



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
DIGCOP12

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE 304-558-2544

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED
06/18/2012

BID OPENING DATE: 07/10/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				SEE ATTACHED PAGES.		
				END OF ADDENDUM NO. 1		
0001	1	LS		985-64		
				DIGITAL COPIERS		
***** THIS IS THE END OF RFQ DIGCOP12 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: DIGCOP12
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as DIGCOP12 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation: To add pricing pages to the specifications.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

See attached pricing pages.

Mandatory pre-bid remains Tuesday, June 19, 2012 at 2:30 pm in the Purchasing Division Conference Room located at 2019 Washington Street, East Charleston, WV 25305.

DIGCOP12 - Pricing Pages

Item No.	Description	Brand Name	Model No.	Est. Quantity (EA)	Maintenance Charge	Unit Price	Extended Price	
1	Purchase Price							
	Monochrome							
	Band 1			85			0.00	
	Per copy overage charge for copies in excess of			5,000			0.00	
	Band 2			80			0.00	
	Per copy overage charge for copies in excess of			5,000			0.00	
	Band 3			50			0.00	
	Per copy overage charge for copies in excess of			5,000			0.00	
	Band 4			30			0.00	
	Per copy overage charge for copies in excess of			5,000			0.00	
	Band 5			20			0.00	
	Per copy overage charge for copies in excess of			5,000			0.00	
	Band 6			5			0.00	
	Per copy overage charge for copies in excess of			5,000			0.00	
	Band 7			10			0.00	
	Per copy overage charge for copies in excess of			5,000			0.00	
							Total A	0.00
	Color							
	Band 1				5			0.00
	Color Copy Charge				2,000			0.00
	Monochrome Copy Charge				4,000			0.00
	Band 2				25			0.00
	Color Copy Charge				2,000			0.00
	Monochrome Copy Charge				4,000			0.00
	Band 3				20			0.00
	Color Copy Charge				2,000			0.00
	Monochrome Copy Charge				4,000			0.00
	Band 4				20			0.00
	Color Copy Charge				2,000			0.00
	Monochrome Copy Charge				4,000			0.00
							Total B	0.00
							Total C (Total A + Total B)	0.00

000001

Item No.		Description	Brand Name	Model No.	Est. Quantity (EA)	Maintenance Charge	Unit Price	Extended Price		
2	24-month	Monochrome								
		Band 1			1			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 2			5			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 3			5			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 4			5			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 5			5			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 6			5			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 7			5			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
									Total D	0.00
				Color						
				Band 1			5			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 2			5			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 3			5			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 4			5			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
									Total E	0.00
									Total F (Total D + Total E)	0.00

000005

Item No.		Description	Brand Name	Model No.	Est. Quantity (EA)	Maintenance Charge	Unit Price	Extended Price		
3	36-month	Monochrome								
		Band 1			30			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 2			5			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 3			250			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 4			105			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 5			95			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 6			70			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 7			35			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
									Total G	0.00
				Color						
				Band 1			5			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 2			10			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 3			215			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 4			140			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
									Total H	0.00
									Total F (Total D + Total E)	0.00

000005

Item No.		Description	Brand Name	Model No.	Est. Quantity (EA)	Maintenance Charge	Unit Price	Extended Price		
4	48-month	Monochrome								
		Band 1			30			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 2			40			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 3			110			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 4			50			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 5			45			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 6			40			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
		Band 7			30			0.00		
		Per copy overage charge for copies in excess of			5,000			0.00		
								Total J	0.00	
				Color						
				Band 1			5			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 2			5			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 3			20			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
				Band 4			50			0.00
				Color Copy Charge			2,000			0.00
				Monochrome Copy Charge			4,000			0.00
									Total K	0.00
									Total L (Total J + Total K)	0.00

0000007

Item No.	Description	Brand Name	Model No.	Est. Quantity (EA)	Maintenance Charge	Unit Price	Extended Price
5	Options for Purchase - see next page			Insert total from next page		Total M	0.00
6	Options for 24-month - see next page			Insert total from next page		Total N	0.00
7	Options for 36-month - see next page			Insert total from next page		Total O	0.00
8	Options for 48-month - see next page			Insert total from next page		Total P	0.00

** Quantities listed on this bid form are approximations only and for the purpose of evaluation. The actual quantity ordered may be more or less.

Warranty prices to be included in the pricing.

Grand Total: 0.00

800000

DIGCOP12 - COPIER ACCESSORY OPTION LISTING

Purchase Option - For all bands - monochrome and color

VENDOR: _____

BAND: _____

MANUFACTURER: _____

ACCESSORY DESCRIPTION	Information				
	PRODUCT NUMBER	BASE CONFIGURATION (Y/N)	ESTIMATED QUANTITY (EA)	UNIT PRICE FOR PURCHASE	PURCHASE COST
EQUIPMENT DESCRIPTION:					
250 SHEET PAPER FEED			1		0.00
500 SHEET PAPER FEED			1		0.00
1,000 SHEET PAPER FEED			1		0.00
2,500-3,500 SHEET PAPER FEED			1		0.00
FINISHER			1		0.00
STAPLING/FINISHER			1		0.00
SADDLE STITCH/FINISHER			1		0.00
FOLDER/FINISHER			1		0.00
BRIDGE KIT			1		0.00
2 HOLE PUNCH			1		0.00
3 HOLE PUNCH			1		0.00
REVERSING AUTOMATIC DOCUMENT FEEDER			1		0.00
DUAL SCAN SINGLE PASS DOCUMENT FEEDER			1		0.00
STANDARD COPIER CABINET			1		0.00
HARD DISK DRIVE			1		0.00
PAPER FEED PEDESTAL			1		0.00
TONER CARTRIDGE			1		0.00
PHOTO CONDUCTOR			1		0.00
FUSER			1		0.00
TONER BK			1		0.00
TONER CYAN			1		0.00
TONER MAG			1		0.00
TONER YELLOW			1		0.00
BK IMAGE KIT			1		0.00
COLOR IMAGE KIT			1		0.00
CONNECTIVITY OPTIONS:					
NETWORK SCANNING KIT			1		0.00
NETWORK PRINTING KIT (POSTSCRIPT/PCL)			1		0.00
FIREY OR EQUAL ADVANCE NETWORK PRINTING KIT			1		0.00

600000

EXTERNAL INTERFACE ENABLER			1		0.00
DATA OVERWRITE ENABLER			1		0.00
FAX OPTIONS:					
FACSIMILE EXPANSION KIT			1		0.00
INTERNET FAX KIT			1		0.00
2ND LINE FAX			1		0.00
ADDITIONAL OPTIONS:					
15 AMP POWER FILTER/SURGE PROTECTOR			1		0.00
20 AMP POWER FILTER/SURGE PROTECTOR			1		0.00
GRAYSCALE			1		0.00
				TOTAL M:	0.00

000010

DIGCOP12 - COPIER ACCESSORY OPTION LISTING

Lease Options - For all bands - monochrome and color

VENDOR: _____

BAND: _____

MANUFACTURER: _____

ACCESSORY DESCRIPTION	PRODUCT NUMBER	Information			UNIT PRICE For 24- month Lease	LEASE COST (24 months)	UNIT PRICE For 36- month Lease	LEASE COST (36 months)	UNIT PRICE For 48- month Lease	LEASE COST (48 months)
		BASE CONFIGURATION (Y/N)	ESTIMATED QUANTITY (EA)							
EQUIPMENT DESCRIPTION:										
250 SHEET PAPER FEED			1		0.00		0.00		0.00	
500 SHEET PAPER FEED			1		0.00		0.00		0.00	
1,000 SHEET PAPER FEED			1		0.00		0.00		0.00	
2,500-3,500 SHEET PAPER FEED			1		0.00		0.00		0.00	
FINISHER			1		0.00		0.00		0.00	
STAPLING/FINISHER			1		0.00		0.00		0.00	
SADDLE STITCH/FINISHER			1		0.00		0.00		0.00	
FOLDER/FINISHER			1		0.00		0.00		0.00	
BRIDGE KIT			1		0.00		0.00		0.00	
2 HOLE PUNCH			1		0.00		0.00		0.00	
3 HOLE PUNCH			1		0.00		0.00		0.00	
REVERSING AUTOMATIC DOCUMENT FEEDER			1		0.00		0.00		0.00	
DUAL SCAN SINGLE PASS DOCUMENT FEEDER			1		0.00		0.00		0.00	
STANDARD COPIER CABINET			1		0.00		0.00		0.00	
HARD DISK DRIVE			1		0.00		0.00		0.00	
PAPER FEED PEDESTAL			1		0.00		0.00		0.00	
TONER CARTRIDGE			1		0.00		0.00		0.00	
PHOTO CONDUCTOR			1		0.00		0.00		0.00	
FUSER			1		0.00		0.00		0.00	
TONER BK			1		0.00		0.00		0.00	
TONER CYAN			1		0.00		0.00		0.00	
TONER MAG			1		0.00		0.00		0.00	
TONER YELLOW			1		0.00		0.00		0.00	
BK IMAGE KIT			1		0.00		0.00		0.00	
COLOR IMAGE KIT			1		0.00		0.00		0.00	
CONNECTIVITY OPTIONS:										
NETWORK SCANNING KIT			1		0.00		0.00		0.00	
NETWORK PRINTING KIT (POSTSCRIPT/PCL)			1		0.00		0.00		0.00	
FIREY OR EQUAL ADVANCE NETWORK PRINTING KIT			1		0.00		0.00		0.00	

000011

EXTERNAL INTERFACE ENABLER			1		0.00		0.00		0.00
DATA OVERWRITE ENABLER			1		0.00		0.00		0.00
FAX OPTIONS:									
FACSIMILE EXPANSION KIT			1		0.00		0.00		0.00
INTERNET FAX KIT			1		0.00		0.00		0.00
2ND LINE FAX			1		0.00		0.00		0.00
ADDITIONAL OPTIONS:									
15 AMP POWER FILTER/SURGE PROTECTOR			1		0.00		0.00		0.00
20 AMP POWER FILTER/SURGE PROTECTOR			1		0.00		0.00		0.00
GRAYSCALE			1		0.00		0.00		0.00
				Total N:	0.00	Total O:	0.00	Total P:	0.00

000012

**COST QUOTE FORM
MONOCHROME COPIERS
BAND 1**

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 5,000 month
Copy speed 10 cpm
Features:
250 sheet paper capacity
Bypass tray
Auto document feeder

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 2,500 copies/month.

**COST QUOTE FORM
MONOCHROME COPIERS
BAND 2**

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 15,000 month
Copy speed 20 cpm
Features:
500 sheet paper capacity
2 paper sources
Auto document feeder
Electronic sorting or finisher/sorter

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 7,500 copies/month.

COST QUOTE FORM
MONOCHROME COPIERS
BAND 3

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 30,000 month

Copy speed 30 cpm

Features:

1,000 sheet paper capacity

2 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 15,000 copies/month.

C00016

COST QUOTE FORM
MONOCHROME COPIERS
BAND 4

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 45,000 month

Copy speed 40 cpm

Features:

1,500 sheet paper capacity

3 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter (indicate sheets)

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory
included in the base machine if needed for
ordering.)

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies
excepting paper for 22,500 copies/month.

000017

**COST QUOTE FORM
MONOCHROME COPIERS
BAND 5**

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 65,000 month

Copy speed 50 cpm

Features:

1,500 sheet paper capacity

3 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter (indicate sheets)

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 32,500 copies/month.

COST QUOTE FORM
MONOCHROME COPIERS
BAND 6

000018

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 80,000 month

Copy speed 60 cpm

Features:

1,500 sheet paper capacity

4 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter (indicate sheets)

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 40,000 copies/month.

COST QUOTE FORM
MONOCHROME COPIERS
BAND 7

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 150,000 month

Copy speed 70 cpm

Features:

1,500 sheet paper capacity

4 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter (indicate sheets)

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 75,000 copies/month.

COST QUOTE FORM
COLOR COPIERS
BAND 1

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 10,000 month
Copy speed 3 cpm
Features:
250 sheet paper capacity
Bypass tray
Auto document feeder

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

**COST QUOTE FORM
COLOR COPIERS
BAND 2**

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 20,000 month

Copy speed 11 cpm

Features:

500 sheet paper capacity

Bypass tray

Auto document feeder

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

COST QUOTE FORM
COLOR COPIERS
BAND 3

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 45,000 month

Copy speed 21 cpm

Features:

1,500 sheet paper capacity

2 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter

(indicate sheets)

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

COST QUOTE FORM
COLOR COPIERS
BAND 4

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 40,000 month

Copy speed 31 cpm

Features:

1,000 sheet paper capacity

3 paper sources

Auto duplexing

Auto document feeder

Electronic sorting or finisher/sorter (indicate sheets)

SPECIFICATIONS OF MACHINE BID

(Include item/model #'s for any accessory included in the base machine if needed for ordering.)

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copier

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DIGCOP12

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Company

Authorized Signature

Date