



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

Solicitation

NUMBER
ISCP0070

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - DATA CENTER MANAGER
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

DATE PRINTED
03/26/2014

BID OPENING DATE: 04/08/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
ADDENDUM FOR THE ABOVE SOLICITATION ISSUED TO PUBLISH AND DISTRIBUTE THE ATTACHED INFORMATION TO THE VENDOR COMMUNITY.						
0001	1	EA	395-50	ROLLED PAPER 12"X8.5" 1000 SHEET ROLL		
0002	1	EA	395-50	ROLLED PAPER 9.5"X 11" 1000 SHEET ROLL		
0003	1	EA	395-50	ROLLED PAPER 9.5"X 11"PERFORATED 1000 SHEET ROLL		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ ISCP0070 ***** 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: ISCP0070
 Addendum Number: No. 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. Addendum for the Office of Technology, rolled paper solicitation issued to publish and distribute the vendor's submitted questions and the agencies responses.
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

ISCP0070
Vendor submitted Questions and Agency responses

1. Are the forms currently being used an 84 bright paper or a 92 bright?
 - A.1. We are currently using 84 bright paper.
2. Page one lists each of the three items as 1000 sheet rolls. Is this correct? In section 3.1.3, it says the diameter of the rolls are 47-50". That would be considerably more than 1000 sheet rolls.
 - A.2. The 1000 sheet rolls is listed to appropriate a standard unit of measure. The rolls we currently receive are 46,000-60,000 sheets per roll,
3. On page 19, section 3.1.1 A, the description lists the form as 12" x 8.5" with .5" on each side with pin feed holes. Are the .5" on each side of the form perforated so as to be removed? Does the 12" x 8.5" size of the form include the .5" on each side, or is the basic form 12" x 8.5" plus the .5" on both sides so that the form is actually 13" x 8.5" while the pinholes are still attached?
 - A.3. There are no perforated edges on the 12" x 8.5". This a basic form, 12" x 8.5", .5" is included in the 12".
4. Also, on page 19, section 3.1.1 A, the description says **smooth edge perforation should occur every 8.5"**. In order to obtain a smooth edge Perf, the tied Perf would have to be 50. In section 3.1.12.1 it lists the description as 8-10 edge tied Perfs. That would **not** be a smooth edge. Please clarify.
 - A.4. We currently get our paper supply from Enterprise Group. We are using 8-10 edge tied perfs and it is a smooth edge.
5. Is it possible to obtain one each of the three forms being bid?
 - A.5. No.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ISCP0070

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