



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
08/03/2012

BID OPENING DATE: 08/30/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 4 SEE ATTACHED PAGES. END OF ADDENDUM NO. 4		
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: 4

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 move the bid opening date, vendor questions and responses attached, revised pricing pages attached, include newest version of the Purchasing Affidavit and open vendor question deadline to August 13, 2012.

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 08/07/2012 to 08/30/2012.
2. Vendor questions and responses attached. See Attachment B. New specifications included – See Attachment C.
3. Revised pricing pages attached. See Attachment D.

Vendors registered with the WV State Purchasing Division may download an electronic version of the bid forms at: <http://www.state.wv.us/admin/purchase/newbul.htm>

Vendors not registered with the WV Purchasing Division may request an electronic copy by contacting Tara Lyle with the WV Purchasing Division at Tara.L.Lyle@wv.gov. Please be sure to include the RFQ number in the subject line of your email.

4. Revised Cost Quote Forms attached. See Attachment E.
5. Newest version of Purchasing Affidavit attached.
6. Additional vendor questions will be accepted until close of business on August 13, 2012.

ATTACHMENT B

Vendor questions and responses.

ATTACHMENT B

QUESTIONS:

- Q1: Page 21: It states that only 8 1/2 X 14 paper sizes are required. You have many agencies that use 11 X 17. Usually the Band 1 equipment doesn't require 11 X 17, but the other Bands do.
- A1: If applicable to a particular band, the machine must be capable of copying 11 x 17 as well as 8 1/2 x 11 and 8 1/2 x 14.
- Q2: Will there be multiple awards or just one vendor?
- A2: One vendor.
- Q3: Can we use a third party leasing company for rentals?
- A3: If a third party leasing company is used, they will be held to the specifications of the contract.
- Q4: Will you issue purchase orders and make payments to our authorized dealers?
- A4: We will award the purchase order to the apparent successful vendor. Agencies will produce release orders based on their needs. Payment will be made to the vendor listed on the purchase order.
- Q5: Can you tell what the total spend was on the recently expired contract DIGCOPP09 was?
- A5: We do not have the ability to provide that information.
- Q6: Where can I find protocols on state degaussing, sanitizing or the destruction of a hard drive for this RFQ?
- A6: Data storing devices on equipment must not be encrypted in such a way that would prevent any State agency from removing stored data at time of retirement.
- Q7: Is "reverse video graphic effects" a mandatory requirement for all bands?
- A7: Yes as well as the other scenarios listed in the specifications.
- Q8: Due to the needs in a contract such as this, please consider placing more than one acceptable vendor on the contract. Only giving 1 vendor the opportunity has a negative effect on West Virginia based firms and may not be in the best interest for the state long term.
- A8: Award of the DIGCOP12 contract will be to one vendor.

- Q9: Please provide a definition for newly manufactured.
- A9: Newly manufactured means manufactured in the current year and has not been used.
- Q10: Please review how the peripheral section of the bid will be considered. Not all devices have the same type of peripherals available.
- A10: Optional accessories will be applicable to a band. Please see revised bid form.
- Q11: 23 Cancellation – The purchasing division Director may cancel any purchase or contract upon 30-days written notice to the vendor in accordance with WV Code of State Rules. – How many times, if any times was this executed on the last contract (digcop09) by a state agency/political subdivision.
- A11: To best of our knowledge, no cancellations were executed on the last contract.
- Q12: Do Political subdivisions utilize this same clause as well, and if yes do they have to be approved through purchasing?
- A12: We are not associated with political subdivisions so we cannot speak on their behalf.
- Q13: Pricing – When pricing the state could separate the rental cost and the cost per copy maintenance (true cost).
This would allow agency to choose between usage or volume included at their current monthly volumes;
[rental + usage each month] or [rental + (CPC x current volume) = monthly payment
- A13: See revised pricing pages. The usage has remained the same due to agencies not getting a fluctuating billing every month. With a set usage amount, agencies can budget monthly expenditures.
- Q14: Based on pre-bid meeting, we were ask to submit our thoughts.

H & I Copier Classifications – Based on the new standards in technology can the state adjust the volume bands.

Example Band 1,2,and 3 are all the same machine for most vendors. What is most common:

Band 1 minimum 20 pages per minute copy/print/scan 8 1/2 by 14 page size optional fax

Band 2 minimum 25 pages per minute copy/print/scan 11 x 17 paper size, optional fax, optional staple finisher.

Band 3 minimum 30 pages ECT.

Color copiers classification

Band 1 minimum 20 pages per minute 11 x 17 c/p/s optional fax, staple finisher

Band 2 minimum 30 pages per minute 11 x 17

Band 3 minimum 40 pages per minute 11 x 17

Band 4 minimum 50 pages per minute 11 x 17

A14: The bands for monochrome and color copiers have changed slightly. Please see revised "Cost Quote Forms". The bands are as follows:

Monochrome:

Band 1 18 cpm

Band 2 25 cpm

Band 3 30 cpm

Band 4 40 cpm

Band 5 50 cpm

Band 6 60 cpm

Band 7 70 cpm

Color:

Band 1 18 cpm

Band 2 25 cpm

Band 3 30 cpm

Band 4 40 cpm

Q15: Will the contract bid opening date be extended to July 17, due to July 4 holiday.

A15: Bid opening will be moved to August 30, 2012. There will be another question deadline. Vendors have until the close of business on August 13, 2012. If necessary, another addendum will be issued to respond and provide clarifications.

Q16: In addition to purchasing and rental quotes for digital and color copiers, would the State of West Virginia also be interested in a quotation for Managed Print Services on a cost per impression basis to cover hardware, break-fix services, and consumables management for the specified equipment?

A16: No.

Q17: What is the minimum term for the contract? Section 3 states a one year term. Section 3 states a one year term, with vendor applying for two, one year extensions. Later, the document states a term of 24, 36, or 48 months plus two, one year extensions. Can you please clarify?

A17: The contract will be a one-year contract with the possibility of two (2) one-year renewals. If an agency decides to lease, a release order will be issued and this particular release may last 24, 36 or 48 months depending on the release order.

Q18: Section seven talks about "roofing systems". Please clarify.

A18: Any sections checked is applicable to the RFQ. If the section does not have a checkmark, please disregard.

- Q19: Leasing (or recurring charges) typically are billed in advance, with usage (variable charges) billed in arrears. Billing recurring charges in arrears may add to the TCO through higher financing rates. Please confirm that leasing or rental fees are allowed to be billed in advance.
- A19: Payment may only be made after the delivery and acceptance of goods, therefore, payment must be made in arrears.
- Q20: Please consider eliminating a volume allowance in the base payment. Including an allowance effectively enforces a volume minimum, which may likely add cost to the State.
- A20: See Question and Answer 14.
- Q21: Please provide the finance rate factors for the state financing contract referenced. Or, should each vendor use their own best available rates?
- A21: The State financing contract is for financings over \$250,000.00. The State's financing contract will probably not be applicable.
- Q22: Is section 23 considered a "termination for convenience", or "termination for breach" clause. The former may add costs to the State for evaluation of termination risk.
- A22: Applicable to both.
- Q23: I would like to request that the contract be changed to a multi-vendor award per band to allow agencies a choice in who they do business with, and to make sure that they are able to obtain systems that will meet all of their copy/print/scan/fax needs. Agencies may have certain functionality needs that may not even be offered by just the lowest bidder.
- A23: The contract will be awarded to one vendor.
- Q24: Document security with hard drives has become a major issue of the past few years. Hard drive security features should include that images of copies, prints, faxes, or scans cannot be accessible during the life of the copier as well as when the copier is returned or disposed of.
- A24: See question and answer 6.
- Q25: I would recommend changing the band 1 color to 11-20 cpm, and adjusting the other color bands accordingly.
- A25: See question and answer 14.

- Q26: I would also suggest adding a few more color bands to the list, maybe up to a 60 cpm band. Color copiers have a much lower cost per page and have more functionality than stand-alone printers, therefore making them a better choice for productivity and cost savings.
- A26: See question and answer 14.
- Q27: Please clarify if 11x17" paper requirement. Which bands if any will be required to have 11x17 capabilities? This is not a feature that can be added at a later time, and systems that have an 11x17 capability can not be equally compared with systems that only make up to 8 ½ x 14" copies/prints.
- A27: If applicable to a particular band, the machine must be capable of copying 11 x 17 as well as 8 ½ x 11 and 8 ½ x 14.
- Q28: On the cost sheets for monochrome systems, why are all of the overages for each band 5000 copies?
- A28: This is an estimate for evaluation purposes only.
- Q29: Should they be adjusted for the allowed number of copies per band?
- A29: No.
- Q30: And should the color bands copy charges be adjusted to higher volumes per band to correspond with the larger/faster systems in each band?
- A30: See question and answer 14. This is an estimate for evaluation purposes only.
- Q31: How will accessories be evaluated? On past contracts the accessory page listed all of the available accessories for each model, but was not apart of the evaluation. Not all manufactures will have the same accessory offerings and this would make it very difficult to evaluate comparable cost.
- A31: The evaluation and basis for award have changed. As stated in the specifications and in earlier responses, the contract will be awarded to one (1) vendor. The successful vendor must be able to provide everything referred to the specifications and addendums for the entire State of West Virginia.

We have chosen the five (5) optional accessory items (Scanning, network printing, fax, staple and document feeder) to be included with each band. You must provide a price for the base machine and these stated accessories according to the revised pricing pages.

The rest of the optional accessories, excluding the five (5) mentioned above, may be purchased from agencies from the vendor's catalog. Vendors must provide a

single percentage discount applicable to all items on your list or catalog of optional accessories. A section has been added to the pricing pages.

The award will be based on the pricing pages only. The "DIGCOP12 – Copier Accessory Option Listing" pages for purchase price and lease options will no longer be applicable to the basis of award. The vendor with the lowest grand total for the pricing pages only, meeting the specifications with the most complete bid will be awarded the contract. There will not be a multiple award contract.

Please see Attachment C for new language.

- Q32: Please provide your current inventory list with lease expiration dates by location with print volumes for monochrome and color.
- A32: We do not have the ability to provide that information
- Q33: Regarding section 6 on page 4, please clarify how many originals and copies of the RFQ for each category, Technical and Cost, the State requires for this solicitation?
- A33: Only one copy of your bid is necessary for submission. However, this section does not apply because this solicitation is not a RFP (Request for Proposal). It is a RFQ (Request for Quotation).
- Q34: Regarding section 6 on page 4, please clarify whether Addendum 1 would be completed and labeled as the Cost proposal.
- A34: This section does not apply because this solicitation is an RFQ or Request for Quotation.
- Q35: Regarding section 6 on page 4, please clarify the items / forms that would be completed and labeled as the Technical proposal.
- A35: This section does not apply because this solicitation is an RFQ or Request for Quotation.
- Q36: Regarding section 13, please provide instructions for the registration process (i.e. web address, contact information, etc.).
- A36: You do not have to be a registered vendor in order to bid on the RFQ. If you are not a registered vendor and you are the apparent successful vendor, you would need to become registered with our office. I have included the link to our website which explains the vendor registration process and as well as the Vendor Procurement Guide.

<http://www.state.wv.us/admin/purchase/VendorReg.html>

<http://www.state.wv.us/admin/purchase/vrc/VPG/default.html>

- Q37: Regarding section 16, will the State permit payment to a leasing agency directly?
- A37: The State can only pay the vendor who is awarded the contract.
- Q38: Regarding section 16, will the State sign lease documents?
- A38: Not if leased through another company.
- Q39: Regarding section 20, if our dealer is located in West Virginia, will we qualify for the West Virginia resident preference by signing a joint venture agreement?
- A39: Please see the West Virginia Code § 5A-3-37 regarding vendor preference.
- Q40: Regarding section 20, where may we obtain a Resident Vendor Certification form?
- A40: Please see our website at the following link:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>
- Q41: Regarding section 21, please provide a list of all registered MBWE, diverse, and small business firms that are currently registered with the State of West Virginia that would qualify for this opportunity.
- A41: Please see our website at the following link:

<http://www.state.wv.us/admin/purchase/VendorReg.html>
- Q42: Regarding section 43, which banking institution manages the State's procurement card program?
- A42: Please contact the State Auditor's Office at 304-558-2251 to obtain more information.
- Q43: Regarding section 43, what level of p-card is used?
- A43: Please contact the State Auditor's Office at 304-558-2251 to obtain more information.
- Q44: Regarding section 49, does the list of persons who will be physically present and working at the Capital Complex need to be submitted with our response or may this requirement be completed upon contract award?
- A44: This may be submitted after the contract award.

- Q45: Regarding section 49, what is the cost associated with the fingerprint and Federal background check?
- A45: We are unable to provide this information, however, the Division of Protective Services at 304-558-9911 may be able to offer more information.
- Q46: Regarding the Specifications section IV. Item F, who is the State's financing partner that facilitates this program?
- A46: See question and answer 22.
- Q47: Regarding the Specifications section V, please clarify the requirement for 5-Year Experience Information. Should this be a free form written description of our experience or do you have a specific format or form that needs to be completed?
- A47: We do not have a specific format or form.
- Q48: Regarding the Specifications section V, where may we locate the Subcontractor/Joint Venture Information form?
- A48: This form is not applicable and is being removed from the specifications.
- Q49: Regarding the Specifications section V, where do we locate the Vendor Information Form?
- A49: This form is not applicable and is being removed from the specifications.
- Q50: The addendum lists 350 or so units, is that the expected number of units to be acquired in the first year of the contract or is that the total number of units within the State's fleet of copiers?
- A50: This is an estimated quantity for bid and evaluation purposes.
- Q51: What is the State's desired rollout schedule (how many new MFDs per month, per year)?
- A51: Unknown.
- Q52: The RFQ does not mention 11 X 17 capability. Most MFDs that only go up to 8 ½ x 14, which are considered an A3 class machine, are not as durable as those that go up to 11 x 17, which is considered an A4 class machine . Is it the intention of this bid to accept the smaller A4 machines for all classes?
- A52: If applicable to a particular band, the machine must be capable of copying 11 x 17 as well as 8 ½ x 11 and 8 ½ x 14.

- Q53: Please clarify the requirement for electronic sorter or finisher sorter (i.e. does it require stapling?).
- A53: It will require stapling
- Q54: Is the State only looking for included monthly impressions on the monochrome units?
- A54: Monochrome copiers will have a monthly copy volumes included on the bands while the color copiers will have per click charge for color and monochrome copies. Also, see question and answer 14.
- Q55: Please clarify which forms / requirements must be completed with the response vs. the forms / requirements that must be completed upon contract award.
- A55: Please refer to the specifications. It is noted which forms are to be submitted with bid or prior to award. Please be sure you have a valid signature on your bid and the cost form should be returned with your bid.
- Q56: May we please have another Q&A submission round to clarify any questions that may result from the first round of responses to vendor questions?
- A56: Another question deadline has been set for 08/13/2012. You may submit additional questions by the close of business. Please refer to Section 4 in the "Instructions to Vendors Submitting Bids" in the original RFQ.
- Q57: To provide the State of West Virginia with a comprehensive response that considers all of your valued feedback, we respectfully request a one week extension for RFP due date.
- A57: The bid opening will be extended to August 30, 2012.

ATTACHMENT C

New specifications.

ATTACHMENT C

1. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 1.1 **“Catalog”** means the price list or sales catalog that includes all items that Vendor can and will sell under this Contract.
 - 1.2 **“Catalog Price”** means the lowest price listed for an Eligible Item in Vendor’s Catalog.
 - 1.3 **“Discount Percentage”** means the percentage discount that Vendor will apply to all Agency purchases of Eligible Items in a given product category
 - 1.4 **“Discounted Unit Price”** means the price of an Eligible Item purchased under this Contract. The Discounted Unit Price is calculated by reducing the lowest Catalog Price for an Eligible Item by the Discount Percentage quoted by Vendor on the Pricing Page.
 - 1.5 **“Eligible Item”** means digital copier optional accessories.
 - 1.6 **Percentage Discount:** Vendor shall quote a single Discount Percentage that will reduce the lowest price shown in the Catalog for every Eligible Item. The resulting Discounted Unit Price shall be the price Agencies pay for purchases of Eligible Items under this Contract.

Vendor shall not incorporate Discount Percentages into its Catalog unless the Vendor clearly shows the Catalog Price and then separately lists the applicable Discount Percentage and the Discounted Price for each Eligible Item.

The Discount Percentage and subsequent Discounted Unit Price derived from that discount must take into account any and all fees, charges, or other miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate Discounted Unit Price for items purchased under this Contract.

2. Catalog:

2.1 Submission. Vendor must submit its Catalog prior to award of this Contract for evaluation purposes. Vendor shall also mail the Catalog free of charge to any Agency desiring to use this contract. Copies of the Catalog may be requested in an electronic format and should be provided in that format if possible. Vendor's Catalog will be used by Agencies to order Eligible Items under this Contract.

2.2 Catalog Modification. The Purchasing Division may permit Vendor to update its Catalog at each renewal date. Determination of whether or not to allow a Catalog update is at the sole discretion of the Purchasing Division. Any request by Vendor to update its Catalog must include a detailed listing of the following: (1) any Eligible Items being removed, Discounted Unit Prices for those items, Agencies quantity usage of those items, and total spent by Agencies on those items; (2) any Eligible Items being added to the Catalog and the Discounted Unit Price of those items; (3) all changes in the Discounted Unit Price to Eligible Items, estimated usage relating to items that have changed in price, and the total impact of the price change on the State; and (4) justification for updating its Catalog. The Purchasing Division may waive the detailed listing requirement if it finds that doing so is in the best interest of the State. Unless an updated catalog is approved, the Eligible Items available under this Contract and prices for those items shall remain unchanged during the term of this Contract.

ATTACHMENT D

Revised Pricing Pages.

DIGCOP12 - Pricing Pages - Revised 8/6/12

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

000018

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

000019

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

000020

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

0.00

0.00

Grand Total including Maintenance Cost:

000021

Accessories listed below are to included to applicable bands for purchase price and lease options listed above. These prices must be included in the pricing above.

Item No.	Description	Brand Name	Model No.	Est. Quantity (EA)	Unit Price	Extended Price
5	Scanning			1		0.00
6	Network printing			1		0.00
7	Fax			1		0.00
8	Staple			1		0.00
9	Document Feeder			1		0.00
Total						0.00

This section will not be included in the basis for award.

Vendor must provide a percentage discount for all applicable optional accessories available in the vendor's product catalog.

Vendor's Discount Percentage _____ %

000022

ATTACHMENT E

Revised Cost Quote Forms.

**COST QUOTE FORM
MONOCHROME COPIERS
BAND 1**

VENDOR: _____

BRAND: _____

MODEL #: _____

MINIMUM SPECIFICATIONS:

Mfg copy volume 5,000 month

Copy speed 18 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 25 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.

**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.

**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

000029

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 18 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 25 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 30 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 40 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

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code §61-5-3*) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

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

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012