



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

Solicitation

NUMBER
PRI13311

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV PRISON INDUSTRIES
 NORTHERN REGIONAL JAIL AND
 CORRECTIONAL FACILITY
 12TH ST. & GRAVE CREEK ROAD
 MOUNDSVILLE, WV
 26041 304-843-4079

DATE PRINTED
03/05/2013

BID OPENING DATE: 03/20/2013 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	EA		985-26-22-001 DIGITAL MULTIFUNCTION IMAGING SYSTEM		
0002	1	EA		962-46 DELIVERY AND INSTALLATION		
0003	8	HR		952-90 TRAINING		
0004	1	LS		939-27-07-001 MONTHLY MAINTENANCE CHARGE 0-150,000 COPIES		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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0005	1	LS		939-27-07-001		
PER COPY MAINTENANCE OVERAGE CHARGE (150,001 AND UP)						
***** THIS IS THE END OF RFQ PRI13311 ***** 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: PRI13311

000003

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as PRI13311 ("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 extend the bid opening date from 03/06/2013 to 03/20/2013. The responses to vendor questions also attached.

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 AQUESTIONS:

Q1: I wanted to see if the specs for the production b/w copier for WV Prison Industries (RFQ # PRI13311) are set in stone?

Our b/w production system that best meets the specs does not meet all of the specifications. We cannot meet the color scanning, single pass duplex document feeder (3.1.1.5), or scanning to USB (3.1.1.6) with our production systems. While our system will exceed most of the other specs, the ones that I'm questioning are not typical features found on a high volume production copier/printers.

A1: The color scanner is needed so when we scan the color document into the machine, it will convert to black and white without having to include additional steps into the production of the finished product. It is a time saver.

The single pass duplex document feeder is required to copy two-sided documents in one pass rather than having to feed the document twice. Also, this feature requires less operator involvement with the job.

USB – the copier will be located in an inmate work area; therefore, will not be connected to the state's network. This feature is necessary so customer orders can be received via email, put on the USB and taken to the copier. Also, needs to scan back to the USB and taken back to the civilian staff area so proofs, etc. can be emailed back to a customer.

Q2: Also, I did not see any place to quote service/supply pricing. Will operational cost not be a part of the overall calculation?

A2: A revised pricing page is attached. To add Section 3.1.3 as follows:

3.1.3 Service and Maintenance

- A. **Full Service Requirement:** Vendor must have the ability to provide on-site service and maintenance for all Contract Items. Vendor must enter into a full service and maintenance contract for all Contract Items purchased. Vendor should provide a copy of any maintenance agreement for approval prior to award of this Contract. Vendor must provide an 800 telephone number for service support prior to Contract award.

- B. **Maintenance** A preventative maintenance schedule shall be provided as needed on all Contract Items as specified by the manufacturer. This includes, but is not limited to: routine cleaning, lubrications, replacement of unserviceable

parts and all necessary adjustments to ensure successful performance of the equipment.

- C. **Monthly Copy Allowance:** Vendor shall include all service and maintenance costs up to the copy limit specified. Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper) that are necessary to maintain satisfactory performance of the Contract Item. Once the copy limit is exceeded, Vendor may charge a per copy service and maintenance fee that must include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses, and supplies (excepting paper).
- D. **Connectivity Service Support:** Vendor must provide service support to coordinate installation of Contract Items with agency personnel.
- E. **Certification Requirement:** Service representatives must be full time employees of the Vendor or of a subcontracted party designated by Vendor in writing. All service representatives must be factory trained technicians. The State reserves the right to request proof of certification at any time.
- F. **Response Requirement:** Vendors must respond to all requests for service within two (2) working hours of an Agency's request and be on site to complete the repair within eight (8) working hours of the request throughout the term of this Contract. Repetitive complaints concerning the failure to meet this requirement may be cause for cancellation of the contract. Service must be provided during normal working hours (8:00 am to 5:00 pm EST), Monday through Friday, with the exception of State holidays.
- G. **Failure Rate:** If the Contract Items average more than two malfunctions per month for a three (3) month period shall be reviewed by the Agency with the Vendor present to determine a course of corrective action, which may include but not be limited to, replacement of the machine or

cancellation of the order and removal of the machine at no additional cost to the State. All service complaints shall be documented in writing by the Agency.

- H. **Published Specifications:** Vendor must provide published descriptive literature to illustrate compliance with the minimum, mandatory specifications, which include copy volumes per month, copies/minute data, available memory, paper sources and paper capacity prior to award.
- I. **Parts Availability:** Vendors must guarantee that all parts and service on the Contract Items shall be available for a period of seven years from the date of purchase. All parts **SHALL be new**. New means manufactured in the current year and has not been used.
- K. **Firmware/Software:** Vendors shall ensure that it provides all necessary firmware/software with each copier to allow Agency to obtain full use of the copier being installed. The cost of any firmware/software shall be included in the base price of the copier being bid. Vendor and agency must obtain approval from the appropriate entity prior to connecting any firmware/software to a State network. Vendor must provide a copy of any firmware/software agreement for approval prior to award of this Contract.
- L. **Vendor Certification:** Vendor, if other than the manufacturer, should provide the following authorization/certification prior to award of the Contract: Verification from the manufacturer that vendor or vendor's subcontractor is an authorized distributor and/or service representative that is authorized to sell and service manufacturer's products.

CLARIFICATONS:

- C1: The bid opening has moved from 03/06/2013 to 03/20/2013.
- C2: Revised pricing page attached.

C3: To revise Section 4.2 by deleting the following paragraph in its entirety:

4.2 Pricing Page: Vendor should complete the Pricing Page by entering the unit prices for all items listed and performing calculations to arrive at grand total bid. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

And replace with following:

4.2 Pricing Page: Vendor should complete the Pricing Page by entering the brand or manufacturer name, model number, the unit price for all Contract Items listed. Vendors should then multiple the unit price by the quantity to get the extended price. Once extended prices are calculated, Vendors should add all of the Extended Price together to get a Total Cost. Vendors should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

C4: Additional vendor questions relating to this Solicitation may be submitted to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: March 11, 2013 at 3:00 pm

Submit Questions to: Tara Lyle, File 32
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305

Fax: 304-558-4115

Email: Tara.L.Lyle@wv.gov

PRI13311 - Pricing Pages - Revised 3/5/13

Item No.	Item Description	Brand or Manufacturer Name	Model Number	Quantity	Unit Price	Extended Price
3.1.1	Image Runner Advance 8085, or equal			1 ea	\$	\$
3.1.2.1	Onsite Delivey/Installation			1 ea	\$	\$
3.1.2.2	On-site Training			8 hours	\$	\$
3.1.3 (C)	Monthly Maintenance Charge (0-150,000 copies)			150,000 monthly copies	\$	\$
3.1.3 (C)	Per Copy Maintenance Overage Charge (150,001 and up)			10,000 ea	\$	\$

Failure to use this form may result in disqualification.

Total Cost: _____

Vendor Information:

Vendor Name: _____

Contact Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

FEIN: _____

Authorized Signature: _____

800000

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: PRI13311

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.