



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
02/21/2013

BID OPENING DATE: 02/28/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #02		
				THIS ADDENDUM IS CREATED TO ANSWER VENDOR QUESTIONS.		
				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
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: TCARD13
Addendum Number: 2

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:

Description of Modification to Solicitation: Revised Pricing Pages.

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 answer Vendor Question
2. Bid opening date and time remains unchanged
3. 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 acknowledgement should be submitted with the bid to expedite document processing.

TCARD13 Addendum #2

Vendor Questions and Answers

Question #1 – If the State is willing to consider Joint & Several liability for the Travel Card Services?

Answer: No

Question #2 – Is the state planning to grow their purchasing card spend?

Answer: No. To avoid any confusion, this is the state's Travel card, not Purchasing Card.

Question #3 – Is West Virginia willing to reduce the number of cards currently being used?

Answer: No

Question #4 – What percentage of the current spend is large ticket = <\$7200.

Answer: Less than 1% of the state's total transactions were over \$6,900 which is the current large ticket benchmark. The total of all transactions over that \$6,900 mark was only around \$200,000.

Question #5 – Please provide details of why the card program is up for bid.

Answer: Current contract is to expire soon.

Question #6 – With reference to liability for the cards are you looking for an individual bill, individual pay or central pay travel card program?

Answer: Individual bill, individual pay

Question #7 – How much will the cards be used for International travel? Do you currently have any issues with card acceptance when an individual is traveling internationally?

Answer: "International travel is a small percentage of the overall spend on this contract. No issues have been reported with card acceptance for international travel."