-7440</u><br>TOLL FREE <u>888-483-7440</u><br>FAX                     |
| Company: <u>KOMAX Business Systems</u><br>Rep: <u>David Humphrey</u><br>Email Address: <u>dhumphrey@komaxbusinesssystems.com</u>                       |                 | PHONE <u>304-744-7448</u><br>TOLL FREE <u>888-483-7446</u><br>FAX <u>304-744-7450</u> |
| Company: <u>IKEN OFFICE SOLUTIONS, INC</u><br>Rep: <u>TODD Young</u><br>Email Address: <u>TYoung@IKEN.COM</u>  |                 | PHONE <u>304-757-9699</u><br>TOLL FREE <u>877-696-3784</u><br>FAX <u>304-757-7840</u> |
| Company: _____<br>Rep: _____<br>Email Address: _____   |                 | PHONE _____<br>TOLL FREE _____<br>FAX _____   |

SIGN IN SHEET

Page \_\_\_\_ of \_\_\_\_

Request for Proposal No. DIGCOP09

PLEASE PRINT

Date: 09/15/2008

\* PLEASE BE SURE TO PRINT LEGIBLY . IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

|                |                                    |                       |                        |
|----------------|------------------------------------|-----------------------|------------------------|
| Company:       | CALVAL, USA                        | 5625 ORKBRICK DRIV    | PHONE 770-849-7932     |
| Rep:           | RUDY JACOBS                        | ADKROSS, GA 30093     | TOLL FREE              |
| Email Address: | RJACOBS@CUSA.CALVAL.COM            |                       | FAX                    |
| Company:       | Superior Office Service            | 208 Leon Sullivan Way | PHONE 304-414-7250     |
| Rep:           | Dean Meadows                       | Charleston WV 25301   | TOLL FREE 800-826-9758 |
| Email Address: | dmeadows@superiorwv.com            |                       | FAX 304-414-7051       |
| Company:       | AARON'S PRODUCTS                   | 1041 8TH AVE          | PHONE 304-964-3013     |
| Rep:           | MARK SALMONS                       | HUNTINGTON, WV 25701  | TOLL FREE 800-642-1930 |
| Email Address: | mark.salmons@aaronsproducts.com    |                       | FAX 304-342-4638       |
| Company:       | AARON'S PRODUCTS                   | 1041 8TH AVE          | PHONE 304-417-2162     |
| Rep:           | JENNIFER HAMDEN                    | HUNTINGTON, WV 25701  | TOLL FREE 800-642-1930 |
| Email Address: | Jennifer.hamden@aaronsproducts.com |                       | FAX 304-525-3069       |
| Company:       | QCBS                               |                       | PHONE 301-759-4700     |
| Rep:           | Von McCassey                       |                       | TOLL FREE 800-638-4536 |
| Email Address: | VonMcCassey@QCBMAIL.COM            |                       | FAX (301) 707-2562     |

SIGN IN SHEET

Page \_\_\_\_ of \_\_\_\_

Request for Proposal No. DIGCOP09

PLEASE PRINT

Date: \_\_\_\_/\_\_\_\_/2008

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

| FIRM & REPRESENTATIVE NAME  | MAILING ADDRESS   | TELEPHONE & FAX NUMBERS  |
|---|---|--|
| Company: <u>Renco Sales &amp; Service, Inc</u><br>Rep: <u>John Young</u><br>Email Address: <u>john.renco@suddenlinkmail.com</u> | <u>P.O. Box 2907</u><br><u>Charleston, WV</u><br><u>25330</u>   | PHONE (304) 342-0183<br>TOLL FREE 1-866-401-0686<br>FAX (304) 342-0184 |
| Company: <u>WV Business Products</u><br>Rep: <u>STEVE DAMRON</u><br>Email Address: <u>SDAMRON@HOTMAIL.COM</u>                   | <u>1026 4TH AVE.</u><br><u>HUNTINGTON WV 25701</u>              | PHONE 304-525-4714<br>TOLL FREE 1-800-926-1267<br>FAX 304-525-5711     |
| Company: <u>OCE</u><br>Rep: <u>E. Woods</u><br>Email Address: <u>Kearls, C. Woods @ Oce.com</u>                                 | <u>2800 Palumbo Dr Lexington</u><br><u>KY</u><br><u>Oce.com</u> | PHONE 859 264 8881<br>TOLL FREE<br>FAX                                 |
| Company: <u>WV. Business Products</u><br>Rep: <u>Hal Zimmer</u><br>Email Address: <u>halz@aslandoffice.com</u>                  | <u>1026 4th Ave.</u><br><u>Huntington, WV 25701</u>             | PHONE 304-525-4714<br>TOLL FREE 1-800-926-1268<br>FAX 1-304-525-4714   |
| Company: _____<br>Rep: _____<br>Email Address: _____  | _____   | PHONE _____<br>TOLL FREE _____<br>FAX _____                            |

SIGN IN SHEET

Request for Proposal No. DIGCOP09

PLEASE PRINT

Date: 09/15/2008

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

| FIRM & REPRESENTATIVE NAME |                                   | MAILING ADDRESS          |           | TELEPHONE & FAX NUMBERS |  |
|----------------------------|-----------------------------------|--------------------------|-----------|-------------------------|--|
| Company:                   | OKI Data                          | 403 Wispby Willow Court  | PHONE     | 410-569-1093            |  |
| Rep:                       | Bill Doe                          | Belt Air, MD 21015       | TOLL FREE | 1-800-OKI-DATA          |  |
| Email Address:             | where@okidata.com                 |                          | FAX       |                         |  |
| Company:                   | Kyocera / Packard Business Sys.   | 3619 7th Ave.            | PHONE     | 304-744-8241            |  |
| Rep:                       | Kevin Polk                        | Charleston, WV 25312     | TOLL FREE |                         |  |
| Email Address:             | <del>step</del> epolko@pbson.com  |                          | FAX       | 304-744-4114            |  |
| Company:                   | Kyocera / Packard Business System | 3619 7th Ave             | PHONE     | 304-744-8241            |  |
| Rep:                       | David Cover                       | Charleston WV 25312      | TOLL FREE |                         |  |
| Email Address:             | DCover@PBswv.com                  |                          | FAX       | 304-744-4114            |  |
| Company:                   | Superior Office System            | 105 Engle Av W           | PHONE     | 304-525-2250            |  |
| Rep:                       | Tim Daniels                       | Huntington, WV 25701     | TOLL FREE | 800-826-9758            |  |
| Email Address:             | tdaniels@superiorwv.com           |                          | FAX       | 304-525-2250            |  |
| Company:                   | Supercion OFAUS SDC               | 209 Leon Sullivan Way    | PHONE     | 304-414-7250            |  |
| Rep:                       | David Fackemyre                   | Charlottesville VA 25301 | TOLL FREE | 800-826-9758            |  |
| Email Address:             | DFackemyre@supercionwv.com        |                          | FAX       | 304-414-7051            |  |



SIGN IN SHEET

Request for Proposal No. DIGCOP09

PLEASE PRINT

Date: 09/15/2008

\* PLEASE BE SURE TO PRINT LEGIBLY . IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

|                |                     |                    |                    |
|----------------|---------------------|--------------------|--------------------|
| Company:       | ESP                 | 517 N. Linneman Dr | PHONE 304-657-4433 |
| Rep:           | MIKE MONROE         | 25600m DC 27597    | TOLL FREE          |
| Email Address: | mm015701@K5ACPO.org |                    | FAX 919-269-0454   |
| Company:       |                     |                    | PHONE              |
| Rep:           |                     |                    | TOLL FREE          |
| Email Address: |                     |                    | FAX                |
| Company:       |                     |                    | PHONE              |
| Rep:           |                     |                    | TOLL FREE          |
| Email Address: |                     |                    | FAX                |
| Company:       |                     |                    | PHONE              |
| Rep:           |                     |                    | TOLL FREE          |
| Email Address: |                     |                    | FAX                |

EXHIBIT 10

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 SPECIFICATION, 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) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR  
MUST CLEARLY UNDERSTAND THAT ANY VERBAL  
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY  
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES  
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE  
INFORMATION ISSUED IN WRITING AND ADDED TO THE  
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

.....  
SIGNATURE

.....  
COMPANY

.....  
DATE