



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 1057130
Solicitation Description: ADDENDUM 3 internal mail tracking solution.
Proc Type: Agency Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2022-08-12 14:30	SR 0802 ESR08022200000000470	1

VENDOR
 VS0000017079
 Global Parcel Service, LLC.

Solicitation Number: ARFQ 0802 DMV2300000002
Total Bid: 28512 **Response Date:** 2022-08-12 **Response Time:** 11:37:54
Comments: Payment is net 45 days with no discount

FOR INFORMATION CONTACT THE BUYER

Kristine E James
 304-414-7104
 kristy.e.james@wv.gov

Vendor Signature X	FEIN#	DATE
-----------------------	-------	------

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Internal Mail Tracking System	48.00000	MO	594.000000	28512.00

Comm Code	Manufacturer	Specification	Model #
43231515			

Commodity Line Comments: includes 4 XT3 mobile devices and 2 - 4 bay cradles and all installation and unlimited training

Extended Description:

Internal Mail Tracking Hardware and Software

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Installation and Training	1.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
81111809			

Commodity Line Comments: Included above with unlimited training in line 1

Extended Description:

Installation and Training

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Hardware and Software Maintenance INCLUDED IN COST OF BID	0.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
81112200			

Commodity Line Comments: included above in line 1

Extended Description:

Hardware and Software Maintenance and Support.
INCLUDED IN COST OF BID



XT3

Rugged Touch Computer

Pocket-Sized Powerhouse

XT3 is the next evolution of Janam’s best-selling rugged touch computer. Offering the same industry-leading form factor and ultra-rugged design as Janam’s XT2+, XT3 delivers more features and greater performance to enable a fully connected and super-productive mobile workforce. Smaller, lighter and more advanced than other mobile computers in its class, XT3 combines smartphone styling with all the enterprise-level voice and data capture features businesses require to drive new levels of efficiency and accuracy in transportation, logistics, field service/field sales, retail, hospitality, public safety and other demanding work environments.




Featuring Android 9 (Pie) with Google Mobile Services (GMS), Janam’s XT3 is upgradeable to future versions of Android and has earned Google’s prestigious Android Enterprise Recommended (AER) certification. With AER validation, XT3 is guaranteed to meet the elevated needs of enterprise customers and enables them to confidently deploy, use and manage the XT3 across their organization.

Winning Features:

- Android Enterprise Recommended
- Less than 10 ounces with battery
- NFC “Tap-and-Go” technology
- Certified to support both Apple Wallet and Google Pay
- High-throughput barcode scanning
- Brilliant 5” display with Gorilla Glass 3
- Multiple 5’ drops to concrete
- 4G LTE, Wi-Fi with MU-MIMO technology
- Bluetooth 5.0 (BLE)
- High-sensitivity GPS
- Extended-shift battery life
- UHF RFID sled option
- UL-certified for hazardous environments
- Standard 2-year warranty



 +1.877.JANAM.99






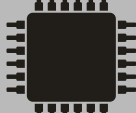






 inquiries@janam.com

 www.janam.com

Equipped with a latest-generation, high-performance, 2D imager offering increased barcode scanning speed and accuracy, front- and rear-facing cameras for capturing high-quality photos and video, low-energy Bluetooth and a built-in NFC reader, the XT3 ensures fast, reliable and secure data capture to streamline operations, improve data integrity and enhance the customer experience. Select versions of XT3 include specialized hardware and software that support Apple Wallet and Google Pay to easily read all contactless passes, including event tickets, transit cards, loyalty cards and boarding passes. XT3 is the only rugged mobile computer that successfully reads both Apple and Google protocols in the same device.

Qualcomm's most advanced Snapdragon octa-core processor provides XT3 users with extremely fast computing speeds for even the most complex applications, while using up to 35 percent less power. 4G LTE and advanced Wi-Fi with Multiple-User Multiple Input Multiple Output (MU-MIMO) technology delivers faster download speeds, real-time responses and enhanced voice and data connectivity. Designed to endure, the XT3 is sealed to IP67 standards and tested against MIL-STD-810 guidelines, providing a waterproof device that can survive repeated drops, vibrations and extreme temperatures.



 ANDROID 9 (PIE)	 1D / 2D BARCODE SCANNING	 5" DAYTIME-READABLE DISPLAY
 13MP/8MP CAMERAS	 MULTIPLE 5' DROPS TO CONCRETE PER MIL-STD-810G	 QUALCOMM 2.2GHZ OCTA-CORE PROCESSOR
 4G LTE TECHNOLOGY	 HIGH-ACCURACY GPS	 IP67 SEALED TO IP67 STANDARD
 BLUETOOTH 5.0 (BLE)	 WI-FI WITH MU-MIMO	 NFC BUILT-IN NFC READER

XT3 Specifications

TECHNICAL

Operating System	Android 9 (Pie) with Google Mobile Services (GMS), OS upgradeable, Android Enterprise Recommended
Processor	2.2GHz Qualcomm Snapdragon™ 660 octa-core
Memory	4GB/64GB (3GB/32GB optional)
Expansion	User-accessible microSD card slot up to 32GB SDHC and up to 512GB SDXC
SIM/SAM Slots	1 micro SIM and 2 micro SAM slots
Power	2900mAh rechargeable and hot-swappable Li-ion battery (5800mAh optional)

PHYSICAL

Dimension	6.1" L x 3.2" W x .8" D / 156mm L x 82mm W x 21mm D
Weight	9.5oz / 272g including battery
Display	5 inch HD (1280x720), IPS, Daylight readable (500 nits), Wide viewing angle, Corning Gorilla Glass
Touch Panel	Multi-touch capacitive touch screen

ENVIRONMENTAL

Operating Temperature	-4° to 140° F / -20° to 60° C
Storage Temperature	-13° to 158° F / -25° to 70° C
Humidity	Non-condensing, 95%
Drop	Multiple 5ft / 1.5m drops to concrete on all sides across a wide temperature range
Water & Dust	IP67
Electro Static Discharge (ESD)	+/- 15kV air; +/- 8kV contact

INTERFACE FEATURES

Audio	3.5mm headset jack; speaker; dual-microphone with noise cancellation and push-to-talk (PTT) support
Alerts	Vibration; LED indicators
LED Indicators	Dual-color
Keypad	9 programmable hard keys
Motion Sensor	Accelerometer; Light Sensor; Proximity Sensor; Gyroscope; Digital Compass

SAFETY / REGULATORY

Safety	IEC 60950-1; EMC; RF; SAR; LED; Laser
Radio	FCC; IC; ICEC; CE
Environmental	UL Listing (US and Canada) Class I Div 2, Groups A, B, C, D, RoHS, China RoHS

DATA CAPTURE

Imager	Honeywell N6703 1D/2D imager
RFID/NFC	Reads NFC Forum Tag 1 to 5, ISO14443 Type A, ISO14443 Type B, ISO15693, MIFARE® 1k/4k/Plus/UltraLight/ DESFire, Sony FeliCa on the 13.56 MHz range, Optional support for Apple Value Added Services (VAS) and Enhanced Contactless Polling (ECP) and Google Smart Tap
Camera	13MP color rear-facing autofocus camera with user-controllable LED flash and 5MP front-facing camera

NETWORK COMMUNICATION

USB	USB 3.0 OTG
WWAN	EDGE/GPRS/GSM: 900/1800/850/1900 WCDMA: B1/2/4/5/6/8/19 LTE FDD: B1/2/3/4/5/7/8/12/13/14/17/19/25/26/20/28 LTE TDD: B38/B39/B40/41
WLAN	802.11a/b/g/n/ac/d/h/i/k/r/v fast roaming, 2x2 MU-MIMO technology
Security	IEEE 802.11n; WEP / WPA / WPA2 / WEP, RC4 Algorithm; TKIP, RC4 Algorithm; AES, Rijndael Algorithm; PEAP/MS-CHAPv2, EAP-TLS; EAP-TTLS; PEAP-GTC; LEAP
WPAN	Bluetooth v5 (BLE)
GPS	GPS with support for GLONASS, Galileo and Beidou

ACCESSORIES

Single-Slot Ethernet Cradle Kit	Single-Slot USB / Charging Cradle Kit
Four-Slot Charging Cradle Kit	Four-Slot Battery Charging Kit
Trigger Handle	Handstrap
Vehicle Cradle	



Janam Technologies
100 Crossways Park West
Suite 105
Woodbury, NY 11797

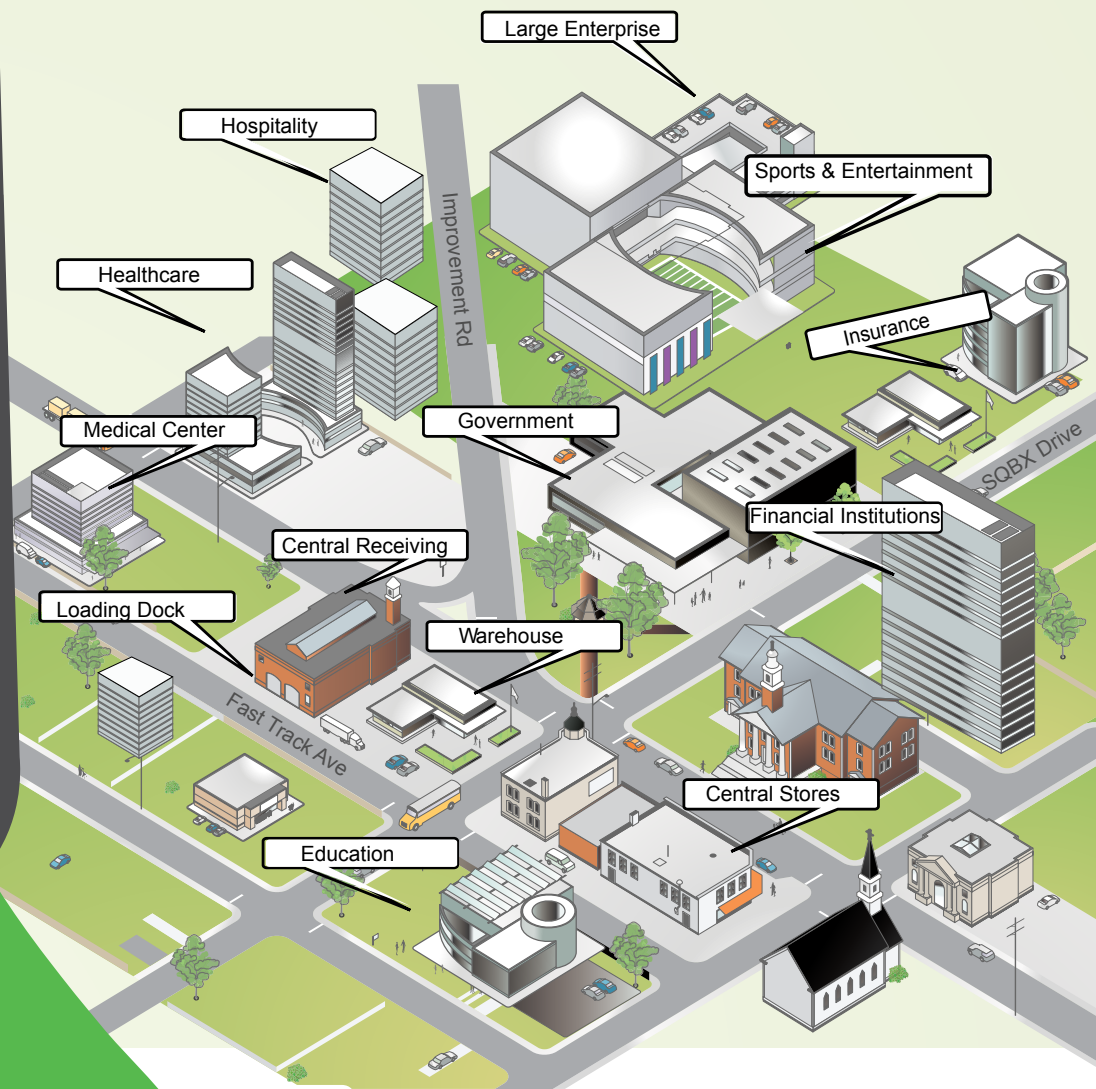
Phone: +1.877.JANAM.99
Local: +1.516.677.9500
Fax: +1.516.320.8031
Email: inquiries@janam.com

Contact Technical Support:
NA: +1.866.915.5311
EMEA: +44.1202.946945
Email: janamcare@janam.com

SqBx

Tracking Solutions

Complete Chain of Custody
&
Proof of Delivery

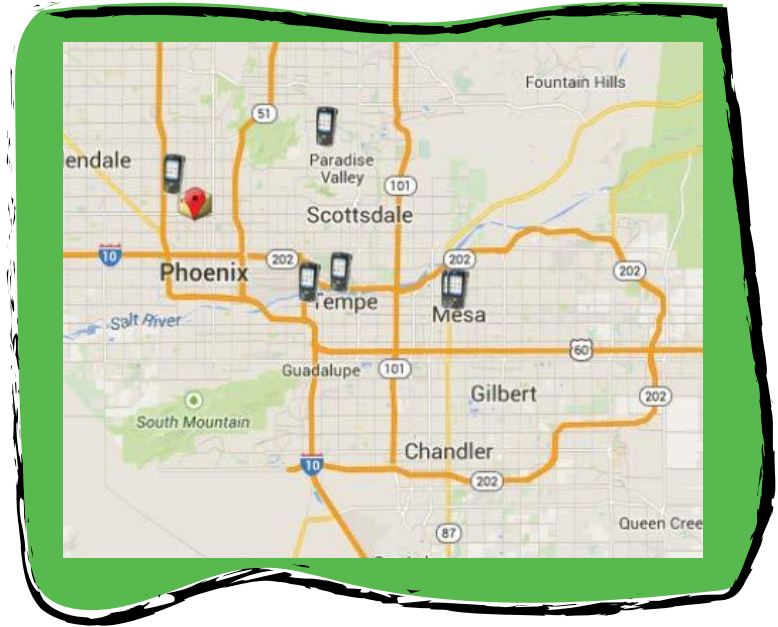


The *POWER* of
SqBx

*Continuous Improvement
All updates included.*

GPS Device Mapping

*Web Based Application
Cloud Storage
Fully Hosted and Backed Up
Unlimited Users
Unlimited Workstations
Unlimited Data
Unlimited Remote Support &
Training
Electronic Signatures Captured
Mobile Deliveries
Attach Multiple Images
Attach Multiple Documents
Custom Status Management*



SqBx
Helps

Mail Room
Central Stores
Shipping & Receiving
Purchasing
Warehouse/Distribution
Materials Management
Supply Chain
Facilities/Transportation

SqBx
Tracks It All

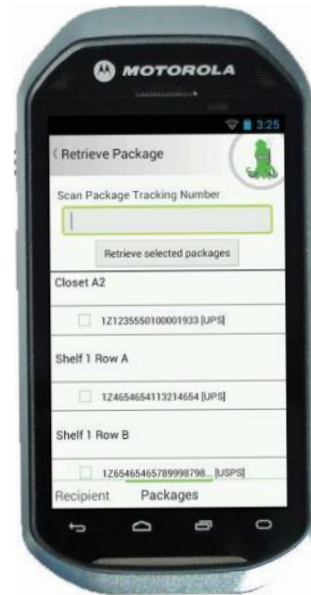
Inbound & Outbound Shipping
Inter-facility and Courier Deliveries
Fleet Tracking
Fixed Assets
Package Contents
Purchase Order Packages
Supplies and more..

Your Tracking Solution *Delivered*

You asked and we delivered. More Features, More Power, More Customization to adapt to your processes, workflows and all your tracking needs.

- ✓ Advance Notification USPS
- ✓ Alerts on workstation and mobile devices
- ✓ Custom Email & Text Notices
- ✓ Advanced Routing
- ✓ GPS Mapping of Devices
- ✓ Delta Reporting
- ✓ Custom Statuses map to KPIs
- ✓ More Search Functionality
- ✓ More Reporting Power
- ✓ Customized Shipping Requests
- ✓ Employee Portal
- ✓ Single Sign On

Mobilize Deliveries



Advanced Routing



Bring Even More Power with Modules

PO Integration

Receive packages, reconcile PO line items, and deliver with one application.

Single Sign On

Use the same login for SqBx as your current credentials. Member of InCommon.

Employee Portal

Permit everyone on site visibility over their own/departmental packages.

Interoffice

Track time sensitive documents and materials between offices and departments.

Outbound Shipping

SqBx offers a variety of outbound shipping options.

Asset Tracking

Track fixed assets. Assign to location or custodian. Perform Mobile Audits.

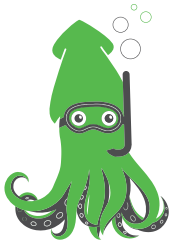
Ship Requests

Employees can create electronic ship requests eliminating paper forms.

Fully Integrated Desktop Shipping

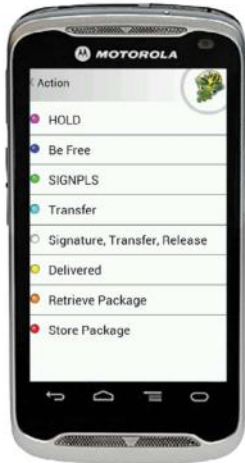
Create carrier labels, rate shop your contracted carrier rates and have visibility over shipping spend.





SqBx

Powered By



**Rugged Commercial Devices and BYOD iOS and consumer Android Devices
Contact a representative for more information at 1-800-268-6296.*

Other ways we can help your organization

Fixed Asset Tracking
Inventory Management
Vehicle Tracking
Process Tracking



SqBx Tracking



For more info request a demo or speak with a representative

1-800-268-6296



Exhibit A - Cost Sheet

Cost information below as detailed in the Request for Quotation.

GRAND TOTAL BREAKDOWN:

Vendor must provide the individual cost breakdown for the components listed below.

	Proposed Alternate Product	Unit Cost	Unit of Measure	Quantity	Extended Cost
3.1.1 Sedsuite Tracking Online or Equal for a 48 month inclusive lease		\$1055.06	Month	48	\$50,642.88
3.1.2 Installation and Training		Included	Each	1	Included
3.1.3 Hardware and Software Maintenance for 48 month inclusive lease		Included in Cost of Bid			

Total Bid Amount

\$50,642.88



State of West Virginia
Agency Request for Quote

Proc Folder: 1057130		Reason for Modification:	
Doc Description: ADDENDUM 3 internal mail tracking solution.		ADDENDUM 3	
Proc Type: Agency Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-08-10	2022-08-12 14:30	ARFQ 0802 DMV2300000002	4

BID RECEIVING LOCATION

BUDGET & PROCUREMENT
 DIVISION OF HIGHWAYS
 BLDG 5, RM A-260
 1900 KANAWHA BLVD E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: 000000218728

Vendor Name : CENTRAL BUSINESS SYSTEMS, INC

Address : PO BOX 4450, LEXINGTON, KY 40544

Street : 3138 CUSTER DRIVE, SUITE 210

City : LEXINGTON

State : KY **Country :** USA **Zip :** 40517

Principal Contact : RON WATTS

Vendor Contact Phone: 859-948-2216 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER
 Kristine E James
 304-414-7104
 kristy.e.james@wv.gov

Vendor Signature X *Frank Shoyz* **FEIN#** 61-1007371 **DATE** 09/11/2022

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

ADDITIONAL INFORMATION

ADDENDUM 3 IS ISSUED FOR THE FOLLOWING REASONS

1. TO ATTACH VENDOR QUESTIONS AND RESPONSES
2. TO ATTACH REVISED GENERAL TERMS AND CONDITIONS,
REVISED SPECIFICATIONS, REVISED PRICING PAGE
3. TO MODIFY THE BID OPENING FROM 08/10/22 TO 08/12/22

NO OTHER CHANGES

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Internal Mail Tracking System	48.00000	MO	\$1055.06	\$50,642.88

Comm Code	Manufacturer	Specification	Model #
43231515	QUADIENT	INTERNAL TRACKING SYSTEM	WTS

Extended Description:
Internal Mail Tracking Hardware and Software

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Installation and Training	1.00000	EA	INCLUDED	INCLUDED

Comm Code	Manufacturer	Specification	Model #
81111809	QUADIENT / CBS	INSTALLATION & TRAINING	

Extended Description:
Installation and Training

INVOICE TO	SHIP TO
-------------------	----------------

DIVISION OF MOTOR
VEHICLES
5707 MACCORKLE AVE. S.E.,
SUITE 200

DIVISION OF MOTOR
VEHICLES
RECEIVING AND
PROCESSING
5707 MACCORKLE AVENUE,
S.E. SUITE 200

CHARLESTON WW
US

CHARLESTON WW
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Hardware and Software Maintenance INCLUDED IN COST OF BID	0.00000	EA	INCLUDED	INCLUDED

Comm Code	Manufacturer	Specification	Model #
81112200	QUADIENT / CBS	HARDWARE & SOFTWARE MAINTENANCE	

Extended Description:
Hardware and Software Maintenance and Support.

INCLUDED IN COST OF BID

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUESTION DEADLINE	2022-08-03

SOLICITATION NUMBER: ARFQ DMV2300000002

Addendum Number: 3

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 3 IS ISSUED FOR THE FOLLOWING REASONS

1. TO ATTACH VENDOR QUESTIONS AND RESPONSES
2. TO ATTACH REVISED GENERAL TERMS AND CONDITIONS, REVISED SPECIFICATIONS, REVISED PRICING PAGE
3. TO MODIFY THE BID OPENING FROM 08/10/22 TO 08/12/22

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

ARFQ 0802 DMV2300000002
Internal Mail Tracking System
Vendor Questions and Agency Response #2

Q1. The original RFQ stated this bid was for a purchase and then asked for the cost for subscription renewals/support and maintenance amounts for following years. Then the first technical question asked was if you would prefer a purchase or a 48 month "all inclusive" lease. The answer was a 48 month all inclusive lease. However, none of the revised supported documents stated that. They still appear to be for a purchase. Can you please let me know, is this for a one-time purchase with annual renewals of software or is it for a 48-month lease?

A1. Addendum 3 includes the revised specifications, terms and conditions and revised pricing page to reflect a 48 month inclusive lease pricing requirement.

**GENERAL TERMS AND CONDITIONS:
(Agency Delegated Procurements Only)**

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Agency and approved as to form by the Attorney General's office, if required, constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on _____ and the initial contract term extends until _____.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor. Any request for renewal should be delivered to the Agency thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited.

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the State Agency (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: See attached.

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked in Section 3 above. If either “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General’s office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Agency by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project exceeding \$25,000 in total cost shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract value. The performance bond must be received by the Agency prior to Contract award.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Agency prior to Contract award.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Agency prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies Vendor shall provide the Agency with proof that the insurance

mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of:
\$500,000.00 _____ per occurrence.

Automobile Liability Insurance in at least an amount of: \$500,000.00 _____ per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

11. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

12. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

13. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

14. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer or P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

15. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

18. CANCELLATION: The State reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Agency may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

19. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

20. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

21. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

22. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

23. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor.

24. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

25. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

26. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency and any other government agency or office that may be required to approve such assignments.

27. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

28. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

29. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

30. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

31. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section.

32. ANTITRUST: In submitting a bid to, signing a contract with, or accepting an Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on

Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

34. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors

for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

35. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

36. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

37. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

38. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

39. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

40. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

41. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

42. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

43. VOID CONTRACT CLAUSES – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

RON WATTS, MAJOR ACCOUNTS MANAGER

(Name, Title) RON WATTS, MAJOR ACCOUNTS MANAGER

(Printed Name and Title) 3138 CUSTER DRIVE, SUITE 210
LEXINGTON, KY 40517

(Address) 859-276-1690

(Phone Number) / (Fax Number) RWATTS@CBSEEDGE.COM

(E-mail address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

CENTRAL BUSINESS SYSTEMS, INC

(Company)

Frank Shoaf, Frank Shoaf, President
(Authorized Signature) (Representative Name, Title)

FRANK SHOAF, PRESIDENT

(Printed Name and Title of Authorized Representative)

08/11/2022

(Date)

859-276-1690

(Phone Number) (Fax Number)

Revised 07/15/2022

REQUEST FOR QUOTATION
Internal Mail Tracking System

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Department of Transportation, Division of Motor Vehicles is soliciting bids to establish a contract for a 48 month lease inclusive lease for an internal mail tracking system.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item”** means internal mail tracking system as more fully described by these specifications.
 - 2.2 **“Pricing Page”** means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Department of Transportation, Division of Motor Vehicles.
 - 2.4 **“GB”** means gigabyte and is a multiple of bytes for digital information.
3. **GENERAL REQUIREMENTS:**
 - 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.
 - 3.1.1 **SendSuite Tracking Online or equal**
 - 3.1.1.1 System must have a minimum of four wireless electronic handheld mobile barcode scanning devices that will be used to receive and deliver mail that contains a barcode, and to capture receiver signature, date, and time of delivery.
 - 3.1.1.2 The system must include software and hardware that allows the user to read barcodes, log actions, obtain and capture signatures, access a user dashboard to view package status, and to organize and maintain package data.

REQUEST FOR QUOTATION
Internal Mail Tracking System

3.1.1.3 The system must be capable of sending electronic alert notifications to recipients.

3.1.1.4 Wireless handheld mobile barcode scanning devices must be able to be dropped from the height of four feet onto concrete daily and retain full functionality.

3.1.1.5 The Wireless handheld mobile barcode scanning devices must be Wi-Fi capable to allow real time database updates.

3.1.1.6 System must have at least two separate charging stations capable of charging at least four wireless handheld mobile barcode scanners each.

3.1.1.7 The system must be an online or cloud-based solution capable of maintaining tracking information for a minimum of twelve months.

3.1.1.8 The system must provide complete chain-of-custody for all incoming packages and mail containing a barcode.

3.1.1.9 The system should be able to intake up to 100GB of historical records currently stored as Google Docs and Excel files.

3.1.2 Installation and Training

3.1.2.1 Vendor must install and set up equipment onsite and provide a minimum of four hours remote or onsite training for up to four users.

3.1.3 Hardware and Software Maintenance

3.1.3.1 The Hardware and Software Maintenance must be included in the 48 month inclusive lease price.

3.1.3.2 The vendor should provide Hardware and Software Maintenance for the 48 month inclusive lease period.

REQUEST FOR QUOTATION
Internal Mail Tracking System

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Page: Vendor should complete the Pricing Page by providing any alternate product information in Proposed Alternate Product column, if bidding or equal product, entering cost in the Unit Cost column, multiplying by the Estimated Quantity to obtain the extended cost. Then total the extended cost column to achieve the Total Bid Amount Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within thirty (30) working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 5707 MacCorkle Avenue, S.E., Suite 200, Charleston, WV 25304.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

REQUEST FOR QUOTATION
Internal Mail Tracking System

- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7 VENDOR DEFAULT:

- 7.1** The following shall be considered a vendor default under this Contract.
- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
 - 7.1.2 Failure to comply with other specifications and requirements contained herein.
 - 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 7.1.4 Failure to remedy deficient performance upon request.
- 7.2** The following remedies shall be available to Agency upon default.
- 7.2.1 Immediate cancellation of the Contract.
 - 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
 - 7.2.3 Any other remedies available in law or equity.

Exhibit A - Cost Sheet

Cost information below as detailed in the Request for Quotation.

GRAND TOTAL BREAKDOWN:

Vendor must provide the individual cost breakdown for the components listed below.

Proposed Alternate Product	Unit Cost	Unit of Measure	Quantity	Extended Cost
3.1.1 Sensusite Tracking Online or Equal for a 48 month inclusive lease	\$1055.06	Month	48	\$50,642.88
3.1.2 Installation and Training	Included	Each	1	Included
3.1.3 Hardware and Software Maintenance for 48 month inclusive lease	Included in Cost of Bid			

\$50,642.88

Total Bid Amount

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DMV2300000002

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 checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" 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.

CENTRAL BUSINESS SYSTEMS, INC

Company

Frank Shoop

Authorized Signature

08/10/2022

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012



**State of West Virginia
Agency Request for Quote**

Proc Folder: 1057130			Reason for Modification: ADDENDUM 3
Doc Description: ADDENDUM 3 internal mail tracking solution.			
Proc Type: Agency Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-08-10	2022-08-12 14:30	ARFQ 0802 DMV2300000002	4

BID RECEIVING LOCATION

BUDGET & PROCUREMENT
 DIVISION OF HIGHWAYS
 BLDG 5, RM A-260
 1900 KANAWHA BLVD E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: 000000218728
Vendor Name : CENTRAL BUSINESS SYSTEMS, INC
Address : PO BOX 4450, LEXINGTON, KY 40544
Street : 3138 CUSTER DRIVE, SUITE 210
City : LEXINGTON
State : KY **Country :** USA **Zip :** 40517
Principal Contact : RON WATTS
Vendor Contact Phone: 859-948-2216 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Kristine E James
 304-414-7104
 kristy.e.james@wv.gov

Vendor Signature X *Frank Shoaf* **FEIN#** 61-1007371 **DATE** 08/11/2022

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

ADDITIONAL INFORMATION

ADDENDUM 3 IS ISSUED FOR THE FOLLOWING REASONS

1. TO ATTACH VENDOR QUESTIONS AND RESPONSES
2. TO ATTACH REVISED GENERAL TERMS AND CONDITIONS, REVISED SPECIFICATIONS, REVISED PRICING PAGE
3. TO MODIFY THE BID OPENING FROM 08/10/22 TO 08/12/22

NO OTHER CHANGES

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WW	CHARLESTON	WW
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Internal Mail Tracking System	48.00000	MO	\$1055.06	\$50,642.88

Comm Code	Manufacturer	Specification	Model #
43231515	QUADIENT	INTERNAL TRACKING SYSTEM	WTS

Extended Description:
Internal Mail Tracking Hardware and Software

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WW	CHARLESTON	WW
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Installation and Training	1.00000	EA	INCLUDED	INCLUDED

Comm Code	Manufacturer	Specification	Model #
81111809	QUADIENT / CBS	INSTALLATION & TRAINING	

Extended Description:
Installation and Training

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Hardware and Software Maintenance INCLUDED IN COST OF BID	0.00000	EA	INCLUDED	INCLUDED

Comm Code	Manufacturer	Specification	Model #
81112200	QUADIENT / CBS	HARDWARE & SOFTWARE MAINTENANCE	

Extended Description:
 Hardware and Software Maintenance and Support.
 INCLUDED IN COST OF BID

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUESTION DEADLINE	2022-08-03

	Document Phase	Document Description	Page
DMV2300000002	Final	ADDENDUM 3 internal mail tracking solution.	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

TRACK INBOUND PACKAGES ANYWHERE, ANYTIME

Quadient provides the tools you need to automate and manage the chain of custody of inbound packages or mail. WTS by Quadient gives you the visibility you need to simplify and better manage processes in your organization. Available as either a cloud-based or on-premise software solution, Quadient has a web tracking system to meet your preference and business requirements.

WTS web tracking system
by Quadient



EXPERIENCE
A rich history of
world-class leadership



PROVEN RESULTS
96% customer
satisfaction rate



EXPERTISE
8 billion personalized
experiences annually



BACKED BY THE EXPERTS
Gartner, Forrester,
and Aspire

Never Lose Another Inbound Item Again

Moving mail and packages is a two-way street. Outbound traffic is only half the story. When receiving important mail, packages and other inbound items requiring proof of delivery at your facility, the tracking process starts all over again. Manual processes are time-consuming, labor-intensive and error-prone. With WTS, you can track and monitor the internal movement and complete chain-of-custody for every package or piece of accountable mail that your company receives.

Designed for businesses of any size, WTS provides numerous convenient services to automate all your inbound delivery requirements. It dramatically improves the management of your company's internal delivery process by increasing reliability and visibility, accelerating productivity and decreasing costs.

1. RECEIVE

Scan the carrier tracking number on incoming packages, select the recipient and enter any other data required

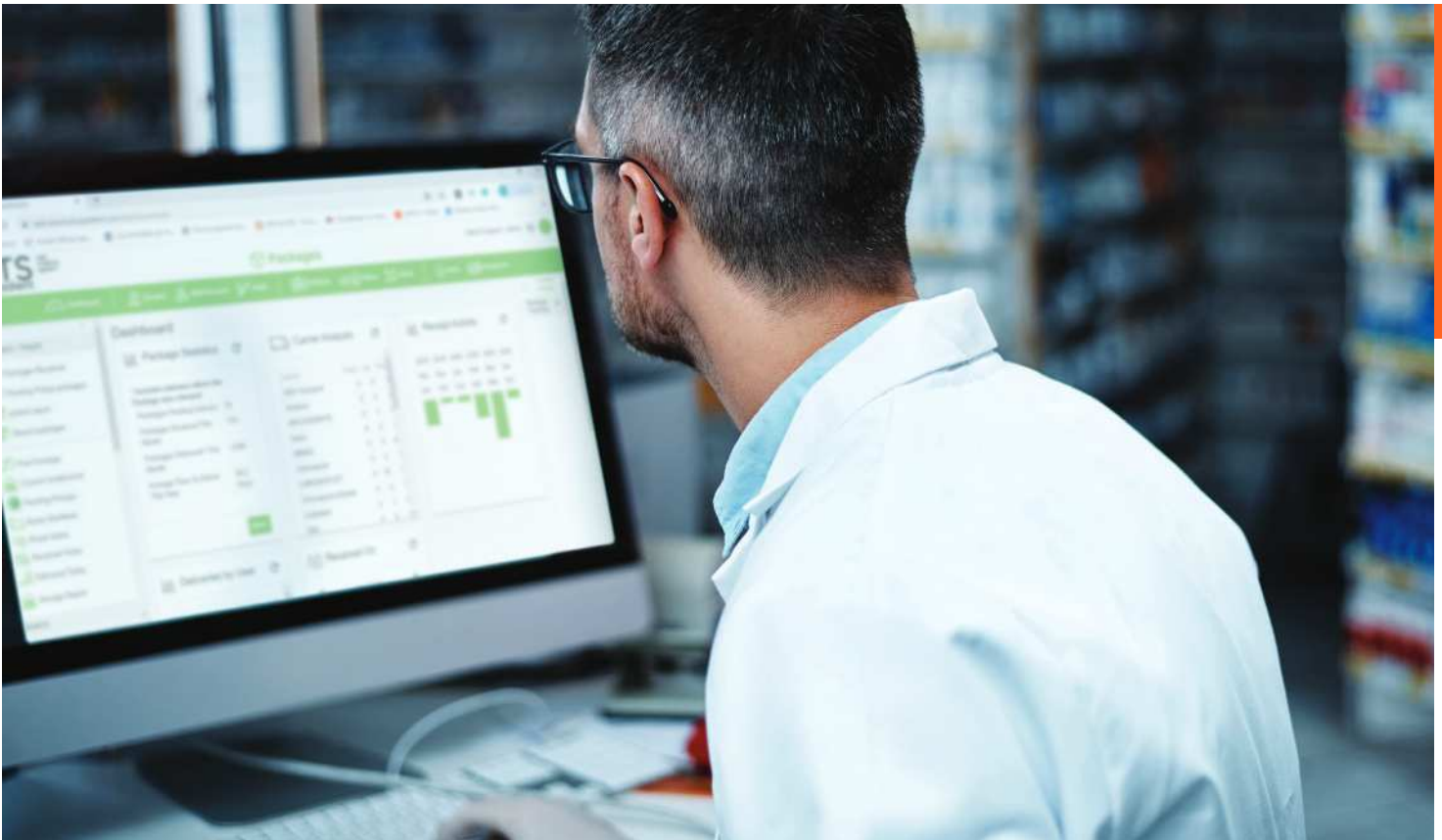
2. DELIVER

Choose the fastest internal delivery route based on recipient location

3. CONFIRM

Capture recipient signature or take a photo for proof of delivery





INCREASE RELIABILITY WITH FULL VISIBILITY

In order to respond quickly to inquiries, a complete view of your internal delivery process is essential. With WTS, locating a package can be done from the convenience of a mobile app, laptop, tablet or desktop computer. Mailroom staff will be sure to spend less time resolving Proof of Delivery disputes as they will now have the necessary tools to take control over the complete chain of custody when using WTS. Tracking package movement history is also done with ease. Increased reliability, predictable service levels and higher customer satisfaction serves to elevate your mailroom's value within the organization.

GAIN STORAGE SPACE AND SAVE TIME

WTS enables you to both classify and plan internal deliveries in advance, reducing any unnecessary repeated journeys throughout the day. Planning deliveries ahead helps to utilize your mailroom space more effectively. Having faster delivery/pickup turnaround cycles reduces storage space, costs, and processing time. WTS has helped companies around the world improve employee satisfaction by creating a cleaner and safer working environment.

KEEP CONFIGURATION COSTS AT A BARE MINIMUM

It's no surprise that in today's climate, business requirements are continuing to evolve. WTS can adapt in a snap! Our cloud and premise based solutions include a rich set of standard features, minimizing the need for custom add-on's that can often times get costly. WTS's flexibility makes it easily configurable to best fit your organizations workflow and needs.

WTS BY QUADIENT

ENJOY PEACE OF MIND KNOWING YOUR SENSITIVE DATA IS SECURED

Quadient is committed to providing quality products that ensure mobile and web app security, while keeping maintenance costs low. Hosted in one of the most secure data centers in the world, we follow security best practices to make sure that your sensitive data remains encrypted and securely stored, eliminating the need for an expensive on-premise hosting infrastructure.

QUADIENT HAS A WTS DEPLOYMENT SOLUTION TO MEET YOUR NEEDS

WTS (Cloud-based)

Quick and effortless to install and maintain, WTS provides the economies of scale that makes cloud computing so attractive. With three options to choose from, including: Lite, Standard, and Premium, WTS has what it takes to meet the most demanding inbound tracking needs of your business. All you need is a PC with an Internet browser. No servers, database licensing, data backups or extra IT services.

WTS-P (Premise)

For clientele that prefer a premise-based solution, WTS-P is available in three product levels including Basic, XE and Enterprise Solutions.

Our knowledgeable sales team will help determine the WTS-P solution that best fits your company's requirements.

WTS
by Quadient

web
tracking
system



WTS Key Features

- Intuitive user interface provides simple navigation and seamless processing
- Auto-recognition of carrier tracking numbers saves time and eliminates manual entry
- Schedule delivery and pickup requests to ensure service level agreements are met
- Track mail pouches, and multi-package containers for quick and efficient deliveries
- Chain-of-custody monitoring and email notifications ensure recipients know where their items are at all times
- Contactless delivery creates a safe work environment
- Dual-proof delivery improves accuracy and on-site service which leads to an enhanced customer experience
- Import employee databases and ensure your records are always up to date
- Record images to capture proof of damaged goods and take the liability off of your delivery staff

quadient
Because connections matter.

About Quadient®

Quadient is the driving force behind the world's most meaningful customer experiences. By focusing on Intelligent Communication Automation, Parcel Locker Solutions and Mail-Related Solutions, Quadient helps hundreds of thousands of customers worldwide simplify the connection between people and what matters. For more information about Quadient, visit quadient.com.