State of West Virginia
Request For Quotation
Office Equip.

Procurement Folder : 756433

Document Description : Multifunction Copier/Printer Rental

Procurement Type : Agency Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2020-08-04	2020-08-14 11:30:00	ARFQ 1300 STO2100000001	4	Final

SUBMIT RESPONSES TO:	VENDOR
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	**Vendor Name, Address and Telephone**

FOR INFORMATION CONTACT THE
Alberta Kincaid
(304) 341-0723
alberta.kincaid@wvsto.com

Signature X **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

ADDENDUM NO. 03 - Addendum issued to correct error in posting of information for Addendum 2. The correct Addendum 2 attachments are now provided.

****

The WV State Treasurer's Office is soliciting bids to establish a contract for the rental of one multifunction copier/printer for use in its print shop services unit.

Base term of rental will be for Two (2) years.

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	Photocopier Rental or leasing service	24.00000	MO		

Commodity Code	Manufacturer	Model #	Specification
80161801			

Extended Description
Multifunction Copier/Printer Machine - Rental

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
2	Printing - Black	48000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Two Year Estimate - Per Click Charge

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
3	Printing - Color	376000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Two Year Estimate - Per Click Charge

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
4	Photocopier Rental - Optional Renewal	12.00000	MO		

Commodity Code	Manufacturer	Model #	Specification
80161801			

Extended Description
Optional Renewal - Year 1

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
5	Printing - Black - Optional Renewal	15000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Estimate - Per Click Charge - Optional Year 1

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
6	Printing - Color - Optional Renewal	150000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Estimate - Per Click Charge - Optional Year 1

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
7	Photocopier Rental - Optional Renewal	12.00000	MO		

Commodity Code	Manufacturer	Model #	Specification
80161801			

Extended Description
Optional Renewal - Year 2

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
8	Printing - Black - Optional Renewal	15000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Estimate - Per Click Charge - Optional Year 2

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
9	Printing - Color - Optional Renewal	150000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Estimate - Per Click Charge - Optional Year 2

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
10	Photocopier Rental - Optional Renewal	12.00000	MO		

Commodity Code	Manufacturer	Model #	Specification
80161801			

Extended Description
Optional Renewal - Year 3

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
11	Printing - Black - Optional Renewal	15000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Estimate - Per Click Charge - Optional Year 3

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
12	Printing - Color - Optional Renewal	150000.00000	EA		

Commodity Code	Manufacturer	Model #	Specification
82121500			

Extended Description
Copies/Prints - Estimate - Per Click Charge - Optional Year 3

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Questions Due by 2:30pm EST	2020-07-27

SOLICITATION NUMBER: **ARFQ STO2100000001**
Addendum Number: **03**

The purpose of this addendum is to modify the solicitation identified as **ARFQ STO2100000001** ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

[ ] Modify bid opening date and time (see below)

[ ] Modify specifications of product or service being sought

[X] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[X] Correction of error *****

[ ] Other

*** Addendum 2 was posted with the incorrect attachments. The correct Addendum attachments are included herewith. The questions/answers sheets will still be considered Addendum 2.**

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFQ STO2100000001

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)

[x]	Addendum No. 1	[ ]	Addendum No. 6
[x]	Addendum No. 2	[ ]	Addendum No. 7
[x]	Addendum No. 3	[ ]	Addendum No. 8
[ ]	Addendum No. 4	[ ]	Addendum No. 9
[ ]	Addendum No. 5	[ ]	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.

ADDENDUM #02
ARFQ STO2100000001

Question 1: Do you require square fold and trim for your booklets?

Answer 1: Square fold and trim are not required but would be welcome.

Question 2: Will does the RFQ require a Fiery?

Answer 2: A Fiery controller is not specifically required. However certain controller related features are required (section 4.1.1.8). This allows the quote to have a Fiery controller or alternative option.

Question 2: Will does the RFQ require a Fiery?

Answer 2: A Fiery controller is not specifically required. However certain controller related features are required (section 4.1.1.8). This allows the quote to have a Fiery controller or alternative option.

Question 3: Do you need a device with a duty cycle of 190,000 impressions or one capable of doing 190,000 impressions per month?

Answer 3: A duty cycle of 30,000 impressions per month would be acceptable.

Question 4: On this request, is the minimum 4 x 6 size for output a necessity? Can it be up to 5 ½ x 5 ½?

Answer 4: 5.5"x5.5" would be acceptable.

Question 5: Approximately how many business/invitation envelopes are being printed each month?

Answer 5: Workload varies, something capable of 3,000 a month would be fine.

Question 6: Approximately how many job codes/departments are being managed/tracked?

Answer 6: Approximately 10 divisions at this time.

Question 7: Do you use any specific platforms such as OneDrive for Business, SharePoint Online, Google Drive, Dropbox, etc.?

Answer 7: None of those platforms are used in conjunction with printing to this copier.

Question 8: What is the largest envelope that will be printed on?

Answer 8: Size 9 x 13

Question 9: What is the smallest envelope that will be printed on?

Answer 9: Size A10

Question 10: What are the maximum number of sheets that require stapling in the corner and the side?

Answer 10: 60 sheets for 24lb paper

Question 11: What are the size of sheets that require stapling in the corner and on the side?

Answer 11: Sizes 8.5x11 / 11x17 / 12x18

Question 12: What are the weight of the sheets that require stapling in the corner and on the side?

Answer 12: Weight is 24lb

Question 13: What are the sizes of sheets that will be saddle stitched?

Answer 13: Sizes 8.5x11 / 11x17 / 12x18

Question 14: What are the weight of the sheets that will be saddle stitched?

Answer 14: Weight is 24lb typically with one sheet of 270gsm cover stock.

Question 15: What are the maximum number of sheets that require saddle stitching?

Answer 15: 32 sheets

Question 16: Will covers need to be inserted in saddle stitch booklets? If so, what are the weights and sizes of the covers?

Answer 16: Yes, covers will be inserted; up to 12x18, 270gsm

Question 17: Please describe your process of archiving jobs with optional settings to be repeatedly printed at a later date.

Answer 17: We currently have the ability to save a completed job with the settings used to print it for future jobs. We also have the capability to modify the archived jobs settings before reprinting.

Question 18: Please describe your Z-fold application and how it differs from the tri-fold application?

Answer 18: The Z-fold folds the paper in a 'Z' shape or fan-fold. The panels do not touch each other. Our tri-fold folds the panels inward over the middle.

