



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

Solicitation

NUMBER
I SCP0009

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - OPERATIONS MANAGER
 1900 KANAWHA BLVD. E.
 BUILDING 5, 10TH FLOOR
 CHARLESTON, WV
 25305 304-558-0855

DATE PRINTED
10/15/2013

BID OPENING DATE: 10/24/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 03						
THIS ADDENDUM HAS BEEN ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	6,000	EA		310-30-04-002		
	6" ENVELOPE WITH WINDOW					
	PLAIN WHITE WOVEN. STANDARD. QUANTITY PER CTN:5M					
***** THIS IS THE END OF RFQ I SCP0009 ***** 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: ISCP0009
Addendum Number: 3

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:

To provide Attachment A that was left out of the original solicitation by mistake. This attachment provide the dimensions for the requested envelope

To provide answers to the technical questions

There is no change to the bid opening date

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

Addendum One ISCP0009- Technical Questions Feedback

RFQ Description: This is to set up an open-end contract with a vendor to provide special 6" window envelopes per the descriptions listed.

VENDOR: "On the above mentioned RFQ, the envelope calls for a security inside tint. Does it matter if it is black or blue?"

WVOT SME : There is no preference to blue or black.

VENDOR: "Also, is it possible to get a sample envelope?"

WVOT SME: We encourage the vendor to refer to the diagram for a very detailed description of the envelope and its dimensions

VENDOR: What will our trucking company be responsible for. I was wondering if you could specify a little more on delivery for me please. What will our trucking company be responsible for, Inside delivery, unloading truck with pallet jack. Etc

WVOT SME: Delivery on time. Call upon arrival. We will unload the shipment ourselves. No damage to the product during shipping.

Once they have parked, they will need to call in the print room...304-558-6380 and let them know that there is a delivery. We will then send someone out and unload the truck

VENDOR: Is there a truck well?

WVOT SME There is a loading dock.

VENDOR: Are we just going to back up in truck well if you have one and someone will unload us.?

WVOT SME :We will unload the truck at the loading dock.

VENDOR: The ship to point says building 5 10th floor, will that have anything to do with us.

WVOT SME : No, the delivery point should be:

1900 Kanawha Blvd

Charleston WV 25305

Bldg 6 , Rm B-148

Loading is adjacent to Bldg 6.

Addendum One ISCP0009- Technical Questions Feedback

VENDOR: What is the current flap size, throat, and length?

WVOT SME: We encourage the vendor to refer to the Attachment A for a very detailed description of the envelope and its dimensions.

VENDOR: Is there any printing besides the inside security tint?

WVOT SME: No, there is no printing in/on the envelope except the tint.

VENDOR: Are you currently having glue issues (3.3.1.5)

WVOT SME: No, we are not.

VENDOR: Can you send samples of the current product so my plant can assure an accurate bid?

WVOT SME: No.

***** End of Questions

Side Seam Envelope

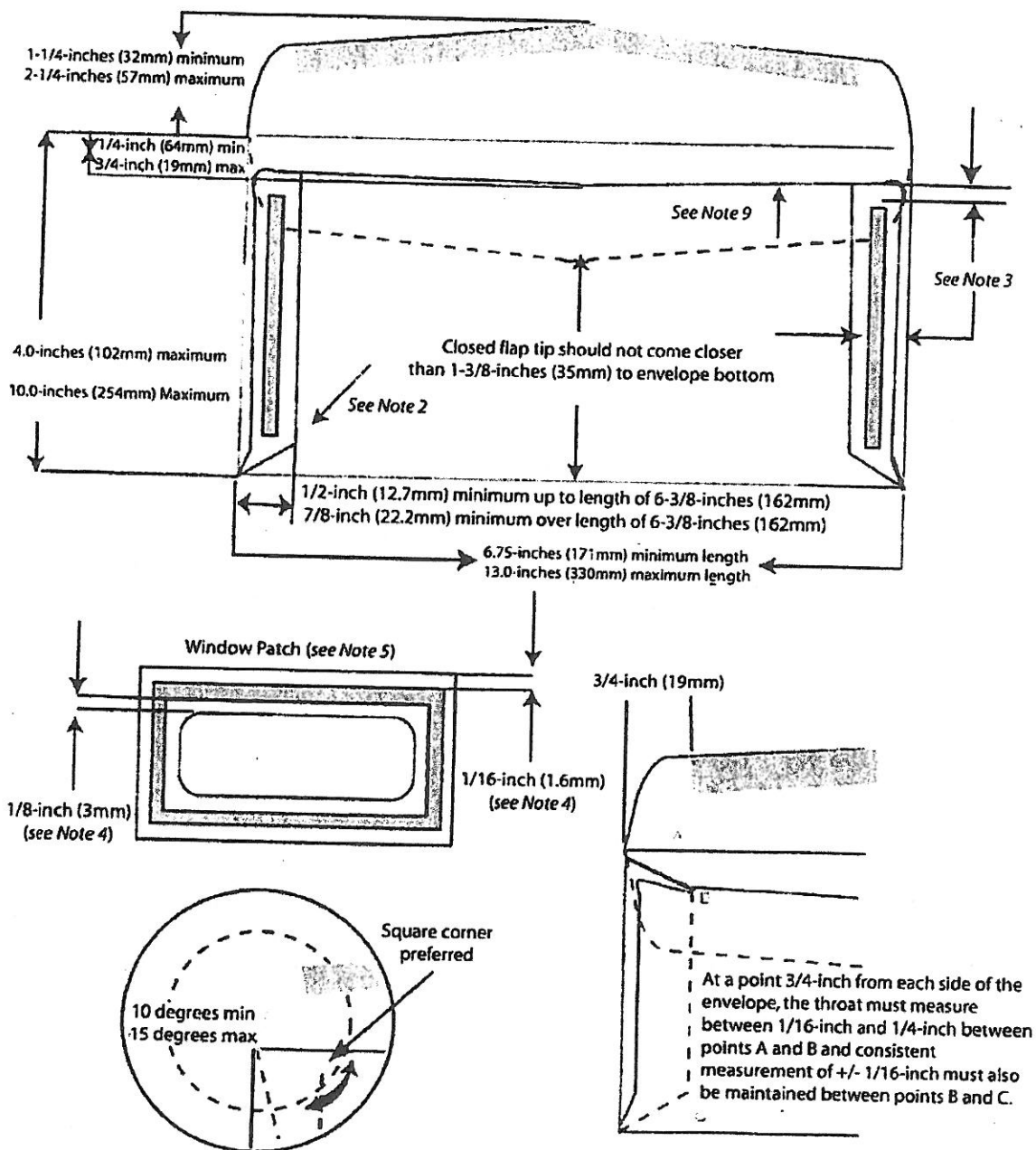


Figure 1-9: Side Seam Envelope Diagram

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ISCP0009

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