



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
11/27/2012

BID OPENING DATE: 12/04/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		985-64		
ADDENDUM NO. 14 SEE ATTACHED PAGES. END OF ADDENDUM NO. 14 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: 14

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: Revised pricing pages attached to change the estimated quantity for monthly maintenance charge per copier and per copy maintenance overage charge on purchased machines – Monochrome Bands 1 through 7 and Color Bands 1 through 4 by multiplying the applicable maintenance estimated quantities by 36 to reflect 36 months of maintenance.

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. Revised pricing pages attached to change the estimated quantity for monthly maintenance charge per copier and per copy maintenance overage charge on purchased machines – Monochrome Bands 1 through 7 and Color Bands 1 through 4 by multiplying the applicable maintenance estimated quantities by 36 to reflect 36 months of maintenance.
2. The bid opening date remains on 12/4/12 at 1:30 pm.

DIGCOP12 - Pricing Pages - Amended And Restated

Item No.	Order Type	Item Description	Brand Name of Item Bid	Model No. of Item Bid	Est. Quantity	Unit Price	Total Price
1	Purchase	Monochrome					
		Band 1					
		Copier			85	\$	-
		Scanning			85	\$	-
		Network Printing			85	\$	-
		Fax			85	\$	-
		Monthly Maintenance Charge Per Copier (0-5,000 copies)			3,060	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			18,000	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier			80	\$	-
		Scanning			80	\$	-
		Network Printing			80	\$	-
		Fax			80	\$	-
		Staple			80	\$	-
		Monthly Maintenance Charge Per Copier (0-15,000 copies)			2,880	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			18,000	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier			50	\$	-
		Scanning			50	\$	-
		Network Printing			50	\$	-
		Fax			50	\$	-
		Staple			50	\$	-
		Monthly Maintenance Charge Per Copier (0-30,000 copies)			1,800	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			18,000	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Staple			30	\$	-
		Monthly Maintenance Charge Per Copier (0-45,000 copies)			1,080	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			18,000	\$	-
		Total for Band 4				\$	-

000004

1	Purchase (cont.)	Monochrome						
		Band 5						
		Copier			20		\$ -	
		Scanning			20		\$ -	
		Network Printing			20		\$ -	
		Fax			20		\$ -	
		Staple			20		\$ -	
		Monthly Maintenance Charge Per Copier (0-65,000 copies)			700		\$ -	
		Per Copy Maintenance Overage Charge (65,001 and up)			18,000		\$ -	
		Total for Band 5					\$ -	
		Band 6						
		Copier			5		\$ -	
		Scanning			5		\$ -	
		Network Printing			5		\$ -	
		Fax			5		\$ -	
		Staple			5		\$ -	
		Monthly Maintenance Charge Per Copier (0-80,000 copies)			150		\$ -	
		Per Copy Maintenance Overage Charge (80,001 and up)			18,000		\$ -	
		Total for Band 6					\$ -	
		Band 7						
		Copier			10		\$ -	
		Scanning			10		\$ -	
		Network Printing			10		\$ -	
		Fax			10		\$ -	
		Staple			10		\$ -	
		Monthly Maintenance Charge Per Copier (0-150,000 copies)			360		\$ -	
		Per Copy Maintenance Overage Charge (150,001 and up)			18,000		\$ -	
		Total for Band 7					\$ -	
		Total Purchase Price of Monochrome Bands 1 through 7						\$ -

000005

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
3	24 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5000 copies)			1	\$	-
		Scanning			1	\$	-
		Network Printing			1	\$	-
		Fax			1	\$	-
		Per Copy Maintenance Overage Charge (5001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-

000007

3	24 Month Lease (cont.)	Monochrome						
		Band 4						
		Copier (including maintenance for 0 - 45,000 copies)		5		\$	-	
		Scanning		5		\$	-	
		Network Printing		5		\$	-	
		Fax		5		\$	-	
		Staple		5		\$	-	
		Per Copy Maintenance Overage Charge (45,001 and up)		500		\$	-	
		Total for Band 4				\$	-	
		Band 5						
		Copier (including maintenance for 0 - 65,000 copies)		5		\$	-	
		Scanning		5		\$	-	
		Network Printing		5		\$	-	
		Fax		5		\$	-	
		Staple		5		\$	-	
		Per Copy Maintenance Overage Charge (65,001 and up)		500		\$	-	
		Total for Band 5				\$	-	
		Band 6						
		Copier (including maintenance for 0 - 80,000 copies)		5		\$	-	
		Scanning		5		\$	-	
		Network Printing		5		\$	-	
		Fax		5		\$	-	
		Staple		5		\$	-	
		Per Copy Maintenance Overage Charge (80,001 and up)		500		\$	-	
		Total for Band 6				\$	-	
		Band 7						
		Copier (including maintenance for 0 - 150,000 copies)		5		\$	-	
		Scanning		5		\$	-	
		Network Printing		5		\$	-	
		Fax		5		\$	-	
		Staple		5		\$	-	
		Per Copy Maintenance Overage Charge (150,001 and up)		500		\$	-	
		Total for Band 7				\$	-	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease					\$	-

800000

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
4	24 Month Lease	Color						
		Band 1						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 1				\$	-	
		Band 2						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 2				\$	-	
		Band 3						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 3				\$	-	
		Band 4						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Staple			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 4				\$	-	
		Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease					\$	-

600000

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
5	36 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			5	\$	-
		Scanning			5	\$	-
		Network Printing			5	\$	-
		Fax			5	\$	-
		Staple			5	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			250	\$	-
		Scanning			250	\$	-
		Network Printing			250	\$	-
		Fax			250	\$	-
		Staple			250	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			105	\$	-
		Scanning			105	\$	-
		Network Printing			105	\$	-
		Fax			105	\$	-
		Staple			105	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-

000010

5	36 Month Lease (cont.)	Monochrome						
		Band 5						
		Copier (including maintenance for 0 - 65,000 copies)		95		\$	-	
		Scanning		95		\$	-	
		Network Printing		95		\$	-	
		Fax		95		\$	-	
		Staple		95		\$	-	
		Per Copy Maintenance Overage Charge (65,001 and up)		500		\$	-	
		Total for Band 5				\$	-	
		Band 6						
		Copier (including maintenance for 0 - 80,000 copies)		70		\$	-	
		Scanning		70		\$	-	
		Network Printing		70		\$	-	
		Fax		70		\$	-	
		Staple		70		\$	-	
		Per Copy Maintenance Overage Charge (80,001 and up)		500		\$	-	
		Total for Band 6				\$	-	
		Band 7						
		Copier (including maintenance for 0 - 150,000 copies)		35		\$	-	
		Scanning		35		\$	-	
		Network Printing		35		\$	-	
		Fax		35		\$	-	
		Staple		35		\$	-	
		Per Copy Maintenance Overage Charge (150,001 and up)		500		\$	-	
		Total for Band 7				\$	-	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease					\$	-

000011

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
6	36 Month Lease	Color						
		Band 1						
		Copier			5	\$	-	
		Scanning			5	\$	-	
		Network Printing			5	\$	-	
		Fax			5	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 1				\$	-	
		Band 2						
		Copier			10	\$	-	
		Scanning			10	\$	-	
		Network Printing			10	\$	-	
		Fax			10	\$	-	
		Staple			10	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 2				\$	-	
		Band 3						
		Copier			215	\$	-	
		Scanning			215	\$	-	
		Network Printing			215	\$	-	
		Fax			215	\$	-	
		Staple			215	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 3				\$	-	
		Band 4						
		Copier			140	\$	-	
		Scanning			140	\$	-	
		Network Printing			140	\$	-	
		Fax			140	\$	-	
		Staple			140	\$	-	
		Per Copy Maintenance Charge (Color)			2,000	\$	-	
		Per Copy Maintenance Charge (Monochrome)			4,000	\$	-	
		Total for Band 4				\$	-	
		Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease					\$	-

000012

Item No.		Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)
7	48 Month Lease	Monochrome					
		Band 1					
		Copier (including maintenance for 0 - 5,000 copies)			30	\$	-
		Scanning			30	\$	-
		Network Printing			30	\$	-
		Fax			30	\$	-
		Per Copy Maintenance Overage Charge (5,001 and up)			500	\$	-
		Total for Band 1				\$	-
		Band 2					
		Copier (including maintenance for 0 - 15,000 copies)			40	\$	-
		Scanning			40	\$	-
		Network Printing			40	\$	-
		Fax			40	\$	-
		Staple			40	\$	-
		Per Copy Maintenance Overage Charge (15,001 and up)			500	\$	-
		Total for Band 2				\$	-
		Band 3					
		Copier (including maintenance for 0 - 30,000 copies)			110	\$	-
		Scanning			110	\$	-
		Network Printing			110	\$	-
		Fax			110	\$	-
		Staple			110	\$	-
		Per Copy Maintenance Overage Charge (30,001 and up)			500	\$	-
		Total for Band 3				\$	-
		Band 4					
		Copier (including maintenance for 0 - 45,000 copies)			50	\$	-
		Scanning			50	\$	-
		Network Printing			50	\$	-
		Fax			50	\$	-
		Staple			50	\$	-
		Per Copy Maintenance Overage Charge (45,001 and up)			500	\$	-
		Total for Band 4				\$	-

7	48 Month Lease (cont.)	Monochrome						
		Band 5						
		Copier (including maintenance for 0 - 60,000 copies)			45	\$	-	
		Scanning			45	\$	-	
		Network Printing			45	\$	-	
		Fax			45	\$	-	
		Staple			45	\$	-	
		Per Copy Maintenance Overage Charge (60,001 and up)			500	\$	-	
		Total for Band 5				\$	-	
		Band 6						
		Copier (including maintenance for 0 - 80,000 copies)			40	\$	-	
		Scanning			40	\$	-	
		Network Printing			40	\$	-	
		Fax			40	\$	-	
		Staple			40	\$	-	
		Per Copy Maintenance Overage Charge (80,001 and up)			500	\$	-	
		Total for Band 6				\$	-	
		Band 7						
		Copier (including maintenance for 0 - 150,000 copies)			30	\$	-	
		Scanning			30	\$	-	
		Network Printing			30	\$	-	
		Fax			30	\$	-	
		Staple			30	\$	-	
		Per Copy Maintenance Overage Charge (150,001 and up)			500	\$	-	
		Total for Band 7				\$	-	
		Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease					\$	-

000014

Item No.	Order Type	Item Description	Brand Name	Model No.	Est. Quantity	Unit Price Per Month	Total Price Per Month (Including Maintenance)	
8	48 Month Lease	Color						
		Band 1						
		Copier			5		\$ -	
		Scanning			5		\$ -	
		Network Printing			5		\$ -	
		Fax			5		\$ -	
		Per Copy Maintenance Charge (Color)			2,000		\$ -	
		Per Copy Maintenance Charge (Monochrome)			4,000		\$ -	
		Total for Band 1					\$ -	
		Band 2						
		Copier			5		\$ -	
		Scanning			5		\$ -	
		Network Printing			5		\$ -	
		Fax			5		\$ -	
		Staple			5		\$ -	
		Per Copy Maintenance Charge (Color)			2,000		\$ -	
		Per Copy Maintenance Charge (Monochrome)			4,000		\$ -	
		Total for Band 2					\$ -	
		Band 3						
		Copier			20		\$ -	
		Scanning			20		\$ -	
		Network Printing			20		\$ -	
		Fax			20		\$ -	
		Staple			20		\$ -	
		Per Copy Maintenance Charge (Color)			2,000		\$ -	
		Per Copy Maintenance Charge (Monochrome)			4,000		\$ -	
		Total for Band 3					\$ -	
		Band 4						
		Copier			50		\$ -	
		Scanning			50		\$ -	
		Network Printing			50		\$ -	
		Fax			50		\$ -	
		Staple			50		\$ -	
		Per Copy Maintenance Charge (Color)			2,000		\$ -	
		Per Copy Maintenance Charge (Monochrome)			4,000		\$ -	
		Total for Band 4					\$ -	
		Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease						\$ -

000015

Total Price for All Items		
Item 1	Total Purchasing Price of Monochrome Bands 1 through 7	\$ -
Item 2	Total Purchas Price of Color Bands 1-4	\$ -
Item 3	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 24 Month Lease	\$ -
Item 4	Total Monthly Lease Price of Color Bands 1 through 4 for 24 Month Lease	\$ -
Item 5	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 36 Month Lease	\$ -
Item 6	Total Monthly Lease Price of Color Bands 1 through 4 for 36 Month Lease	\$ -
Item 7	Total Monthly Lease Price of Monochrome Bands 1 through 7 for 48 Month Lease	\$ -
Item 8	Total Monthly Lease Price of Color Bands 1 through 4 for 48 Month Lease	\$ -
Total Price for All Items		\$ -

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

Authorized Signature: _____

Revised 11/27/2012

000016

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. 11
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7	<input type="checkbox"/> Addendum No. 12
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8	<input type="checkbox"/> Addendum No. 13
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9	<input type="checkbox"/> Addendum No. 14
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10	<input type="checkbox"/> Addendum No. 15

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.