



## SUPREME COURT OF APPEALS OF WEST VIRGINIA

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Request for Quote ("RFQ")

Administrative Office - Division of Technology Services

RFQ: HP Laserjet 4001n Printers

Release Date: Thursday, March 12, 2026

Deadline to Respond: Thursday, March 26, 2026 at 12:00 p.m. (EST)

Ship To: 3708 Venable Avenue, Charleston, WV 25304

Other Requirements:

- Liftgate required.
- Order must be received no later than May 31<sup>st</sup>.
- Requested items must be new and not refurbished or used. Availability may impact award.

Specifications:

Qty 50: HP Laserjet 4001n Printer - P/N: 2Z599F

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Submit Responses and All Related Correspondence To: [DTFS@courtsww.gov](mailto:DTFS@courtsww.gov)

**Notice:** All RFQ responses must adhere to the [Request for Quote Standards and Requirements](#) available on the RFP/RFQ webpage of the West Virginia Judiciary website. Failure to adhere to these Standards and Requirements and/or failure to provide all requested information contained within this RFQ may result in a response being considered a **"No Bid."**



## SUPREME COURT OF APPEALS OF WEST VIRGINIA

Request for Quote ("RFQ") Response Cover Page  
Administrative Office - Division of Technology Services

**Submit this completed Cover Page along with the RFQ Response and all related information to: [DTFS@courtswv.gov](mailto:DTFS@courtswv.gov)**

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Vendor's Name (registered business name): \_\_\_\_\_

Vendor's Business Address: \_\_\_\_\_

Vendor's Business Phone Number: \_\_\_\_\_

Vendor Representative's Name: \_\_\_\_\_

Vendor Representative's Contact Email: \_\_\_\_\_

Vendor Representative's Contact Phone Number: \_\_\_\_\_

Response Date: \_\_\_\_\_

Please verify the following. Failure to fully complete this cover page may result in this response being considered a "No Bid."

Vendor is registered to do business with the State of West Virginia. If not, please complete and submit the WV-9 form with your response.

By checking this box, I hereby certify that this submittal contains all documents and information required and I acknowledge that failure to do so may result in rejection of this submittal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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