



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

Solicitation

NUMBER
TCARD13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
PAUL REYNOLDS 304-558-0468

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

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

DATE PRINTED
02/04/2013

BID OPENING DATE:

02/28/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #01		
				THIS ADDENDUM IS CREATED TO REPLACE COST SHEET AND AMEND COST SHEET INFORMATION.		
				1) TO CHANGE SECTION B IDENTIFICATION:		
				FROM: SECTION B - REBATES		
				TO: SECTION 2 - REBATES		
				2) ADD: ESTIMATED QUANTITY AMOUNTS		
				BID OPENING DATE REMAINS 02/28/2013 AT 1:30 P.M.		
0001		EA		946-35		
				CREDIT CARD, CHARGE CARD SERVICES		
				***** THIS IS THE END OF RFQ TCARD13 ***** 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: TCARD13

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as TCARD13 (“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 Section B change

Description of Modification to Solicitation: Revised Cost Sheet

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. To replace cost sheet and to amend section B.

Change:

From: Section B - Rebates

To: Section 2 - Rebates

2. Add: Estimated quantity amounts
3. Bid Opening remains 02/28/2013 at 1:30 P.M.
4. The addendum acknowledgement is attached. This document should be signed and returned with your bid. Failure to sign and return may result in disqualification.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TCARD13

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 acknowledgment should be submitted with the bid to expedite document processing.

**REQUEST FOR PROPOSAL
(TCARD 13)**

Attachment C: Cost Sheet

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.

Section 1: Fees

Please complete the below cost chart for charges applicable to card usage. Quantities are provided for evaluation purposes only.

Product/Service	Unit Cost (Charge to Individual Cardholder)	Estimated Quantity	Extended Cost
Corporate Travel System-Air Central Bill		183	\$0.00
Card Replacement		50	\$0.00
MIS Reports		1200	\$0.00
\$350,000.00 Travel Accident Insurance (CCS)		200000	\$0.00
\$200,000.00 Travel Accident Insurance (CTS)		1340	\$0.00
\$500,000.00 Travel Accident Insurance		7000	\$0.00
Primary Collision Damage Insurance (Full Value)		32000	\$0.00
\$2,000.00 Excess Baggage Insurance Checked and Carry On		3000	\$0.00
Foreign Currency Conversion		2000	\$0.00
Cash Advances/ATM Access		20000	\$0.00
		Subtotal A:	\$0.00

Section 2: Rebates

Please enter percentage rebate for all of the below volume categories. Evaluation will be based on \$10,000,000.01-\$15,000,000.00.

Qualifying Annual Volume	Rebate Percent	Estimated Volume	Amount of Rebate
\$0.00-\$1,000,000.00			
\$1,000,000.01-\$5,000,000.00			
\$5,000,000.01-\$10,000,000.00			
\$10,000,000.01-\$15,000,000.00		\$9,400,000.00	\$0.00
\$15,000,000.01-\$20,000,000.00			
\$20,000,000.01 and Over			
Subtotal B:			\$0.00

Total Cost for Evaluation (Subtotal A+Subtotal B)

Total:

\$0.00