



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: 1785704
Solicitation Description: Addendum 1: Open-End Contract of Printers and Ink for WVDOT
Proc Type: Agency Master Agreement

Solicitation Closes	Solicitation Response	Version
2025-09-25 10:30	SR 0803 ESR09222500000002113	1

VENDOR
VS0000049412
Dahill Office Technology Corporation

Solicitation Number: ARFQ 0803 DOT2600000020
Total Bid: 53057.5
Response Date: 2025-09-25
Response Time: 08:49:44
Comments:

FOR INFORMATION CONTACT THE BUYER
Amber J Heath
304-558-0408
amber.j.heath@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	HP OfficeJet Pro 9125E All-in-One Printer or equal	50.00000	EA	316.140000	15807.00

Comm Code	Manufacturer	Specification	Model #
43212100			

Commodity Line Comments: HP OfficeJet Pro 9125e (comes with 1 year warranty)
Average delivery timeframe: Approximately 1015 business days.

Extended Description:
HP OfficeJet Pro 9125E All-in-One Printer or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	2 Year Warranty or Better	50.00000	EA	59.590000	2979.50

Comm Code	Manufacturer	Specification	Model #
81111818			

Commodity Line Comments: 3-Year Next Business Day Exchange Service
No physical delivery date.

Extended Description:
HP OfficeJet Pro 9125E All-in-One Printer 2 Year Warranty Or better

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	HP 936 Original Ink Cartridge 4-pack or equal	50.00000	EA	157.850000	7892.50

Comm Code	Manufacturer	Specification	Model #
60121718			

Commodity Line Comments: Average delivery timeframe: Approximately 1015 business days.

Extended Description:
HP 936 Cyan/Magenta/Yellow/Black Original Ink Cartridge 4-Pack, Part Number 6C3Z5LN or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	HP OfficeJet Pro 9730e Wide Format Printer 11"x17" or equal	50.00000	EA	448.130000	22406.50

Comm Code	Manufacturer	Specification	Model #
43212100			

Commodity Line Comments: HP OfficeJet Pro 9730e, Wide Format Printer (comes with 1 year warranty)
Average delivery timeframe: Approximately 1015 business days.

Extended Description:
HP OfficeJet Pro 9730e Wide Format Printer 11"x17" or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	2 Year Warranty or Better	50.00000	EA	79.440000	3972.00

Comm Code	Manufacturer	Specification	Model #
81111818			

Commodity Line Comments: 3-Year Next Business Day Exchange Service
No physical delivery date.

Extended Description:

HP OfficeJet Pro 9730e Wide Format Printer 11"x17" 2 - Year Warranty or Better



State of West Virginia

Agency Request for Quote: Office Equipment: Open-End
Contract of Printers and Ink for WVDOT

September 25, 2025

Prepared By: Point of Contact for RFP:
Jane Johnson, Director of RFP Support Team
Jane.Johnson@xerox.com
814-360-7895

Major Account Executive
Douglas Sanner
Douglas.Sanner@xerox.com
724-856-1570

Director of Sales
Adam Petrick
Adam.Petrick@xerox.com
412-588-0404

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September 25, 2025

Amber Heath
Assistant Director
State of West Virginia
1900 Kanawha Blvd E
Charleston, WV 25305

Dear Amber:

Thank you for the opportunity to respond to the State of West Virginia's RFQ for an open-end contract for printers and ink.

Xerox is pleased to submit our proposal offering the following HP products:

- **HP OfficeJet Pro 9125e**
- **HP OfficeJet Pro 9730e Wide Format Printer**
- **HP 936 Original Ink Cartridge 4-Pack**
- **HP 3-Year Next Business Day Exchange Service**
- Each printer includes a **1-Year Manufacturer Warranty**

While this proposal focuses specifically on the supply of HP print hardware and consumables, we welcome the opportunity to introduce Xerox's broader capabilities in supporting the public sector's digital transformation goals. Beyond traditional print, Xerox offers a wide range of technology solutions—including **AI-powered multifunction devices, document workflow automation, secure content management, IT services, digitization of paper records, and cloud-based print management.**

As a long-standing partner to government agencies, Xerox combines global technology leadership with local service and support. Our proven ability to deliver reliable product fulfillment, responsive service, and scalable solutions helps public sector organizations modernize operations, improve efficiency, and enhance service delivery to their communities. We are uniquely positioned to support both the physical and digital aspects of the evolving workplace.

We appreciate your consideration of our proposal and look forward to the opportunity to support the State of West Virginia now and into the future.

Sincerely,

Jane Johnson
Director of RFP Support Team

Xerox Business Solutions

DELIVERING DIGITAL TRANSFORMATION WITH THE CARE AND ATTENTION OF A LOCAL PARTNER.

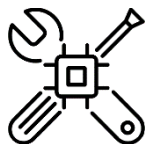
Our strategic mission is to help organizations and businesses improve the flow of work to enable greater performance, agility, and transformation. Staying true to our roots, **Xerox Business Solutions** solves business problems through diverse services, innovative technologies, and the expertise of local service and support. Our objective is to be the provider of choice for all our customers' business technology needs.

- We are your local partner for growth, efficiency, and productivity
- Local and live remote service to resolve problems, regardless of where your work is being done
- National and global reach as a division of Xerox Corporation
- We're here when you need, wherever you need us

Solutions to Support You



Local support team available for immediate assistance



Simple preventative maintenance routines to keep machines at peak performance



Fully stocked inventory to service your machines quickly



Auto Supplies Replenishment and meter reads

A LOCAL PARTNER YOU CAN RELY ON

Local Presence, National Reach and a Global Identity



Xerox Business Solutions Office



Network Operations Center

Our teams are passionate about creating local relationships that go beyond a simple product. We are committed to guiding local businesses of all types and sizes towards making a digital transformation in the way they work.

Xerox Business Solutions provides a level of local account management that cannot be beat.

Focus on what you do best, we'll take care of the rest

360 Assessment



1. DEFINE

We want to understand your company culture to ensure we are able to accurately assess your organization. In the first meeting, we define the 360 Assessment and gather information on the strategic direction and objectives of your company.



2. MEASURE

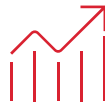
Get clear visibility into your current technology and workflow infrastructure. We work with you to set the baseline measures aligned with your strategic direction.



3. ANALYZE

Working with your team, integrated tools and techniques are used to collect and analyze data in these core areas over a defined period of time:

- Review Workflow
- Study Sustainability
- Mapping and Technology Inventory
- Analyze Usage
- Capture Costs



4. IMPROVE

We walk through co-authored improvements for sustainable working practices. In many cases we are able to reduce workflow expenditures by up to 30%. Together, we develop guidelines for achieving your best workflow processes and true optimizations.



5. CONTROL

Our suggested recommendations are built on actual data, not estimates or projections. We provide you with an action plan establishing critical metrics so you can continuously monitor, control, and analyze results for ongoing improvements.

Our Team of Experts

Dedicated to State of West Virginia

Jane Johnson, Director, RFP Support Team

Phone: 814-360-7895, Email: Jane.Johnson@xerox.com

Jane Johnson has 20 years of sales experience, 10 of which are in the Document Management industry as a Strategic Account Manager and a Major Account Manager. She began her career at Xerox Business Solutions in 2017 and is currently our Director of the RFP Support Team, where she oversees a team specializing in supporting major accounts. Jane responds to all RFPs and large proposals for Xerox Business Solutions including bids for MFP fleets, Print Management and Document Software. Jane has over 24 years of experience with building relationships and providing value to clients so they can achieve their goals.

Project Responsibilities:

- Point of authority for contract
- Ensures RFP objectives are met
- Ensures Service Level Agreement is upheld

Adam Petrick, Director of Sales

Phone: 412-588-0404, Email: Adam.Petrick@xerox.com

Adam joined the Xerox team in August 2013 and has held several leadership roles over the years, including Individual Contributor, Supervisor, Manager, and currently, Director of Sales. He supports sales teams across Western Pennsylvania, Harrisburg, and West Virginia. Adam is passionate about helping organizations make informed decisions around technology and workflow optimization. He lives in the South Hills of Pittsburgh with his wife Cheryl, their two children, Dominic and Kaylee, and their miniature poodle, Lily.

Project Responsibilities:

- Act as a senior point of contact for key clients
- Provide coaching, resources, and strategic guidance to the Account Executive
- Oversee Service Quality and Retention Initiatives
- Manage Escalations and Critical Issues

Douglas Sanner, Manager Account Executive

Phone: 724-856-1570, Email: Douglas.Sanner@xerox.com

Douglas Sanner joined Xerox Business Solutions in 2025 as a Major Account Executive. He has over 10 years experience within the office products industry working in Sales Management including SLG, Education, and Manufacturing verticals. Douglas has successfully developed and managed new accounts with a focus on customer service, implementation, account management and building long term relationships including sharing new strategies to help advance his customer's growth and solve their challenges. Douglas has working knowledge for implementation processes and will act as point of contact for project planning through implementation and training.

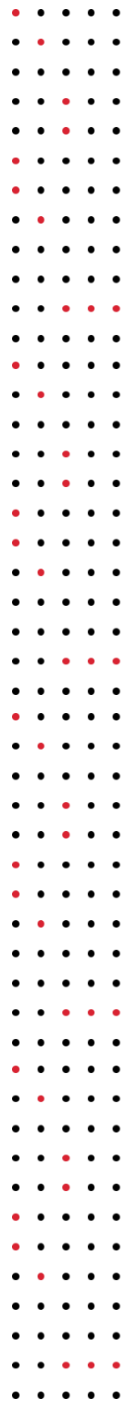
Project Responsibilities:

- Acts as Primary Account Manager.
- On-site to ensure implementation benchmarks are being met.
- Main on-going point of contact that will work with all internal resources to meet needs.
- Ensures quarterly business reviews are set and that all parties are present, including all required reports

Please Note:

Additional resources may be assigned to the project following contract signature, depending on agreed upon project requirements and availability of resources.

Proposed Exceptions and Clarifications



REQUESTED EXCEPTIONS TO TERMS
For Request for Quote Office Equip

Basis of Offer

In accordance with page 7 Section 8 (EXCEPTIONS AND CLARIFICATIONS), below please find our proposed exceptions and clarifications. This document explains those differences that are related to terms and conditions.

We acknowledge your right to negotiate and approve the terms and conditions of any contract that you enter into, and we respectfully reserve the same right. Therefore, any acknowledgements made by either of us are qualified by the right to negotiate mutually acceptable terms following award.

Please note that our team is prepared to discuss our proposal in detail and adjust our proposed equipment, support services, and/or price offering based on the final requirements. Upon award of this Solicitation, we agree to negotiate in good faith towards a final contract that incorporates the mutually agreed-to terms from the Solicitation, our proposal including our Additional Terms and any other negotiated item(s).

Term & Section	Language
Agreements	<p>As part of our proposal, we respectfully submit templates for both the Lease Agreement and the Sales and Service Agreement, which we propose shall serve as the definitive agreements under any resultant award.</p> <p>The Lease Agreement is provided through our designated third-party Lease partner. A complete copy of the Lease Agreement is attached for review and consideration. This document establishes the contractual framework for equipment leasing and is designed to ensure compliance with industry standards, clarity of obligations, and enforceability of terms.</p> <p>Additionally, we have provided our proposed Sales and Service Agreement, which shall govern the provision of maintenance and related services. This agreement has been structured to delineate the respective rights and responsibilities of each party. An Addendum to our Sales and Service Agreement also included to modify Section 20 in accordance with West Virginia law.</p> <p>These agreements have been employed successfully with other customers, as well as State and Municipalities .</p>
Page 15 Section 18 CANCELLATION	<p>We recognizes the State's right to terminate for its convenience, however, the Lessor's offer is based on a firm equipment installation commitment that cannot be terminated without early termination fees except for fiscal-year funds non-appropriation or an uncured Vendor default. Cancellation for any other reason will result in early termination fees to include all past due amounts and the Lease Minimum Payments (less the Maintenance Services and Consumable Supplies components thereof, as reflected on Vendor's books and records) remaining in the Term. In addition, we respectfully request a 30-calendar day notice period prior to these provisions being exercised.</p>

Page 18 Section 35 INDEMNIFICATION	<p>Respectfully request that this provision be revised to read (please see redlines below):</p> <p>“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 <u>third party</u> claims or losses resulting to an y 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.</p> <p><u>The State shall provide written notice of any claim or action and allow Vendor to select attorneys of its own choice to appear and defend the claim or action. The Vendor shall be responsible for its equitable share of any claims, liabilities, judgments, costs, and expenses based on contractor's relative culpability.</u></p> <p><u>Vendor total liability to the owner for any and all liabilities, claims or damages arising out of or relating to this contract, howsoever caused and regardless of the legal theory asserted, shall not, in the aggregate, exceed the amount actually paid to Vendor under the Contract”</u></p>
Page 25 Section 7 VENDOR DEFAULT	<p>We agree the State may terminate the Agreement due to uncured performance failure however we respectfully request a 30-calendar day cure period prior to these provisions being exercised.</p>

AMENDMENT TO SALES AND SERVICE AGREEMENT

THIS AMENDMENT 1 (“Amendment 1”) amends the Sales and Service Agreement (“Agreement”) between [REDACTED] (“Company”) and the State of West Virginia (“Customer”), dated [REDACTED], 2025. Capitalized terms used herein have the same meaning as set forth in the Agreement.

Paragraph 20 (Indemnification): This section is deleted in its entirety and replaced with "Reserved."

Except as expressly set forth herein, all other terms and conditions of the Agreement remain unchanged and in full force and effect. Any handwritten, typed, or “red-lined” additions and/or deletions on the terms and conditions of the Agreement are null and void and of no force or effect. The changes contained in this Addendum shall apply only to the Agreement to which it is incorporated and are not a precedent for future transactions.

State of West Virginia

Company

Name (Please Print)

Name (Please Print)

Signature

Signature

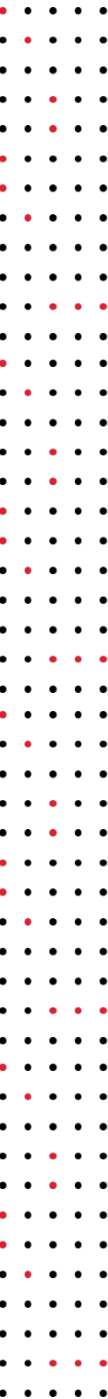
Title

Title

Date

Date

Additional Offerings and Capabilities





Xerox® ConnectKey® Copiers and Printers

CLOUD CONNECTED, APP ENABLED PRINTERS AND COPIERS.

Give your team the power to collaborate and integrate everyday processes into existing apps and services with ConnectKey Copiers and Printers.

ConnectKey Technology is **transforming the experience of how people work**. It gives them the freedom to solve problems, be more sustainable and productive and take on new challenges. As a proven technology solution, ConnectKey helps collaborators communicate, connect and work from anywhere.

Discover the **unmatched versatility** that is built into every Xerox® ConnectKey Copier, Printer and Multifunctional Device.

Five Xerox® ConnectKey® Technology Attributes

- Intuitive User Experience
- Mobile and Cloud Ready
- Comprehensive Security
- Enables Managed Print Services
- Gateway to New Possibilities

Xerox® Managed Print Services

UNMATCHED COMMERCIAL PRINTING SOLUTIONS FOR ANY BUSINESS.

Xerox® Managed Print Services goes above and beyond by including comprehensive security, analytics, digitization, and cloud technologies and software to deliver a more seamless work experience across paper and digital platforms.

Create the synergy your workplace needs to succeed in today's rapidly evolving environment by going beyond managed print services with a solution-driven comprehensive analysis of all your workflows to identify bottlenecks and find opportunities to digitize and automate processes.



How Can Managed Print Services Transform Your Office?



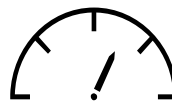
Security

Comprehensive security built in and Xerox® ConnectKey® Technology



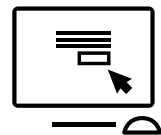
Cloud and Mobility

Scalable, low-touch IT infrastructure and advanced capabilities and solutions



Analytics

Insight and data for a more connected and intelligent workplace



Digital Transformation

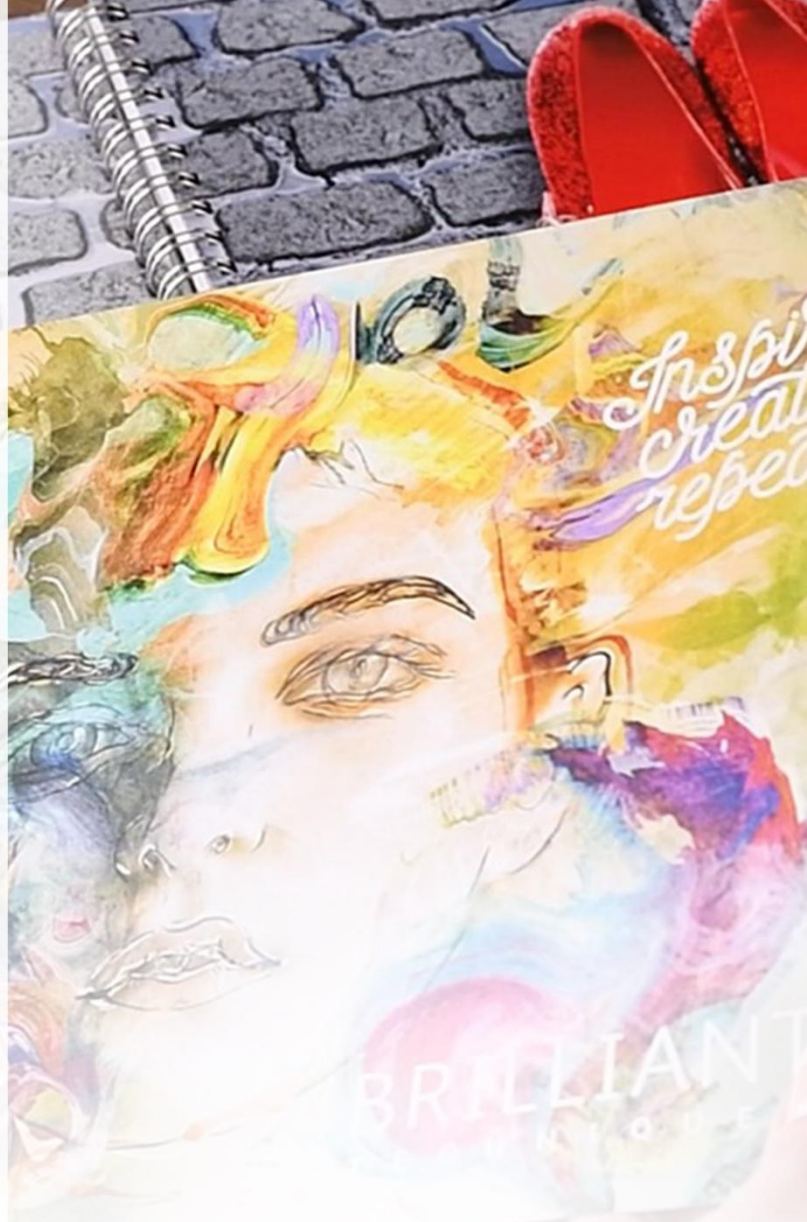
Optimize and automate processes for seamless collaboration and increases productivity

Xerox Production Printing

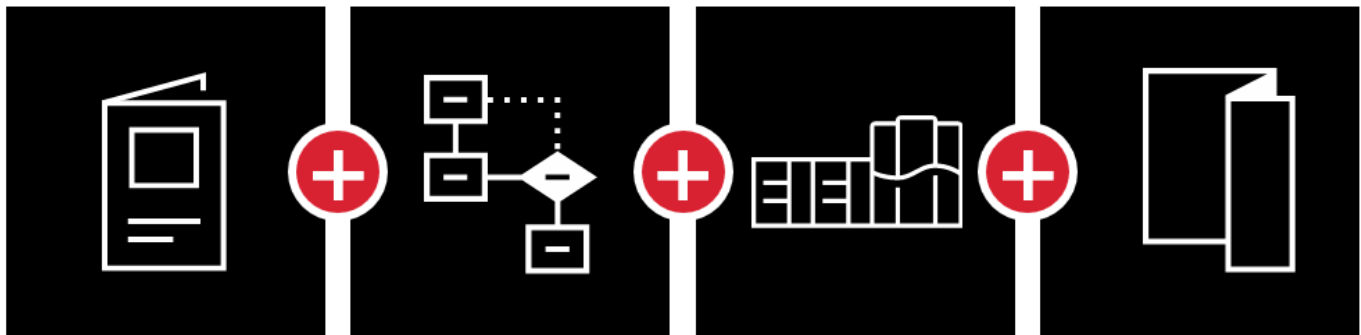
UNMATCHED COMMERCIAL PRINTING SOLUTIONS FOR ANY BUSINESS.

Dream it, then print it. Xerox Production Printing delivers unmatched image quality and automation while opening doors to new revenue streams with the ability to print on packaging and utilize gold, silver, white and clear inks with CMYK+ technology.

Production technology can help **deliver the brilliant color and quality your customers expect**. The unique capabilities of Xerox digital printing solutions can help you captivate and meet the changing needs of your customers.



AUTOMATED, INTEGRATED WORKFLOW



Personalization
to Create It

Workflow to
Manage It

Technology to
Produce It

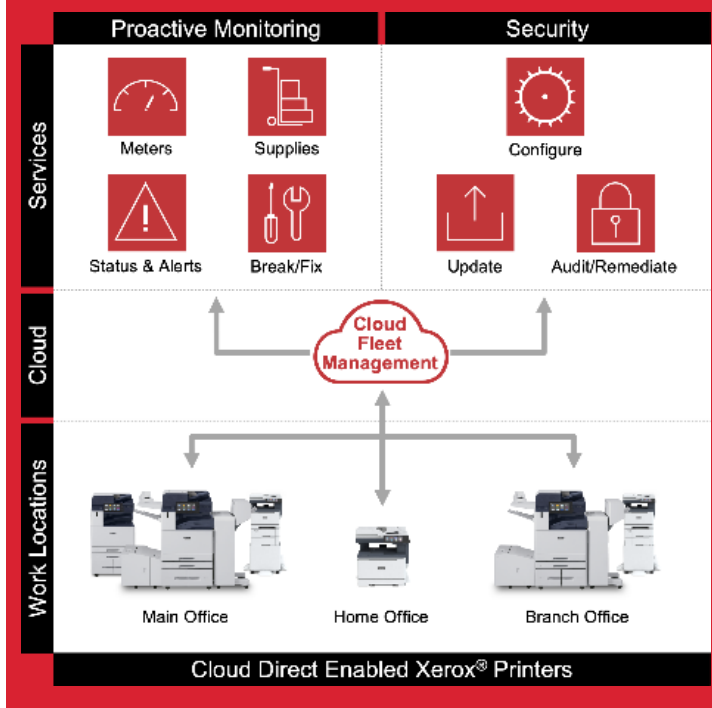
Finishing to
Fulfill It

AN EFFICIENT END-TO-END SOLUTION

Xerox® Workplace Cloud Fleet Management Solution

Zero-footprint printer management means no-hassle printer management.

Ready for zero-footprint printer management?



Implement a cloud solution for fleet management, printer security and sustainability with Xerox Workplace Cloud Fleet Management Cloud Direct Printers.*

Proactive monitoring

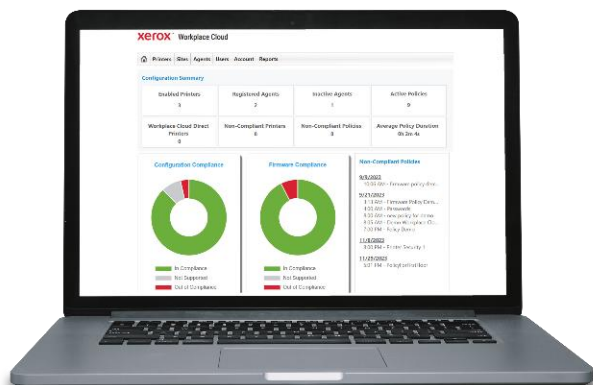
- Automatically monitors all printers for meter counts, low toner events and printer alerts
- Proactively resolves 80% of incidents
- Flags issues to alert service support when necessary
- Fleet management dashboard makes data easier to visualize and act on

Enables Xerox® Printer Security Audit Service

- Remote Device Configuration (passwords, firmware and security related configuration)
- Supports security policy enforcement by automatically remediating non-compliant devices
- Intuitive, interactive security dashboard puts insights at your fingertips

*Requires device agent for discovery only.

Simplify IT and focus on strategic priorities.

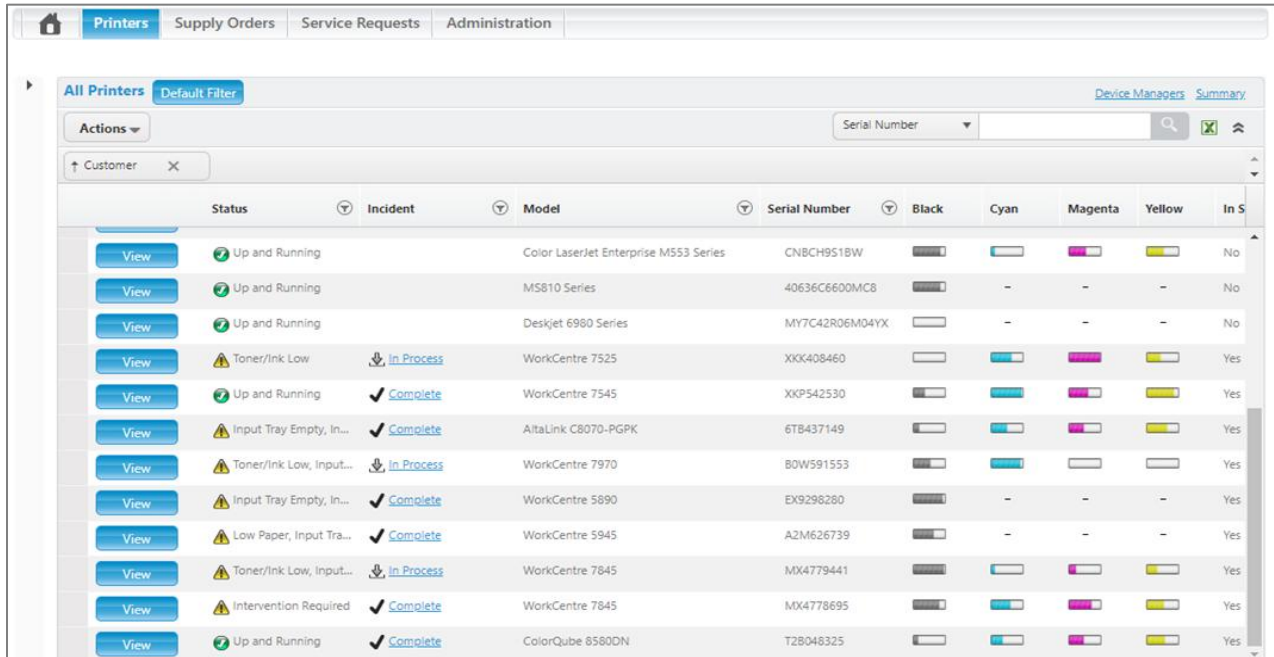


- **Reduce the burden on your IT staff**
Eliminate the hassle of managing software that resides on your network
- **Scale at the speed of organizational needs**
Enable hybrid work by securely managing printers anywhere on the globe
- **Support a Zero Trust security strategy**
Mitigate threats to devices, protect corporate data and improve compliance
- **Integrate seamlessly with your entire Xerox® Managed Print Services tool suite**
Gain actionable insights from Xerox® MPS Advanced Analytics, such as fleet health, sustainability performance, and detection of digital transformation opportunities like automation of repetitive document-centric tasks
- **Sustainable savings**
Efficiency drivers such as greater workload flexibility, better server utilization rates and an energy-saving infrastructure help to reduce environmental impact and costs

Xerox® Fleet Management Portal

Client View:

Operations Managers Responsible for Ongoing Printer Fleet Operations



The screenshot displays the 'All Printers' section of the Xerox Fleet Management Portal. It features a navigation bar with 'Printers', 'Supply Orders', 'Service Requests', and 'Administration'. Below the navigation bar, there are tabs for 'All Printers' and 'Default Filter', along with links for 'Device Managers' and 'Summary'. A search bar for 'Serial Number' is present. The main table lists various printer models and their current status, including incidents and supply levels for Black, Cyan, Magenta, and Yellow. Each row includes a 'View' button for more details.

	Status	Incident	Model	Serial Number	Black	Cyan	Magenta	Yellow	In S
View	Up and Running		Color LaserJet Enterprise M553 Series	CNBCH9S1BW					No
View	Up and Running		MS810 Series	40636C6600MC8		-	-	-	No
View	Up and Running		Deskjet 6980 Series	MY7C42R06M04YX		-	-	-	No
View	Toner/Ink Low	In Process	WorkCentre 7525	XXX408460					Yes
View	Up and Running	Complete	WorkCentre 7545	XXP542530					Yes
View	Input Tray Empty, In...	Complete	AltaLink C8070-PGPK	6TB437149					Yes
View	Toner/Ink Low, Input...	In Process	WorkCentre 7970	BOW591553					Yes
View	Input Tray Empty, In...	Complete	WorkCentre 5890	EX9298280		-	-	-	Yes
View	Low Paper, Input Tra...	Complete	WorkCentre 5945	A2M626739		-	-	-	Yes
View	Toner/Ink Low, Input...	In Process	WorkCentre 7845	MX4779441					Yes
View	Intervention Required	Complete	WorkCentre 7845	MX4778695					Yes
View	Up and Running	Complete	ColorQube 8580DN	T2B048325					Yes

What Can It Do?

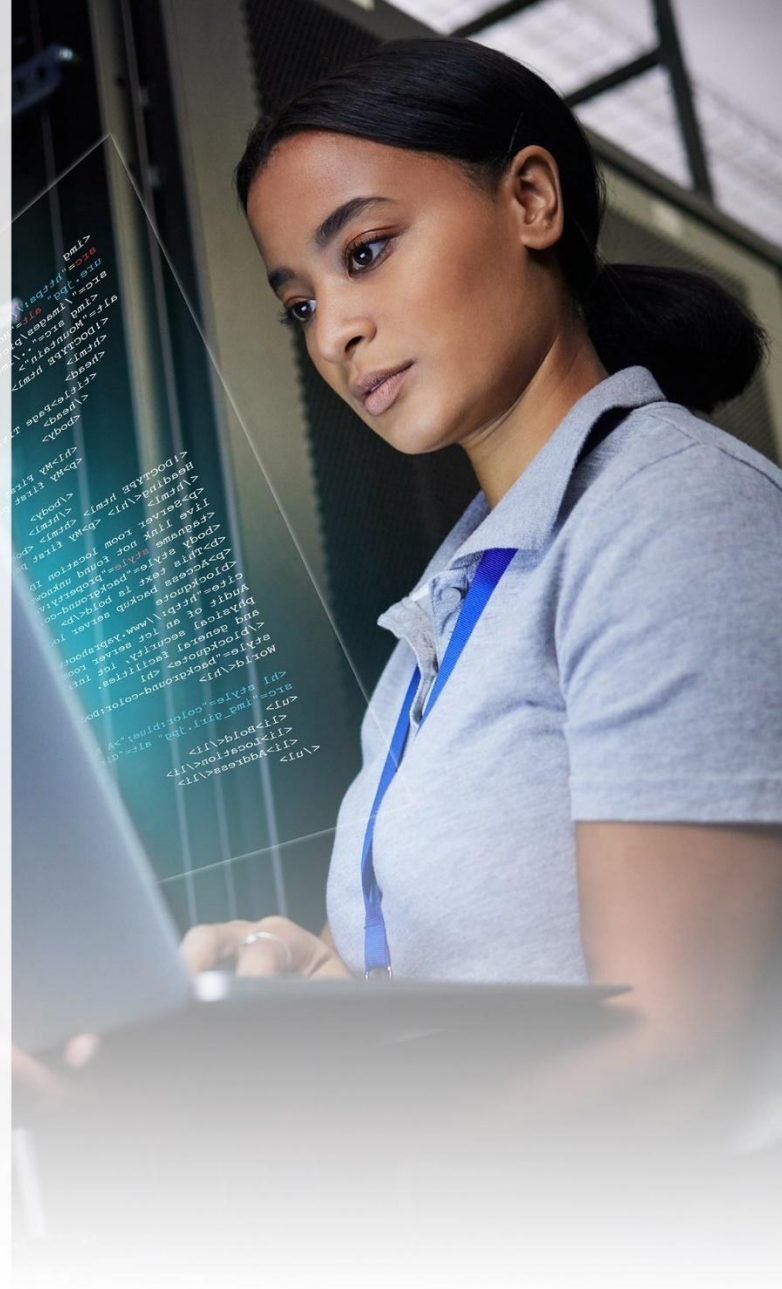
- Real-time printer status and meter management
- Integrated service and supplies status
- Submit service requests and supplies orders
- Link to reports
- Access to support links and chat
- Remote diagnostics

Xerox® IT Services

**WHATEVER YOUR NEED,
WE'VE GOT IT COVERED.**

We make things with IT in mind. **Future-proof your organization**, while driving the digital transformation you need now. Automate processes and protect your infrastructure with leading-edge technology, services and solutions for IT departments big and small.

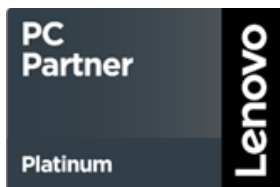
We are all living and working in the most advanced digital age yet, and that means information technology is more important than ever before. We go beyond delivering top-quality printers and scanners by offering secure and reliable IT services for small businesses and medium-size businesses.



Partnering with the Best in the Business

Bringing you award-winning technology with superior support.

We offer 24/7/365 IT support services for your business with a personalized suite of IT solutions. Our offerings range from technology procurement and managed IT services to cloud migrations and critical information security management.



Xerox® Robotic Process Automation Service

PUT MUNDANE, REPETITIVE TASKS ON AUTOPILOT.

Time is money — that's why every minute counts. Workflows that rely solely on paper and people demand the ease of Robotic Process Automation (RPA). By **automating manual tasks across business processes**, Robotic Process Automation lets you do more in less time and with fewer resources.

It doesn't matter what size your business is, or what industry you're in. If you have processes, we have bots to automate them. And getting started is easy. We can help you create a made-to-fit solution that makes your business smarter, safer and stronger.



Ready to Go

Hit the ground running with an extensive pre-loaded catalog for SMBs.



Fast Deployment

5–8 weeks for most implementations and hosted on Xerox cloud or on-premise.



Full Service Offer

Single provider one-stop-bot-shop designed for SMBs.



ROI Calculator

See your savings. Input costs and hours spent on tasks and check ROI with the bot.



Simplified Pricing

Annual license fee per bot tailored to your business needs.



Operational Efficiency

Cost savings of up to 30% and invaluable time savings that boost productivity.





HP OfficeJet Pro 9125e All-in-One Printer with Bonus 3 Months of Instant Ink with HP+

Print for your business like a Pro.

Say hello to the professional color inkjet printer for your small office from America's most trusted printer brand,¹⁵ paired with the easiest-to-use print app. Enjoy easy printing designed to make you succeed at work. Fax included.^{1,2}



This is an HP+ enabled printer. Choose HP+ at product setup to activate benefits. HP+ requires an HP account, ongoing connection to the internet, and exclusive use of Original HP Ink cartridges for the life of the printer. More at: <http://www.hp.com/plus>

ISO Speed: Black: Up to 22 ppm; Color: Up to 18 ppm

Print Resolution: Black (best): 1200 x 1200 rendered dpi; Color (best): Up to 4800 x 1200 optimized dpi on HP Advance Photo Paper 1200 x 1200 dpi input

Scan Resolution: Hardware: Up to 1200 x 1200 dpi; Optical: Up to 1200 dpi

Copy Resolution: Black (text & graphics): Up to 600 dpi; Color (text & graphics): Up to 600 dpi

Fax Resolution: Black (best): 300 x 300 dpi; Color (best): 200 x 200 dpi

Standard Connectivity: 1 Ethernet; 1 Hi-Speed USB 2.0 (device); 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.11 a/b/g/n/ac (dual band); 2 RJ-11 Fax/Modem port/phone line

Mobile Printing Capability: Chrome OS; HP Smart app; Apple AirPrint™; Wi-Fi® Direct Printing; Mopria™ Certified

Duty Cycle: Monthly (letter): Up to 25,000 pages

Display: 2.7" (6.86 cm) Capacitive Touchscreen CGD



Empower your team with a productivity powerhouse

- Always ready for high volumes, get an HP OfficeJet Pro printer equipped with a 250-page input tray.
- Avoid waiting by the printer with an automatic document feeder enabling double-sided scanning.
- Speed up your printing with a fast inkjet printer - up to 22 pages per minute (PPM).⁴
- Scan/print/copy from your cloud storages like Google Drive or OneDrive with the easiest-to-use print app.²

Our best technology to stay connected and secure³

- Stay connected with our most reliable Wi-Fi® - dual-band, self-healing - that automatically reconnects.³
- Help keep your network protected from cyberthreats with HP Wolf Pro Security.³
- Feel confident with solutions that evolve with you from the Most Reliable A4 Brand.⁶

Always be ready to print. Never run out of ink.⁸

- With an Instant Ink subscription, you can get ink delivered directly to your door before you run out.⁸
- Save up to 50% with Instant Ink. Enroll to get ink with automatic delivery starting at \$1.79 a month.^{9,8}
- Get peace of mind with the flexibility to change plans or cancel anytime at no cost.¹⁰

Driving innovation with 40% recycled plastic¹¹

- Choose printers made with at least 40% recycled plastic.¹¹
- With every page you print, HP invests in helping to protect, manage, and restore forests.¹²
- Recycle your Original HP ink cartridges after use with the HP Planet Partners program.¹³

¹ Based on 2022 Q4 shipments in the IDC Worldwide Quarterly Hardcopy Peripherals Tracker®. 2022 Q4 Release. Includes shipments of all printing devices (inkjet printers, laser printers, copiers and multifunction devices, including production units). ² Compared to OEM printing apps for the majority of top-selling, network-capable inkjet/laser printers and all-in-ones for the home and office priced <\$450 USD. Printers selected by market share as reported by IDC Quarterly Hardcopy Peripherals Tracker - Final Historical CQ1 2023. Claim based on research of printer manufacturers' print apps and Keypoint Intelligence hands-on testing and study commissioned by HP, July 2023. For details, please see [keypointintelligence.com/HPSmartApps](https://www.keypointintelligence.com/HPSmartApps). Requires HP app download available at www.hp.com/go/mobileprinting. Certain features are available in English language only, and may vary by printer model/country, and between desktop/mobile applications. HP reserves the right to introduce changes for use of functionality facilitated by the HP app. Internet access required and may not be available in all countries. HP account required for full functionality. Fax capabilities are for sending a fax only. List of supported operating systems available in app stores. See details at www.hp.com/go/plus. ³ HP OfficeJet Pro 9125e printer series has self-healing Wi-Fi and HP Wolf Pro Security. HP's best and most reliable technologies to stay connected and secure. Internet access required and must be purchased separately. Wireless operations are compatible with 2.4 GHz and 5.0 GHz operations only. Learn more at www.hp.com/go/mobileprinting. HP Security is now HP Wolf Security. Security features vary by platform, please see product data sheet for details. ⁴ Excludes first set of 500 net pages. For details, see www.hp.com/go/plus. ⁵ Choose HP+ at setup to activate benefits. HP requires an HP account, ongoing connection to the internet, and the use of only Original HP ink for the life of the printer. More at [http://www.hp.com/plus](https://www.hp.com/plus). ⁶ Reliability Award based on devices tested by Keypoint Intelligence from 2017 through 2021. ⁷ Instant Ink is the world's first smart ink delivery service based on the number of additional sets of pages compared to cost per page (CPP) to print 5000, 24111 pages on most HP A4 color inkjet cartridge printers and MFPs. Comparative printers are priced at or below the most expensive HP Instant Ink eligible printer in each country using local currency, as of September 2022. Sales prices not considered for this study. Average CPP per copy used to determine percent savings versus CPP for HP Instant Ink. HP Ink Advantage printers, printers sold through contract, and other printers which only use XL cartridges excluded due to non-standard hardware & supplies model. Keypoint Intelligence October 2022 study commissioned by HP. Printers selected by market share in IDC Quarterly Hardcopy Peripherals Tracker - Final Historical 2022Q2. www.keypointintelligence.com/HPInstantInk. ⁸ Change or cancel your plan at any time online. If you decide to cancel your HP Instant Ink plan you can go back to using HP original Standard or XL cartridges. Plan upgrades are effective immediately and the pricing will be applied retroactively or in the next billing cycle, depending on user choice. Plan downgrades and cancellations are effective after the last day of the current billing period. For full details go to instantink.com/terms. ⁹ Percentage of recycled plastic is calculated by plastic weight. Post-consumer recycled is based on the definition set in the CRAFT standard for imaging equipment, IEEE 1580.2. ¹⁰ HP works collaboratively with our partners including WWF and Conservation International to manage, restore, and protect forests in many countries around the world. With HP every print—regardless of paper brand—is addressed through HP's Forest Positive Framework to counteract risks of deforestation. To learn more visit [hp.com/forests](https://www.hp.com/forests). ¹¹ HP Planet Partners program available online. For details, see www.hp.com/planetpartners. ¹² After 3 months, a fee will be charged automatically unless cancelled. HP Instant Ink sign-up required. HP Instant Ink not available in all countries. Subject to monthly page limit of 700. Must complete HP Instant Ink sign-up within 7 days of setting up the printer with the HP-recommended setup process as indicated in the instructions that came with your printer. Use of in-box ink cartridge is included in period of offer. Unless service is cancelled within the promotional period online at instantink.com, a monthly service fee, based on the plan chosen, plus tax and coverage fees will be charged to your credit/debit card. Customer will be charged for any coverage fees and applicable taxes at the end of each month in the promotional period. One offer redeemable per printer. Trial offer with HP Instant Ink subject to change after 12/31/2024. Offer cannot be redeemed for cash. Setup Offer may be combined with other offers; see terms and conditions of the other offer for more details. Requires a valid credit/debit card, an email address, and internet connection to printer. See additional offer information available during online sign-up process. For service details, see instantink.com. ¹³ Based on 2022 semi-annual internal brand surveys commissioned by HP.

HP OfficeJet Pro 9125e All-in-One Printer with Bonus 3 Months of Instant Ink with HP+ Technical specifications

Functions	Print, copy, scan, fax
Multitasking supported	Yes
Print speed ⁵	Letter: Up to 22 ppm; Black (ISO): Up to 22 ppm; Color (ISO): Up to 18 ppm; First page out black: As fast as 10 sec; First Page Out Color: As fast as 11 sec; Black (draft): Up to 32 ppm; Color (draft): Up to 32 ppm; Print speed Black Duplex: Up to 14 ipm; Print speed Color Duplex: Up to 12 ipm
Print resolution	Black (best): 1200 x 1200 rendered dpi; Color (best): Up to 4800 x 1200 optimized dpi on HP Advance Photo Paper 1200 x 1200 dpi input
Print technology	HP Thermal Inkjet
Print resolution technologies	HP Thermal Inkjet
Print cartridges number	4 (1 each black, cyan, magenta, yellow)
Borderless printing	Yes, on photo paper only, up to 8.5 x 11 in (US letter), 210 x 297 mm (A4)
Standard print languages	HP PCL3 GUI
Printer smart software features	Orientation: Portrait/Landscape; Print on Both Sides: None/Flip on Long Edge/Flip on Short Edge; Page Order: Front to Back/Back to Front; Pages per Sheet: 1, 2, 4, 6, 9, 16; Quality Settings: Draft/Normal/Best; Printing Shortcuts; Print in Grayscale: Off/High Quality Grayscale/Black Ink Only; Pages per Sheet Layout: Right then Down/Down then Right/Left then Down/Down then Left; Print in Max DPI: No/Yes; HP Real Life Technologies: Off/On; Booklet: None/Booklet-Left Binding/Booklet-Right Binding; Pages to Print: Print All Pages/Print Odd Pages Only/Print Even Pages Only; Borderless Printing: Off/On; Page Borders: Off/On;
Scan type / Scan technology	Easy slide-off glass, dual pass 2-sided ADF / Contact Image Sensor (CIS)
Scan resolution	Hardware: Up to 1200 x 1200 dpi; Optical: Up to 1200 dpi
Scan file format	JPG, BMP, TIFF, PDF, RTF, TXT, PNG
Scan input modes	Front-panel scan, copy, HP Software, EWS, Mobile apps
Scan size maximum	ADF 8.5 x 14 in ; 215.9 x 355.6 mm ; Flatbed 8.5 x 11.7 in ; 215.9 x 297 mm
Scan speed	Up to 8 ipm (200 ppi, b&w); Up to 8 ipm (200 ppi, color)
Scanner advanced features	OCR (Optical Character Recognition); Smart Tasks shortcuts: 1-click customizable scan to cloud destinations, email, and print, create editable, searchable documents by scanning from phone or printer; Smart Tasks destinations: Dropbox, Google Drive, One drive, email recipients
Bit depth / Grayscale levels	24-bit/ 256
Digital sending standard features	Scan-to E-mail; Scan to network folder; scan to SharePoint; Scan to thumb drive
Copy speed	Black (ISO): Up to 21 cpm; Color (ISO): Up to 14 cpm; Black (draft): Up to 28 cpm; Color (draft): Up to 21 cpm
Copy resolution	Black (text and graphics): Up to 600 dpi; Up to 600 dpi; Color (text and graphics): Up to 600 dpi
Maximum number of copies	Up to 99 copies
Copier settings	Number of Copies; Two-Sided; Lighter/Darker; HP Copy Fix; ID Copy; Resize; Quality; Paper Size; Paper Type; Collate; Margin Shift; Crop; Copy Preview; Enhancements
Copier resize	25 to 400%
Fax resolution	Black (best): 300 x 300 dpi; Color (best): 200 x 200 dpi; Black (standard): 200 x 100 dpi; Color (standard): 200 x 200 dpi
Fax speed	4 sec per page
Fax Features	Fax memory Letter: Up to 100 pages; Fax memory A4: Up to 100 pages; Auto fax reduction supported: Yes; Auto-redialing: Yes; Fax delayed sending: Yes; Distinctive ring detection supported: Yes; Fax forwarding supported: Yes (black only); Fax phone TAM interface supported: No; Fax polling supported: No; Fax telephone mode supported: No; Junk barrier supported: Yes; Maximum speed dialing numbers: Not Supported; PC interface supported: Yes; HP Software support provided; Remote retrieval capability supported: No; Telephone handset supported: No
Standard connectivity	1 Ethernet; 1 Hi-Speed USB 2.0 (device); 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.11 a/b/g/n/ac (dual band); 2 RJ-11 Fax/Modem port/phone line
Network capabilities	Yes, via built-in Ethernet; Wireless 802.11a/b/g/n/ac
Wireless capability	Yes, with built-in dual-band Wi-Fi 802.11 a/b/g/n/ac and a self-heal solution
Mobile printing capability ⁴	Chrome OS; HP Smart app; Apple AirPrint™; Wi-Fi® Direct Printing; Mopria™ Certified
Memory	Standard: 512MB; Maximum: 512MB
Processor speed	1.2 GHz/ Hard disk: None
Duty cycle ⁷	Monthly, letter: Up to 25,000 pages; Monthly, A4: Up to 25,000 pages
Recommended monthly page volume	Up to 1500
Media types supported	Plain Paper, HP Photo Papers, HP Matte Brochure or Professional Paper, HP Matte Presentation Paper, HP Glossy Brochure or Professional Paper, Other Photo Inkjet Papers, Other Matte Inkjet Papers, Other Glossy Inkjet Papers, Thick Plain Paper, Light/Recycled Plain Paper, HP Tri-fold Brochure Paper, Glossy

Media weight supported	16 to 28 lb (plain paper); 60 to 75 lb (photo); 20 to 24 lb (envelope); 90 to 110 lb (card)
Media sizes supported	Letter; Legal; Government Legal; Executive; Statement; 3 x 5 in; 4 x 6 in; 5 x 7 in; 13 x 18 cm; 8 x 10 in; 10 x 15 cm; L; Photo 2L; Envelope#10, Monarch, 5.5 bar; Card (3 x 5 in, 4 x 6 in, 5 x 8 in)
Media Sizes Custom	Tray 1: 3 x 5 to 8.5 x 14; 5 x 8.3 to 8.5 x 14 in
Paper handling	Input Capacities: Up to 250 sheets Standard; Up to 30 envelopes; Up to 50 cards; Up to 50 sheets Labels; Up to 250 sheets Legal Auto Document Feeder: Standard, 35 sheets Output Capacities: Up to 60 sheets Standard; Up to 10 envelopes; Up to 30 cards; Up to 30 sheets Labels; Up to 60 sheets Legal Duplex Options: Automatic Envelope feeder: No Standard paper trays: 1
What's in the box	403X0A HP OfficeJet Pro 9125e AIO Printer; HP 936 Setup Black Ink Cartridge; HP 936 Setup Cyan Ink Cartridge; HP 936 Setup Magenta Ink Cartridge; HP 936 Setup Yellow Ink Cartridge; Regulatory Flyer; Ink Caution Flyer; Power Cord; Setup Poster; Reference Guide [For more information about fill and yield, see http://www.hp.com/go/learnaboutsupplies]
Replacement cartridges	HP 936 Black Original Ink Cartridge (~1,250 pages) 4S6V2LN, HP 936 Cyan Original Ink Cartridge (~800 pages) 4S6U9LN; HP 936 Magenta Original Ink Cartridge (~800 pages) 4S6V0LN; HP 936 Yellow Original Ink Cartridge (~800 pages) 4S6V1LN; HP EvoMore planned to be available April 2024; HP 936e EvoMore Black Original Ink Cartridge (~2,500 pages) 4S6V6LN; HP 936e EvoMore Cyan Original Ink Cartridge (~1,650 pages) 4S6V3LN; HP 936e EvoMore Magenta Original Ink Cartridge (~1,650 pages) 4S6V4LN; HP 936e EvoMore Yellow Original Ink Cartridge (~1,650 pages) 4S6V5LN. Actual yield varies considerably based on content of printed pages and other factors. For details, see https://www.hp.com/go/learnaboutsupplies
Instant ink eligible	HP Instant Ink eligible. For more information visit https://www.hpinstantink.com
Product dimensions	W x d x h: 17.3 x 13.48 x 10.94 in (Minimum Storage Mode) /439.3 x 342.5 x 278 mm (Minimum Storage Mode) ; Maximum: 17.3 x 20.46 x 10.94 in (Output Tray Extend) /439.3 x 519.8 x 278 mm (Output Tray Extend)
Product weight ²	~ 20.48 lb
Warranty features	One-Year limited hardware warranty with option to extend to two-years with acceptance of HP+ Offer. For more information, please visit us at http://support.hp.com ⁸
Energy efficiency compliance	IT ECO Declaration; EPEAT® registered
Energy star certified	Yes
Sustainable impact specifications	Forest First product with HP+; Recyclable through HP Planet Partners
Control panel	2.7" (6.86 cm) touchscreen control panel with CGD (color graphic display); 3 buttons: (home, help, back)
Display description	2.7" (6.86 cm) Capacitive Touchscreen CGD
Software included	HP Printer Software
Web solutions	Wolf Pro Security; Scan to Email; HP app; HP+; Instant Ink
Compatible operating systems	Windows 11; Windows 10; Windows Server; macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; macOS 14 Sonoma; macOS 15 Sequoia; Linux; Chrome OS
Compatible network operating systems	Windows 11; Windows 10; Windows Server; macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; macOS 14 Sonoma; macOS 15 Sequoia; Linux; Chrome OS
Minimum system requirements	PC: Windows 11, 10: 32-bit or 64-bit, 2 GB available hard disk space, Internet connection,Internet Explorer . ; Mac: macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; macOS 14 Sonoma; macOS 15 Sequoia; Internet required
Power ³	Power supply type: Internal (Built-in) Universal Power Supply; Power requirements: Input voltage: 100 to 240 VAC (+/- 10%), 50/60 Hz; Power consumption: 5.06 watts (ready), 1.22 watts (sleep), 0.14 watts (manual-off)
Acoustics	Acoustic power emissions: 6.8 B(A) (printing at 20ppm); Acoustic pressure emissions: 61 dB(A) (printing at 20ppm)
Operating environment	Operating temperature range: 41 to 104°F; Recommended operating temperature: 59 to 90°F; Storage temperature range: -40 to 140°F; Operating humidity range: 20 to 80% RH; Recommended humidity operating range: 25 to 75% RH
HP Service and Support options	UQ209E - HP 3 Year Next Business Day Advance Exchange; UQ210E - HP 4 Year Next Business Day Advance Exchange; U6M54E - HP 3 Year Next Business Day Onsite Exchange; U6M55E - HP 4 Year Next Business Day Onsite Exchange
Country of origin	China(B1H); Japan(B1H); Philippines(B1H); Taiwan(B1H); Thailand(B1H); United Sates(B1H); Vietnam(B1H)

Learn more at hp.com

¹ Dimensions vary as per configuration ² Weight varies as per configuration ³ Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the product warranty. ⁴ Wireless performance is dependent upon physical environment and distance from the access point. Wireless operations are compatible with 2.4 GHz routers only; excludes wireless direct. Wireless direct may require driver or apps be installed and connected on wireless-enabled mobile device or PC. Wireless functionality may vary by computer and mobile operating systems, see hpcnected.com. Separately purchased data plans or usage fees may apply. Print times and connection speeds may vary. AirPrint supports OS X® Lion, OS X® Mountain Lion and the following devices running iOS 4.2 or later: iPad®, iPhone® (3Gs or later), iPod touch® (3rd generation or later) and requires the printer be connected to the same network as your OS X or iOS device. AirPrint, the AirPrint Logo, iPad®, iPhone®, and iPod touch are trademarks of Apple® Inc. Windows is a trademark of the Microsoft group of companies. BlackBerry® names and logos are the property of Research In Motion Limited. Android is a trademark of Google Inc. ⁵ Speed specifications have been updated to reflect current industry testing methods. ⁶ Either after first page or after first set of ISO test pages. For details see <http://www.hp.com/go/printerclaims> ⁷ HP recommends that the number of printed pages per month be within the stated range for optimum device performance, based on factors including supplies replacement ⁸ For full terms and conditions visit: www.hp.com/go/orderdocuments . Warranty and support options vary by product, country, and local legal requirements.



HP OfficeJet Pro 9730e Wide Format All-in-One Printer (537P6B)



Print and scan in wide format like a Pro.

Say hello to the wide format professional color inkjet printer for your growing business from the World's #1 Printer Company, paired with the easiest-to-use print app. Print and scan up to A3 with extra performance features.[1,2]



Easily achieve vibrant, screen-accurate prints

Print true-to-screen with the world's first and only wide format printer with P3 for wider gamut vs. sRGB.[3]

Our best technology to stay connected and secure[4]

Stay connected with our most reliable Wi-Fi® - dual-band, self-healing - that automatically reconnects.[4]

Always be ready to print. Never run out of ink.[7]

With an Instant Ink subscription, you can get ink delivered directly to your door before you run out.[7]

Specifications

Print Resolution Technologies	HP Thermal Inkjet
Print quality black (best)	Up to 1200 x 1200 rendered dpi
Print quality color (best)	Up to 4800 by 1200 optimized dpi on HP Advance Photo Paper 1200 by 1200 dpi input
Print speed black (ISO, A4)	Up to 22 ppm
Print speed black (ISO, letter)	Up to 22 ppm
Print Speed Color (ISO)	Up to 18 ppm
Print speed color (ISO)	Up to 18 ppm
Print speed	Print speed up to 22 ppm (black) and 18 ppm (color)
Functions	Print, copy, scan
Duplex printing	Automatic
Duty cycle (monthly, A4)	Up to 30,000 pages
Duty cycle (monthly, letter)	Up to 30,000 pages
Printer smart software features	Color mode: Color/Grayscale using black only/Grayscale using CMYK black, Two-sided Printing: none/Flip on long edge/Flip on short edge, Pages per sheet: 1,2,4,6,9,16, Pages per sheet Layout: Right then Down/Down then Right/Left then Down/Down then Left, Page Borders: On/Off, Print Quality: Normal/Draft/Best/Maximum dpi, Copy count, Collate, Orientation: Portrait/Landscape, Paper Size, Paper Source, Media Type, Booklet printing: Off/Left Binding/Right Binding, Watermarks, Page order: Front to Back/Back to Front, HP EasyColor: Off/Conservative/Automatic, Borderless printing: Off/On, Presets
Scanner advanced features	Smart Task Shortcuts; Scan to Cloud destinations: Dropbox, Google Drive, OneDrive; OCR (Optical Character Recognition); Auto Correct; Smart File Naming; Save as Text File
Energy savings feature technology	Schedule On and Schedule Off
Replacement cartridges	HP 937 Black Original Ink Cartridge (~1,250 pages) 4S6W5N; HP 937 Cyan Original Ink Cartridge (~800 pages) 4S6W2N; HP 937 Magenta Original Ink Cartridge (~800 pages) 4S6W3N; HP 937 Yellow Original Ink Cartridge (~800 pages) 4S6W4N. HP EvoMore planned to be available April 2024: HP 937e EvoMore Black Original Ink Cartridge (~2,500 pages) 4S6W9N; HP 937e EvoMore Cyan Original Ink Cartridge (~1,650 pages) 4S6W6N; HP 937e EvoMore Magenta Original Ink Cartridge (~1,650 pages) 4S6W7N; HP 937e EvoMore Yellow Original Ink Cartridge (~1,650 pages) 4S6W8N. Actual yield varies considerably based on content of printed pages and other factors. For details, see https://www.hp.com/go/learnaboutsupplies
Supplies feature	HP Instant Ink eligible
Connectivity, standard	1 Ethernet; 1 Hi-Speed USB 2.0 (device); 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.11 a/b/g/n/ac (dual band)
Modem	Not supported
Network capabilities	Yes, via built-in Ethernet; Wireless 802.11 a/b/g/n/ac
Wireless capability	Yes, with built-in dual-band Wi-Fi 802.11 a/b/g/n/ac and a self-heal solution
Mobile printing capability	Chrome OS; HP Smart app; Apple AirPrint™; Mobile Apps; Wi-Fi® Direct Printing; Mopria™ Certified
Network protocols, supported	TCP/IP
Software included	HP Printer Software
Compatible Operating Systems	Windows 11; Windows 10; Android; iOS; macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; Linux; Chrome OS ^[4] (Windows Server 2016 64-bit, Windows Server 2019 64-bit, Windows Server 2022 64-bit; Linux (For more information see http://developers.hp.com/hp-linux-imaging-and-printing))
Technical features	Borderless Printing; Wireless; Wireless Direct; AirPrint; Touchscreen; ADF; HP Printables; Automatic two-sided printing
Sustainable impact specifications	Forest First product with HP+; FSC Certified Packaging; Contains ocean-bound recycled plastic; 30% post-consumer recycled plastic; Recyclable through HP Planet Partners
Energy star certified	No
Ecolabels	EPEAT® registered
Blue Angel compliant	No, please refer to the ECI (Ecolabel Comparison Information) document
Copy speed black (best, A4)	Up to 4 cpm
Copy speed black (best, letter)	Up to 4 cpm
Copy speed color (best, A4)	Up to 4 cpm
Copy speed color (best, letter)	Up to 4 cpm
Digital sending standard features	Scan to PC; Scan to Memory Device; Scan to email

Scan speed (normal, A4)	Up to 8/6 ipm (B&W/Color 200 ppi)
Scan file format	Scan File Type supported by Software: Bitmap (.bmp), JPEG (.jpg), PDF (.pdf), PNG (.png), Rich Text (.rtf), Searchable PDF (.pdf), Text (.txt), TIFF (.tif)
Scan input modes	Front-panel scan, copy or from software
Scan technology	Contact Image Sensor (CIS)
Scanner type	Flatbed, ADF
Display	4.3" Capacitive Touchscreen CGD
Minimum dimensions (W x D x H)	581 x 467 x 386 mm (Output Tray + Cleanout Door not extended)
Minimum dimensions (W x D x H)	22.9 x 18.4 x 15.20 in (Output Tray + Cleanout Door not extended)
Weight	19.5 kg
Weight	42.9 lb
Power consumption	0.11 watts (Manual-Off), 5.40 watts (Standby), 1.39 watts (Sleep) ^{None}
Power supply type	Internal (Built-in) Universal Power Supply
What's in the box	HP OfficeJet Pro 9730e WF AiO Printer; HP 937 Setup Black Ink Cartridge; HP 937 Setup Cyan Ink Cartridge; HP 937 Setup Magenta Ink Cartridge; HP 937 Setup Yellow Ink Cartridge; Regulatory Flyer; Ink Caution Flyer; Power Cord; Setup Poster; Reference Guide; [For more information about fill and yield, see http://www.hp.com/go/learnaboutsupplies]
Manufacturer Warranty	One-year limited hardware warranty with option to extend to 2 years with HP+ Offer. For more info please visit us at http://support.hp.com . [9]

Top Recommended Displays, Accessories and Services

HP Inkjet Printer Cartridges and Ink Supplies

HP 937 Black Original Ink Cartridge	4S6W5NA
HP 937 CMYK Original Ink Cartridge 4-Pack	6C3Z9NA
HP 937 Cyan Original Ink Cartridge	4S6W2NA
HP 937 Magenta Original Ink Cartridge	4S6W3NA
HP 937 Yellow Original Ink Cartridge	4S6W4NA

Messaging Footnotes

[1] Based on 2022 Q4 shipments in the IDC Worldwide Quarterly Hardcopy Peripherals Tracker®, 2022 Q4 Release. Includes shipments of all printing devices (inkjet printers, laser printers, copiers and multifunction devices, including production units).

[2] Compared to OEM printing apps for the majority of top-selling, network-capable inkjet/laser printers and all-in-ones for the home and office, priced ≤\$450 USD. Printers selected by market share as reported by IDC Quarterly Hardcopy Peripherals Tracker – Final Historical CYQ1 2023. Claim based on research of printer manufacturer's print apps and Keypoint Intelligence hands-on testing and study commissioned by HP, July 2023. For details, please see: keypointintelligence.com/HPSmartapp. Requires HP app download available at www.hp.com/go/mobileprinting. Certain features are available in English language only, and may vary by printer model/country, and between desktop/mobile applications. HP reserves the right to introduce charges for use of functionality facilitated by the HP app. Internet access required and may not be available in all countries. HP account required for full functionality. Fax capabilities are for sending a fax only. List of supported operating systems available in app stores. See details at www.hpsmart.com.

[3] HP OfficeJet 9700 printers are the world's first and only Display P3 color gamut capable wide format printers delivering a wider color range than sRGB. Based on June 2023 internal research of Expanded Color Gamut technology's comparison against comparable, top-selling competitive printers.

[4] HP OfficeJet Pro 9700 printer series has self-healing Wi-Fi and HP Wolf Pro Security, HP's best and most reliable technologies to stay connected and secure. Internet access required and must be purchased separately. Wireless operations are compatible with 2.4 GHz and 5.0 GHz operations only. Learn more at www.hp.com/go/mobileprinting. HP Security is now HP Wolf Security. Security features vary by platform, please see product data sheet for details.

[7] Based on plan usage, Internet connection to eligible HP printer, valid payment method, email address, and delivery service in your geographic area.

Technical Specifications Footnotes

[4] Not supporting Windows® XP (64-bit) and Windows Vista® (64-bit)

Learn more at

<http://www.hp.com/uk>

The product could differ from the images shown. © 2014 Hewlett-Packard Development Company, L.P. The Information contained herein is subject to change without notice. Warranties for HP products and services are set out in the express warranty statements accompanying such products and services. In addition, our products and services come with guarantees that cannot be excluded under the Australian Consumer Law. Subject to the foregoing, nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.





State of West Virginia
Agency Request for Quote
Office Equip.

Proc Folder: 1785704

Doc Description: Open-End Contract of Printers and Ink for WVDOT

Reason for Modification:

Proc Type: Agency Master Agreement

Date Issued

Solicitation Closes

Solicitation No

Version

2025-09-09

2025-09-23 10:30

ARFQ 0803 DOT2600000020

1

BID RECEIVING LOCATION

PROCUREMENT DIVISION
DIVISION OF HIGHWAYS
BLDG 6 RM 340A
1900 KANAWHA BLVD E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000049412

Vendor Name : Xerox Business Solutions

Address :

Street : 3600 McClaren Woods Drive

City : Coraopolis

State : PA

Country : USA

Zip : 15108

Principal Contact : Douglas Sanner

Vendor Contact Phone: 724-856-1570

Extension:

FOR INFORMATION CONTACT THE BUYER

Amber J Heath
304-558-0408
amber.j.heath@wv.gov

Vendor
Signature X 
Cadre (Sep 23, 2025 20:28:03 EDT)

FEIN# 25-1333970

DATE 09/23/2025

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

ADDITIONAL INFORMATION

THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION - PROCUREMENT DIVISION - SOLICITATION OF AN OPEN-END CONTRACT OF PRINTERS AND INK FOR INFORMATION TECHNOLOGY DIVISION - PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO DOTPROCUREMENTTECHQUES@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS.

*******NOTICE*******

WE DO NOT ACCEPT EMAIL BIDS
MUST USE ONE THE FOLLOWING TO SUBMIT A BID:

- * UPLOAD TO OASIS
- * HAND DELIVERY
- * MAIL IN HARD COPY
- * FAX TO 304-558-0047

MAKE SURE YOU DOWNLOAD ALL INFORMATION - THE COMPLETE SOLICITATION - PRICING PAGES - SIGN THE PAGES THAT NEED SIGNED

PLEASE NOTE THAT TO BE AWARDED THIS CONTRACT YOU WILL NEED TO BE A REGISTERED VENDOR WITH WV STATE PURCHASING, AND COMPLIANT WITH SEVERAL AGENCIES SUCH AS THE WVSOS, TAX DEPARTMENT, WORKER'S COMPENSATION, AND UNEMPLOYMENT INSURANCE.

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	HP OfficeJet Pro 9125E All-in-One Printer or equal	50.00000	EA	\$316.14	\$15,807

Comm Code	Manufacturer	Specification	Model #
43212100	HP	32ppm	OfficeJet Pro 9125e

Extended Description:

HP OfficeJet Pro 9125E All-in-One Printer or equal

Note:

1. Although the request specifies a 35 ppm device, the listed model — HP OfficeJet Pro 9125e — has a maximum print speed of 32 ppm (in general office mode)
2. HP OfficeJet Pro 9125e (comes with 1 year warranty)

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	2 Year Warranty or Better	50.00000	EA	\$59.59	\$2,979.50

Comm Code	Manufacturer	Specification	Model #
81111818	HP	3 yr Next Business Day Exchange Service	

Extended Description:
HP OfficeJet Pro 9125E All-in-One Printer 2 Year Warranty Or better

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	HP 936 Original Ink Cartridge 4-pack or equal	50.00000	EA	\$157.85	\$7,892.50

Comm Code	Manufacturer	Specification	Model #
60121718	HP	036 Original Ink Cartridge 4-pack	

Extended Description:
HP 936 Cyan/Magenta/Yellow/Black Original Ink Cartridge 4-Pack, Part Number 6C3Z5LN or equal

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	HP OfficeJet Pro 9730e Wide Format Printer 11"x17" or equal	50.00000	EA	\$448.13	\$22,406.50

Comm Code	Manufacturer	Specification	Model #
43212100	HP	34ppm	OfficeJet Pro 9730e

Extended Description: HP OfficeJet Pro 9730eWide Format Printer (comes with 1 year warranty)
HP OfficeJet Pro 9730e Wide Format Printer 11"x17" or equal

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	2 Year Warranty or Better	50.00000	EA	\$79.44	\$3,972.00

Comm Code	Manufacturer	Specification	Model #
81111818	HP	3 year Next Business Day Exchange Service	

Extended Description:
HP OfficeJet Pro 9730e Wide Format Printer 11"x17" 2 - Year Warranty or Better

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Technical Questions Due at 10:00am ET	2025-09-17

INSTRUCTIONS TO VENDORS SUBMITTING BIDS
(Agency Delegated Procurements Only)

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

2A. PREBID MEETING: The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf. The required attribution of attendance to a single vendor should be addressed during the pre-bid but may occur at any time deemed appropriate by the Purchasing Division.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

3. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Agency Contact. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: Wednesday, September 17, 2025 at 10:00am EST

Submit Questions to:
Amber Heath

Email: DOTPROCUREMENTTECHQUES@WV.GOV

4. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Agency on or before the date and time of the bid opening. Any bid received by the Agency staff is considered to be in the possession of the Agency and will not be returned for any reason.

4A. BID SUBMISSION

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Agency.

SEALED BID: Open-End Contract of Printers and Ink for WVDOT

BUYER: Amber Heath

SOLICITATION NO.: ARFQ DOT2600000020

BID OPENING DATE: Tuesday, September 23, 2025

BID OPENING TIME: 10:30am EST

FAX NUMBER: 304-558-0047

5. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official addendum issued by the Agency. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

6. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

7. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity established under West Virginia Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

8. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

9. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

10. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

11. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

11A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, if reciprocal preference is requested by a West Virginia resident vendor, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

12. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

13. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately access and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or removed access restrictions to allow the Agency to print or electronically save documents provided that those documents are viewable by the Agency prior to obtaining the password or removing the access restriction.

14. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

15. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

16. 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., 5G-1-1 et seq. and the Freedom of Information Act in 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.

**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
award _____ and the initial contract term extends until one (1) year.

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 three (3) 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.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

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.

☐ **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 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:
\$1,000,000.00 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ 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.

20A. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

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 NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they 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.

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.

Jane Johnson, Director, RFP Support Team

(Printed Name and Title)

820 W Sandy Lake Road, Coppell, TX 75019

(Address)

814-360-7895

(Phone Number) / (Fax Number)

Jane.Johnson@xerox.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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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.

Xerox Business Solutions

(Company)



Claire (Sep 23, 2025 20:28:03 EDT)

(Signature of Authorized Representative)

Claire McFadden, Assistant Treasurer

(Printed Name and Title of Authorized Representative)

09/23/2025

(Date)

616-719-5059

(Phone Number) (Fax Number)

Revised 8/24/2023

REQUEST FOR QUOTATION
Desktop Printers and Ink

SPECIFICATIONS

1. PURPOSE AND SCOPE: The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation, Information Technology Division, to establish an open-end contract for Printers and Ink.

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” or “Contract Items” means the list of items identified in Section 3.1 below and on the Pricing Pages.

2.2 “Pricing Pages” means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

2.3 “Solicitation” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 HP OfficeJet Pro 9125e All -in-One Printer or equal

3.1.1.1 Shall print a minimum of 35 pages per minute.

3.1.1.2 Shall function with print, copy, scan and fax or better.

3.1.1.3 Shall provide two (2) years total onsite warranty that includes accidental damage protection or better.

3.1.2 HP OfficeJet Pro 9730e, Wide-Format Printer 11”x17” or equal

REQUEST FOR QUOTATION
Desktop Printers and Ink

3.1.2.1 Shall print a minimum of 22 pages per minute.

3.1.2.2 Must be compatible with printing 11" by 17" for printing.

3.1.2.3 Shall provide Two (2) years total onsite warranty that includes accidental damage protection or better.

3.1.3 HP 936 Cyan/Magenta/Yellow/Black Original Ink Cartridge 4-pack, Part Number 6C3Z5LN or equal

3.1.3.1 Shall include (4) ink cartridges per carton or better.

3.1.3.2 Must be compatible with the HP OfficeJet Pro 9125e or equal.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all 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 Pages: Vendor should complete the Pricing Pages by providing a total cost for the Contract Items being requested. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

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

5. ORDERING AND PAYMENT:

REQUEST FOR QUOTATION
Desktop Printers and Ink

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

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

6. DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within [10] working days after orders are received. Vendor shall deliver emergency orders within 2 working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

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

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

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

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

REQUEST FOR QUOTATION
Desktop Printers and Ink

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.


REQUEST FOR QUOTATION
Desktop Printers and Ink

7.2.4 Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Douglas Sanner
Telephone Number: 724-856-1570
Fax Number: _____
Email Address: Douglas.Sanner@xerox.com

Exhibit A - Pricing Page				
Specifications Reference	Description	Estimated Quantity	Unit Cost	Extended Price Total
3.1.1	HP OfficeJet Pro 9125e All-in-One Printer or equal	50	\$316.14	\$15,807.00
3.1.1.3	2 Year Warranty or Better	50	\$59.59	\$2,979.50
3.1.2	HP OfficeJet Pro 9730e, Wide-Format Printer 11"x17" or equal	50	\$448.13	\$22,406.50
3.1.2.3	2-Year Warranty or Better	50	\$79.44	\$3,972.00
3.1.3	HP 936 Cyan/Magenta/Yellow/Black Original Ink Cartridge 4-Pack, Part Number 6C3Z5LN or equal	50	\$157.85	\$7,892.50
Grand Total				\$53,057.50

*The quantities listed in this pricing page are estimates provided. They do not represent a commitment or guarantee by the vendor to purchase any specific quantity of goods. Actual quantities ordered may vary, higher or lower, based on the agency's needs.

SOLICITATION NUMBER: ARFQ DOT2600000020

Addendum Number: 1

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 1 IS ISSUED FOR THE FOLLOWING REASONS:

1. TO ATTACH THE VENDOR QUESTIONS AND RESPONSES
2. TO MODIFY THE BID OPENING DATE AND TIME

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 DOT2600000020

Open-End Contract of Printers and Ink for WVDOT

Question 1 – I see on this bid you request pricing for a 2 year warranty on each device but only ink on the HP 9125e. Are you wanting pricing on ink (4 pack) for the HP 9730e as well?

Answer 1 – When conducting our research online, Part Number 6C3Z5LN, HP936 Cyan/Magenta/Yellow/Black Ink is compatible with 9730e.

Question 2 – Can you confirm whether the quantity of printers shown on the bid will be purchased as needed over the duration of the contract. Or will this quantity be purchased all at once?

Answer 2 – Please note, this solicitation is for an open ended contract and the quantity listed on the pricing page is estimated. We will be purchasing them over the duration of the contract.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFQ DOT2600000020

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 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.

Xerox Business Solutions

Company


Neil Claire (Sep 24, 2025 16:47:16 EDT)

Authorized Signature

9/24/2025

Date

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