



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

# Solicitation

NUMBER
ISCP0039

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV OFFICE OF TECHNOLOGY  
 1900 KANAWHA BLVD., E.  
 BUILDING 5, 10TH FLOOR  
 CHARLESTON, WV

25304

304-558-5472

DATE PRINTED
12/18/2013

BID OPENING DATE: 12/26/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.01						
ADDENDUM ISSUED TO PUBLISH AND DISTRIBUTE THE ATTACHED INFORMATION TO THE VENDOR COMMUNITY.						
0001	1	EA	920-43	TONER CARTRIDGE		
0002	1	EA	920-43	DEVELOPER CARTRIDGE		
***** THIS IS THE END OF RFQ ISCP0039 *****					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: ISCP0039  
Addendum Number: No. 01

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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.) Addendum for the West Virginia Office of Technology purchase of toner and developer issued to distribute and publish vendor submitted questions and agency's response to those questions as attached.
- 2.) No other changes.

**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

Date Received: 12/16/2013

JSCP0039

**Vendor Submitted Questions and Agency Responses**

**Q.1. What type of documentation is acceptable for proof of delivery of toner and developer?**

A.1. An invoice with detailed information, including PO #.

**Q.2. Are hand delivered, Fed Ex, and USPS delivery acceptable means of delivery?**

A.2. Prefer Fed Ex, UPS.

**Q.3. How often can an invoice be sent in for goods delivered?**

A.3. We need an invoice for each shipment once it has been shipped.

**Q.4. What are the specs of the payment procedure of State of WV?**

A.4. Once a vendor is correctly registered with the Division of Finance, Division of Purchasing and the Secretary of State payment for products is dispensed based on the information received during the registration process.

**Q.5. For the bid type, please explain the difference in the technical bid and the cost bid and if required for this solicitation.**

A.5. A Request for Proposal consist of a Technical submission and a Cost submission separately. This solicitation is a Request for Quotation where cost is the evaluation factor. This solicitation requires that you complete the Pricing Page as well as any other forms that are part of the solicitation.

**Q.6. May I submit the bid via USPS certified mail? Or email or fax?**

A.6. Purchasing Division will accept bids by: Certified Mail, Fax, and hand delivery. Purchasing does not accept bids by email.

**Q.7. Is there a guarantee of amount of purchase, or a minimum that will be purchased of toner and developer?**

A.7. This is an "Open-End Contract" where quantities are approximates only, based on estimates from the Agency. The Contract shall only cover the quantities actually ordered for delivery under the term of the Contract.

**Q.8a. The IBM products you are asking for come in cases.( 1402833 - 8/ctn and 69G7379 - 2/ctn). Do you want pricing on cartons or broken down by units?**

A.8. For evaluation purposes pricing needs to be provided as Pricing Sheet request.

\*\*\*\*\*END OF QUESTIONS

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: ISCP0039**

**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