



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

**Solicitation**

NUMBER
WWV14666

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
GUY NISBET
304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

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WORKFORCE WEST VIRGINIA  
 OFFICE OF ADMIN. SUPPORT-5302  
 112 CALIFORNIA AVENUE  
 CHARLESTON, WV  
 25305-0112 304-558-2631

DATE PRINTED
08/20/2013

BID OPENING DATE: 08/29/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
ADDENDUM ISSUED TO PUBLISH THE ATTACHED INFORMATION TO THE VENDOR COMMUNITY.						
0001	12	MN		939-60		
				FIRST YEAR MAINT. CONTRACT		
0002	1	EA		939-60		
				PER CLICK CHARGES OVER 5000 BLACK & WHITE IMAGES		
0003	1	EA		939-60		
				PER CLICK CHARGES OVER 60,000 COLOR IMAGES		

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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ADDRESS CORRESPONDENCE TO ATTENTION OF
GUY NISBET 304-558-8802

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VENDOR

SHIP TO

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BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0004	12	MN		939-60		
				SECOND YEAR MAINT. CONTRACT		
0005	12	MN		939-60		
				THIRD YEAR MAINT. CONTRACT		
***** THIS IS THE END OF RFQ WWV14666 ***** 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:           WWV14666  
 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:**

Addendum for the open-end contract to provide maintenance and replenishment services for the agency's (WorkForce West Virginia) color printer, issued to publish and distribute the vendors questions and agency response to those questions.

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

**WWV14666**  
**Vendor submitted Questions and Agency Responses**  
**(8/19/2013)**

Q.1. Is there a previous contract for this equipment?

A.1. Maintenance was included in the original purchase BEP0805.

Q.2. Who is the vendor currently servicing the equipment?

A.2. RICOH

Q.3. What was the cost of the last year's contract and is this the same equipment as last year's contract?

A.3. Equipment is not under service contract at this time.

Q.4. Is the contract available for viewing?

A.4. An appointment to view the contract may be made by calling:  
The West Virginia Purchasing Division  
304-558-2306 during hours of  
8:15 AM -4:30 PM Monday thru Friday.

Q.5. Is there a service history available?

A.5. No

Q.6. Is all the equipment up and running?

A.6. Yes

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: WWV14666**

**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