



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
2020-08-07	2020-08-14 11:30:00	ARFQ	1300	STO2100000001	5	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
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

ADDENDUM NO. 04 - Addendum issued to clarify a response to certain questions/answers provided in Addendum 2. No Other Changes.

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 WV25304 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
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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

SOLICITATION NUMBER: ARFQ STO2100000001

Addendum Number: 04

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
- ☒ Attachment of vendor questions and responses *
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

*** Addendum 4 is provided to clarify a response to Addendum 2, vendor questions and agency answers. See clarification request/response below:**

Clarification Request: We want to make sure we understand the specifications correctly. In the RFQ, section 4.1.1.3 it is required that “paper weights up to 32 lb. cover” be supported. But in Addendum 2 in reference to the answers for questions 14 & 15 the requirement is for saddle stitching 32 sheets with one sheet being a 270 gsm cover stock. Since 270 gsm cover is the equivalent of 100 lb. cover we want to make sure we understand correctly the heaviest paper weight that will need to be supported as well as the heaviest cover that will be used in the saddle stitch books.

Agency Clarification/Answer: GSM is probably the better measurement to use since LB can vary. The cover stock we use IS 32lb cover stock however it’s also 270gsm. I’m not sure how the company is measuring the LB value. We would be running 270gsm paper through the machine.

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)

<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 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 acknowledgment should be submitted with the bid to expedite document processing.