



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
ISCK0068

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - NETWORKING
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/30/2009				

BID OPENING DATE: 01/07/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2 THIS ADDENDUM IS ISSUED TO ANSWER ALL TECHNICAL QUESTIONS SUBMITTED AND ACCEPTED IN ACCORDANCE WITH THE PROVISIONS OF THE REQUEST FOR QUOTATION. BID OPENING DATE CHANGED TO: 01/07/2009 BID OPENING TIME REMAINS: 1:30 PM ***** END ADDENDUM NO. 2 *****						
0001	1	EA		600-71		
FLAT SORTER SPECIFICATIONS						
***** THIS IS THE END OF RFQ ISCK0068 ***** TOTAL: _____						

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **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.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

ISCK0068

Q. Your existing equipment is currently being serviced by factory trained technicians located in the Charleston WV area. Does the State of WV IS&C require local factory trained technicians for maintenance of the flats sorter?

A. No

Q. You currently receive an average response time of four (4) hours or less in the maintenance of existing equipment. Does State of WV IS&C require a four (4) hour response time average for the flats sorter?

A. Yes, I think I should have specified a required response time for service on the bid. We will probably NOT be leasing the equipment and so the maintenance contract will be a separate PO.... What do you think? Should we add it to the RFQ?

Q. If leased does WV require a Fair Market Value Lease with a dollar buy out at the end of the term?

A. Yes

Q. If leased does the lease for State of WV IS&C have to include a non appropriations clause that allows the agreement to be cancelled if funds are not appropriated each new budget year without penalties?

A. Yes

Q. What is the average daily mail volume to be processed on the Flat sorter?

A. We anticipate about 1500 flats per day

Q. How many days per year is mail processed?

A. 5 days a week except for 13 state holidays per year

Q. Are there peaks in volume, what is the anticipated peak volume and frequency?

A. no

Q. Based on the requirement to sort each flat with one pass through the sorter, how many outputs (sort bins) does the State require on the sorter?

A. There is not a required number. The number of bins could vary depending on how the proposed system accomplishes the sorting. The proposed solution should include the number of bins required to effectively sort flats. The state may acquire more bins later if space becomes available and having more would improve the efficiency of the process.

Q. What is the purpose of the machine being equipped with a labeler?

A. If the proposed system generates labels to properly sort and process the flats, then the labeling process must be automated.

Q. Will the State accept a sorting system that exceeds the requirement of 200 sq. ft. or less?

A. No. There is not enough room in our current facility for a larger system.

Q. Will the incoming mail contain barcodes that can be used for sorting?

A. Some will and some won't. We do not have control over the state's incoming mail.

Q. Can the State provide a 208VAC 80 Amp drop in lieu of the two 110VAC standard outlets?

A. Yes a larger circuit can be installed by the state although the vendor must supply the hardware (e.g wiring and receptacle) for it.

Q. Regarding the requirement to include 1st years Maintenance in the bid, does the State want On-site maintenance or on-call maintenance, or simply 24/7 technical phone support? Please specify periods of coverage required and response time desired.

A. On call Maintenance 9am- 5pm M-F with 4 hour response time