



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

Solicitation

NUMBER
TAX13001

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 804-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

STATE TAX DIVISION
 REVENUE CENTER
 1001 LEE STREET, EAST
 CHARLESTON, WV
 25301-1725 304-558-8500

DATE PRINTED

10/17/2012

BID OPENING DATE:

10/30/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED FOR THIS SOLICITATION. 2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 01						

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: TAX13001
Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as (“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:

1. To provide answers to questions received for this solicitation.

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

TAX13001
Questions & Answers

1Q. In the past 12 months, multiple vendors have offered responses to heat-applied cigarette tax stamp RFP's issued by State Department's of Revenue. In several instances, States have awarded contracts based solely on price to vendors with limited prior experience in delivering, issue free, production quality tax stamp products for affixation to packs of cigarettes. This has required States to delay introduction of tax stamps or issue purchase orders to alternate vendors for provision of tax stamps after contract awards. In order to protect the State from experiencing such delays and prevent emergency purchase orders, would the State consider adding a formal evaluation criteria to the RFP that requires vendors to describe their past experience and qualification for meeting the general requirements as described in section 3.1 of RFP?

1A. A section can be added to ask the vendor to supply their past experience and qualification for meeting the general requirements as described in section 3.1 of the **RFQ**. However, this was not submitted as a "**RFP**" and therefore cannot be assigned points or evaluated for this extra paperwork that is turned in. The bid will still be evaluated and awarded based on the lowest bidder that meets the mandatory specifications listed in the **RFQ**.

2Q. Section 8. Required Documents - Will the State accept Professional Liability insurance in lieu of the bonds requested in the RFP? We currently provide this to numerous State customers.

2A. No. (The solicitation is a RFQ)

3Q. Section 3.1.10.1 - With cutting edge technology in flexographic print we are actually capable of printing multiple layered stamps with improved color, design, and security features all with improved adhesion and stamp transfer. Is this technology acceptable as an alternative process?

3A. No, we prefer to purchase the stamp as requested in the specs, the same as we currently have in inventory.

4Q. Section 3.1.10.1 - Is the State willing to review samples to formulate an opinion regarding Question #2?

4A. We've already seen the stamps and would prefer to purchase the stamps that we currently have in inventory.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TAX13001

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 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 acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012