



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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED
07/03/2012

BID OPENING DATE: 07/26/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
SEE ATTACHED PAGES.						
END OF ADDENDUM NO. 2						
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: 2**

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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:**

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

**Description of Modification to Solicitation:** To move the bid opening date and attach the pre-bid sign in sheets.

**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

1. The bid opening date has moved from 07/10/2012 to 07/26/2012.
2. The questions submitted will be answered and issued under separate addendum.
3. Pre-bid sign in sheet attached.

**SIGN IN SHEET**

Request for Proposal No. DIACOP12

PLEASE PRINT

Date: 6/19/2012

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Sharp Electronics Corp</u> Rep: <u>Christine Bush</u> Email Address: <u>bushc@sharpsec.com</u>	<u>1 Sharp Plaza</u> <u>Mahwah NJ</u> <u>704104</u>	PHONE <u>804 519 3703</u> TOLL FREE FAX <u>888 757 8449</u>
Company: <u>Compton Office Machines Co</u> Rep: <u>Dan Smith</u> Email Address: <u>comptoncopiersoles@winetire.com</u>	<u>1829 Bigley Ave</u> <u>Charleston WV 25302</u>	PHONE <u>304-343-5683</u> TOLL FREE FAX <u>304-720-3002</u>
Company: <u>CWS</u> Rep: <u>BRIAN McPHERSON</u> Email Address: <u>BRIANCWS@CWSCopiers.com</u>	<u>Po box 26</u> <u>PARKERSBURG WV 26101</u>	PHONE <u>304-424-6800</u> TOLL FREE FAX <u>304-424-6078</u>
Company: <u>CUSA (CANON USA/INC)</u> Rep: <u>Don Hartenstine</u> Email Address: <u>dhartenstine@CUSA.CANON.COM</u>	<u>730 Moores Mt Rd</u> <u>Lewisberry PA 17339</u>	PHONE <u>717 608 8857</u> TOLL FREE FAX <u>516 328 5459</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE FAX _____

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# SIGN IN SHEET

Date: 6/19/2012

Request for Proposal No. DIECOPI2

PLEASE PRINT

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>KOMAX Business Systems</u>	<u>500 D Street,</u>	PHONE <u>304-744-7440</u>
Rep: <u>Rebecca Offutt</u>	<u>South Charleston, WV</u>	TOLL FREE <u>888-483-7440</u>
Email Address: <u>boffutt@komaxwv.com</u>	<u>25303</u>	FAX <u>304-744-7450</u>
Company: <u>KONICA Minolta</u>	<u>30 Robin Drive</u>	PHONE <u>724-554-4243</u>
Rep: <u>Bob Tomsic</u>	<u>Washington, PA 15301</u>	TOLL FREE
Email Address: <u>rtomsic@KMBS.KONICAMINOLTA.US</u>		FAX
Company: <u>Komax Business Systems</u>	<u>500 D ST</u>	PHONE <u>304-744-7446</u>
Rep: <u>DAVID Humphrey</u>	<u>So. Charleston, WV 25303</u>	TOLL FREE <u>888-483-7446</u>
Email Address: <u>dhamphrey@suddenlink.net</u>		FAX <u>304-744-7450</u>
Company: <u>Ford Business Machines, Inc.</u>	<u>700 Laurel Dr</u>	PHONE <u>724-629-9050</u>
Rep: <u>Mickey Kenney</u>	<u>Pennellsville, PA 15425</u>	TOLL FREE <u>800-633-3673</u>
Email Address: <u>mkenney@bmf.com</u>		FAX <u>724-628-2782</u>
Company: <u>RICOH Business Solutions</u>	<u>Clase Tower</u>	PHONE <u>304-347-2383</u>
Rep: <u>Key ARMSTRONG</u>	<u>707 Virginia St</u>	TOLL FREE <u>800-727-4267</u>
Email Address: <u>Key.ARMSTRONG@RICOH-USA.COM</u>	<u>Charleston WV 25301</u>	FAX <u>304-342-4588</u>

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# SIGN IN SHEET

Request for Proposal No. DFCOP12

PLEASE PRINT

Date: 6/19/2012

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Ricoh Americas Corporation</u>	<u>14007 ST. REGINA CT</u>	PHONE <u>804-608-8300</u>
Rep: <u>STEVE NORDHEIM</u>	<u>MIDDLETON VA 23112</u>	TOLL FREE <u>N/A</u>
Email Address: <u>steve.nordheim@rich-usa.com</u>		FAX <u>804-608-8033</u>
Company: <u>Richardson Copy Concepts</u>	<u>72 East Cove Ave</u>	PHONE <u>(304)-242-1030</u>
Rep: <u>Andy Richardson</u>	<u>Wheeling WV 26003</u>	TOLL FREE <u>(800)-444-2079</u>
Email Address: <u>andy.r@richardsoncopy.com</u>		FAX <u>(304)-242-8009</u>
Company: <u>WV Business Products</u>	<u>1026 4th Avenue</u>	PHONE <u>304-525-4714</u>
Rep: <u>Hal Zimmer / Steve Damrow</u>	<u>Huntington WV 25701</u>	TOLL FREE <u>800-926-1268</u>
Email Address: <u>HAIZ@wvbusinessproducts.com / Damrow@wvbusinessproducts.com</u>		FAX <u>304-525-5711</u>
Company: <u>Pomeroy</u>	<u>500 Westmoreland Office Park</u>	PHONE <u>304-746-1434</u> <u>25756</u>
Rep: <u>David Chambers</u>	<u>Dunbar, WV 25064</u>	TOLL FREE
Email Address: <u>dchamber@pomeroy.com</u>		FAX <u>304-746-4439</u>
Company: <u>Superior Office Services, Inc</u>		PHONE <u>304-414-7250</u>
Rep: <u>DOUG FACEMYRE</u>		TOLL FREE <u>800-826-9758</u>
Email Address: <u>DFACEMYRE@SuperiorWV.com</u>		FAX <u>304-414-7051</u>

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**SIGN IN SHEET**

Request for Proposal No. DIACOP12

PLEASE PRINT

Page 4 of 5  
Date: 6/19/2012

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>AARON'S BUSINESS SOLUTIONS</u> Rep: <u>ROB HANNA</u> Email Address: <u>ROB.HANNA@AARONSPRODUCTS.COM</u>	<u>P.O. Box 332</u> <u>Huntington, WV 25708</u>	PHONE <u>304-342-4637</u> TOLL FREE <u>800-642-1930</u> FAX <u>304-525-3069</u>
Company: <u>AARON'S PRODUCTS, INC</u> Rep: <u>MARK SALMONS</u> Email Address: <u>MARK.SALMONS@AARONSPRODUCTS.COM</u>	<u>PO Box</u> <u>Hdgn WV 25708</u>	PHONE <u>304-342-4637</u> TOLL FREE <u>800-642-1930</u> FAX <u>304-525-3069</u>
Company: <u>TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.</u> Rep: <u>Ned Bergen</u> Email Address: <u>Ned.Bergen@TABS.TOSHIBA.COM</u>	<u>6382 Creekside TRAIL</u> <u>Solon, OH 44139</u>	PHONE <u>216 798-0811</u> TOLL FREE FAX <u>949-462-2557</u>
Company: <u>Altera Technologies, Inc</u> Rep: <u>Paul Lipscomb</u> Email Address: <u>Paul.Lipscomb@Altera.com</u>	<u>1041 8th Ave</u> <u>Huntington, WV 25701</u>	PHONE <u>304-546-1496</u> TOLL FREE <u>800-642-1930</u> FAX <u>304-525-3069</u>
Company: <u>XEROX - Peake Office Solutions</u> Rep: <u>Beth Marcum</u> Email Address: <u>bmarcum@PeakeOffice.com</u>	<u>P.O. Box 2384 - Huntington, WV <sup>25724</sup></u> <u>716 Lee Street, Charleston, WV <sup>25301</sup></u>	PHONE <u>304-638-5005</u> TOLL FREE <u>off. 304-720-4009</u> FAX <u>304-781-2342</u>

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**SIGN IN SHEET**

Request for Proposal No. DIACOP12

PLEASE PRINT

Date: 6/19/02

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>XEROX - PEAK OFFICE Solutions</u> Rep: <u>Rick Chapman</u> Email Address: <u>Rick@PEAKOFFICE.com</u>	<u>716 Lee St. Charleston, WV <sup>25301</sup></u>	PHONE <u>304-633-9601</u> TOLL FREE <u>304-726-4009</u> FAX <u>304-781-2342</u>
Company: <u>Kyocera - Packard Business Systems</u> Rep: <u>Paul D. Harper</u> Email Address: <u>p.harper@pbs.wv.com</u>	<u>3619 7th Ave <sup>WV 25387</sup> Charleston</u>	PHONE <u>304-744-8241</u> TOLL FREE FAX <u>304-744-4114</u>
Company: <u>Remco Sales &amp; Service, Inc</u> Rep: <u>John Young</u> Email Address: <u>john.remco@suddenlinkmail.com</u>	<u>721 Washington St W,                      Charleston, WV 25302                      -OR-                      P.O. Box 2907 - Charleston, WV 25330</u>	PHONE <u>304-342-0183</u> TOLL FREE <u>806-401-0686</u> FAX <u>304-342-0184</u>
Company: <u>WV Purchasing Division</u> Rep: <u>Tara Lytle</u> Email Address: <u>tara.l.lytlewv.gov</u>	<u>2019 Washington Street, E                      Charleston, WV 25305</u>	PHONE <u>304-558-2544</u> TOLL FREE FAX <u>304-558-4115</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL _____ FREE _____ FAX _____

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: 2**

**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