



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 4

[List View](#)

General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 594676

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0932

Vendor ID: 000000167409

SO Doc ID: DRS2000000001

Legal Name: TERZETTO CREATIVE LLC

Published Date: 7/16/19

Alias/DBA:

Close Date: 7/18/19

Total Bid: \$32,100.00

Close Time: 13:30

Response Date: 07/18/2019

Status: Closed

Response Time: 12:42

Solicitation Description: Addendum No. 3 - Graphic Design and Banner/poster

Total of Header Attachments: 4

Total of All Attachments: 4



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 594676

Solicitation Description : Addendum No. 3 - Graphic Design and Banner/poster

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-07-18 13:30:00	SR 0932 ESR07181900000000285	1

VENDOR
000000167409 TERZETTO CREATIVE LLC

Solicitation Number: CRFQ 0932 DRS2000000001

Total Bid : \$32,100.00 **Response Date:** 2019-07-18 **Response Time:** 12:42:57

Comments:

FOR INFORMATION CONTACT THE BUYER
 Tara Lyle
 (304) 558-2544
 tara.l.lyle@wv.gov

Signature on File	FEIN #	DATE
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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	GRAPHIC DESIGN SERVICES	1.00000	JOB	\$5,000.000000	\$5,000.00

Comm Code	Manufacturer	Specification	Model #
82140000			

Extended Description : PER ITEM 4.1.1 SPECIFICATIONS

Comments: Re: 28 Delivery Days - Proposed timeline is attached. In order to meet the delivery date of August 30, 2019, initial planning meeting must be held by July 24, 2019. Otherwise delivery date will need to be extended accordingly.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	RETRACTABLE BANNER	160.00000	EA	\$165.000000	\$26,400.00

Comm Code	Manufacturer	Specification	Model #
82121505			

Extended Description : PER ITEM 4.1.2 SPECIFICATIONS

Comments: Re: 28 Delivery Days - Proposed timeline is attached. In order to meet the delivery date of August 30, 2019, initial planning meeting must be held by July 24, 2019. Otherwise delivery date will need to be extended accordingly.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	POSTER	200.00000	EA	\$3.500000	\$700.00

Comm Code	Manufacturer	Specification	Model #
82121505			

Extended Description : PER ITEM 4.1.3 SPECIFICATIONS

Comments: Re: 28 Delivery Days - Proposed timeline is attached. In order to meet the delivery date of August 30, 2019, initial planning meeting must be held by July 24, 2019. Otherwise delivery date will need to be extended accordingly.



TERZETTO
creative^{LLC}
design • web • logistics

Bid Clerk

Department of Administration

Purchasing Division

2019 Washington Street E

Charleston, WV 25305

Contact: Tara Lyle

(304) 558-2544 / tara.l.lyle@wv.gov

Solicitation No. CRFQ 0932 DRS2000000001

WV Division of Rehabilitation Services – Pre-ETS Retractable Banners and Posters

Proposal submitted by:

COMPANY NAME:	Terzetto Creative, LLC
ADDRESS:	PO Box 188 Barboursville, WV 25504
PHONE:	304 654-0875
LEAD CONTACT:	Jenny Lancaster, Client Director
EMAIL:	jenny@terzettocreative.com
WEBSITE:	www.TerzettoCreative.com
DATE:	July 18, 2019

Overview

The West Virginia Division of Rehabilitation Services seeks graphic design services and production of a retractable banner and poster to promote pre-employment transition services (Pre-ETS) to students with disabilities, ages 14 to 21.

Terzetto Creative, LLC is a full-service creative agency with long-term experience and expertise in serving nonprofit, government, and higher education clients. Our firm has developed materials for a variety of social sector clients in the fields of public health and healthy lifestyles, substance use disorder, early child development, transition services, economic development, affordable housing, telehealth/telemental health, rural policy initiatives, and faith-based initiatives, among others.

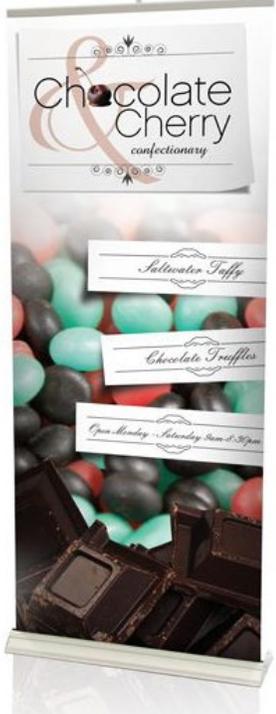
As far back as 2010, Terzetto Creative collaborated with Community Access, Inc. to design the Student Transition to Employment Project (STEP) training manual to train teachers to become supported employment vendors. Most recently, in 2019, our team was just contracted to develop a website and videos to highlight student success stories and to share resources and information for parents of children with disabilities.

PO Box 188 • Barboursville, WV 25504

Phone: (304) 654-0875 • Fax: (866) 616-2838

Proposal of Services

For the referenced project, Terzetto Creative proposes the following services/materials:

<p>Graphic Design Services 4.1.1</p>	<ul style="list-style-type: none"> • Collaborate with WVDRS staff to design a banner and poster consistent with existing Pre-ETS promotional materials. • Meet with DRS staff three times prior to printing of materials: <ul style="list-style-type: none"> ○ Meeting 1 – discuss project deliverables, confirm timelines, and receive existing art files, poster, and banner examples. ○ Meeting 2 - review three initial design concepts of the banner and poster and solicit selection and revisions from WVDRS. ○ Meeting 3 – provide revised designs for review and/or approval. • Develop three initial graphic design concepts of the retractable banner and poster for WVDRS review. • Revise selected designs until approved by WVDRS. • Manage production of banners and posters after final design approved by WVDRS Director. • Upon approval, provide Adobe CS6 compatible press ready files and design files to WVDRS.
<p>Retractable Banner 4.1.2</p>	<ul style="list-style-type: none"> • Terzetto requests approval to subcontract production of retractable banner. Artwork proof will be provided to WVDRS for review and approval prior to production. • Product is a 33" wide by 80" tall retractable banner printed single side on vinyl with rectangular aluminum frame and silver hardware. Includes canvas tote bag. • Banners will be delivered by August 30, 2019 to the WVDRS Nitro Offices at 10 McJunkin Road, Nitro, WV 25143. <i>(Production time is three weeks. Final approval must be received prior to August 9 or deadline will not be met.)</i> <p>Sample banner, carry case, and hardware (<i>black hardware shown below, selected silver hardware shown on the right</i>)</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>

<p>Poster 4.1.3</p>	<ul style="list-style-type: none"> • Terzetto requests approval to subcontract production of poster. Artwork proof will be provided by WVDRS for review and approval prior to production. • Product is an 18” wide by 24” tall single side poster • Proof: Color match full size print proof • Printing: 4+ flood gloss aqueous/0 • Materials: 100# gloss text • Bindery: trim, pack flat wrapped in groups of 50 with chip board on top and bottom of each group • Banners will be delivered by August 30, 2019 to the WVDRS Nitro Offices at 10 McJunkin Road, Nitro, WV 25143. <i>(Production time is two weeks. Final approval must be received prior to August 16 or deadline will not be met.)</i>
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Timeline

The design/production timeline is extremely tight. In order to meet the delivery date of August 30, 2019, we propose the following timeline. If these project dates are not met, we cannot deliver materials by stated deadline. We are happy to work with WVDRS on an alternative timeline that allows for more time to review, select, and revise design concepts.

Wednesday, July 24 th	Initial Meeting – WVDRS and Terzetto Creative
Tuesday, July 30 th	Second Meeting and Review of First Draft Concepts of Banner and Poster
Friday, August 2 nd	Third Meeting and Review of Second Draft Concepts of Banner and Poster
Wednesday, August 7 th	Third Draft of Banner and Poster delivered to WVDRS (via email or in person)
Thursday, August 8 th	Final Approval from WVDRS for Banner and Poster
Friday, August 9 th	Artwork uploaded to subcontractors
Friday, August 30 th	Banners and Posters Delivered to WVDRS

Estimate

Deliverable	Quantity	Unit Price	Total Price
Graphic Design Services	1	\$5,000.00	\$5,000.00
Retractable Banner	160	\$165.00	\$26,400.00
Poster	200	\$3.50	\$700.00
Total			\$32,100

Our Team

Established in 2010, Terzetto Creative, LLC is a full-service creative agency specializing in results-oriented solutions through design, multimedia, and logistics. Based out of Barboursville, West Virginia, Terzetto has served clients throughout the state as well as in Alaska, Kentucky, Maryland, Michigan, Minnesota, Ohio, Pennsylvania, and Virginia.

Terzetto Creative offers a wide range of creative, multimedia, and logistics services in-house. By keeping the process in-house, we ensure that your brand identity and message remain consistent across a variety of channels. In addition, the work is completed quickly and efficiently and clients do not need to coordinate multiple vendors. Following are services provided in house:



Design

- Logo Development
- Brochures, Posters, & Flyers
- Reports and Publications
- Direct Mail & Newsletters
- Print & Digital Ads
- Exhibit Design & Promo Items



Multimedia

- Website Development
- Extranet Applications
- Software Applications
- Social Media Integration
- Online Course Development
- Audio Production
- Original Music Scores



Logistics

- Conference Management
- Online Registration
- Event Promotion
- Event Planning and Budget
- Database Development
- Media Buying
- Press Releases & Press Events

Terzetto Creative consists of three partners: Laura Lancaster, Creative Director; Jenny Lancaster, Client Director; and John Lancaster, Multimedia Director. Our firm does not maintain a staff, but rather contracts with experienced partners on a per project basis. This structure allows us to “staff up” as projects and campaigns demand, and tap into our partners’ additional areas of expertise. We are proud to have long-term working relationships with partners in the areas of software application architecture and development, branding, digital/social media advertising, facilitation, videography, printing and production.

Laura Lancaster, Creative Director, has over 25 years’ experience working with nonprofit agencies. She has provided design services for several national organizations such as Prevent Child Abuse America, Build Initiative, Center for Working Families, American Foundation for the Blind, and the American Educational Research Association.

Jenny Lancaster, Client Director, has worked with nonprofits and government agencies for over 15 years. She has served on facilitation teams for state task forces, advisory councils, and networks, focusing on issues such as substance use disorder, early childhood development, homelessness, and rural policy, among others.

John Lancaster, Multimedia Director, has over 16 years’ experience developing websites and other media for nonprofit agencies. He has experience in accessibility and compliance based on the W3C Web Accessibility Initiative (WAI) guidelines.

The three principals of Terzetto Creative have a combined 50+ years’ experience in providing compelling and relevant solutions that answer the unique communication challenges of each client. Our structure ensures that clients work directly with a seasoned project manager, graphic designer, and web designer, rather than being relegated to inexperienced staff. It is this philosophy that keeps long-time clients coming back and attracts new clients who want to be assured they’re getting the personal level of detail and attention they deserve.

About Laura Lancaster –

- Multi-award winning published designer who works closely with project manager and clients to create vision and direction.
- Designed for national organizations including Prevent Child Abuse America, Build Initiative, Center for Working Families, American Foundation for the Blind and the American Educational Research Association.
- Strong ability to blend the latest research in frameworks with client’s message through the visual arts.
- Experience in creating and presenting workshops instructing participants on design and importance of color usage.
- Client responded to her work as “exciting” and “visionary”.
- Educational background in graphic design graduating with a 4.0 GPA from The Art Institute of Pittsburgh.

About Jenny Lancaster –

- Manages conferences and events and has provided services for statewide, regional and national events including: the National Rural Assembly (Washington, DC), the Rural Policy Leadership Institute (Dallas, TX), the WV Housing Conference, a multi-state Appalachian Summit, the WV Student Against Destructive Decisions Conference, statewide Vision Shared education forums, the Appalachian Conference on Social Enterprise, the Summer Policy Institute, and the Handle with Care Conference.
- Served on facilitation teams for the former Governor’s Advisory Council on Substance Abuse and Regional Task Forces, the WV Behavioral Health Planning Council, the WV Early Childhood Planning Task Force, and the WV Interagency Council on Homelessness.
- Experience in copywriting, editing, script-writing, and managing video productions including: American Foundation for the Blind CareerConnect videos for employers, WVSADD video, and Handle with Care video roll call video.
- Managed application development of a statewide substance abuse prevention data collection and reporting platform – a real time web-based data system to collect and report on demographic and National Outcome Measures data.
- Previous Coordinator for the Kellogg Foundation, Rural People Rural Policy Initiative – Central Appalachia Regional Network consisting of 15 organizations located in OH, WV, VA, TN, KY, and MD.
- Facilitated network and policy work group activities including press events, regional summits, policy research and recommendations reports, and social media engagement.
- Previous employment in the financial services industry and graduated summa cum laude from Xavier University.

Company Strengths:

Team members each have a minimum of 15 years' experience in working with non-profits and government agencies.

Experience in graphic design, web design, conference logistics, online course development, and application development.

Specialization in areas including:

- Early childhood development
- Substance use disorder, prevention programs, and anti-stigma trainings
- Trauma informed schools and the Handle with Care program
- Transition services for students with disabilities
- Rural policy issues and initiatives
- Telehealth and telemental health
- Transitioning from foster care
- Housing and homelessness
- Domestic violence and human trafficking

About John Lancaster –

- Website designer/developer with experience in accessibility and compliance based on the W3C Web Accessibility Initiative (WAI) guidelines.
- Experienced in a variety of software and coding languages to meet client needs, including Photoshop, Illustrator, Dreamweaver, HTML, CSS, PHP, and JavaScript.
- Develops websites utilizing responsive design for mobile accessibility and develops sites with various content management systems depending on client's experience and user level, including Joomla, Drupal and WordPress.
- Experienced in online course development utilizing Adobe Captivate including a telemental health credentialing course series
- Experienced in motion graphics video production including the "The Earlier the Better: Improving West Virginia Early Childhood" for the West Virginia Early Childhood Planning Task Force
- Provided design and production services for national companies including Intuit QuickBooks and MacGregor Golf.
- Lifelong musician who composes and performs original music for video and audio productions.
- Educational background in information technology – web design, graduating with Highest Honors.

Outside Consultants:

Terzetto Creative does not have employees, but rather contracts with experienced partners on a per project basis. This structure allows us to “staff up” as projects and campaigns demand and tap into our partners’ additional areas of expertise. We are proud to have working relationships with the following consultants:

Jeremy Belldina, Google (Nest Labs)

Jeremy Belldina has 20+ years’ experience in application architecture and development, database design, data analysis and visualization for Internet (OnLive, Microsoft), Wall Street (J.P. Morgan), and Department of Defense contractors (Mitre). He has been involved in the full-life cycle deployment of numerous large scale projects from web sites (HTML5/Java/Grails/Spring/MySQL/Oracle) to web-scale analytics and visualization (Flash/Flex/Pentaho/OLAP), integrating proprietary code with a wide range of open-source technologies. Jeremy is a graduate from Princeton University and holds a B.S.E. Degree in Engineering/Operations Research.

J. Matoaka Winters, Landor Associates

Matoaka Winters is a Senior Client Manager for Landor Associates, a global agency with offices in 17 countries. Matoaka has over ten years of experience helping clients develop their brand strategies from the inception of the equity to putting the finishing touches on executions in market. Procter & Gamble has been her primary client in the last 10 years. During that time, she has worked on several of their consumer packed goods brands ranging from global, multi-billion dollar brands, to smaller brands offered only in North America. Her portfolio includes Tide, Crest, Oral B, Vicks, Cheer, Glide, Secret, and Old Spice. She has won a Global Brand Building award from P&G for her work on Tide; and on Old Spice an Effie, which recognizes the most effective advertising efforts in the United States each year.

Seashal Belldina

Most recently, Seashal served as VP of Strategy for Ootem Advertising, a full service agency in San Francisco with clients such as Method, OnLive, eHarmony, and Genentech. She was responsible for new business, high level strategy for new clients and consults on marketing and PR initiatives for the agency. Prior to Ootem, she was Vice President at About.com, a New York Times Company, where she led a sales team and was responsible for developing large-scale strategic advertising projects. Mrs. Belldina was VP of Digital, West for Time Inc.’s corporate department. In this role, Seashal and her team designed large scale multi-media packages across 30 Time Inc. magazines. She also assisted in the launch of Time Inc.’s new audience targeting solution, Time Axxess. Seashal has worked with numerous fortune 500 companies including: Lexus, Toyota, Paramount Pictures,

Lionsgate, Wal-Mart, Best Buy, Hewlett Packard, Microsoft, Nissan, Clorox, Visa, Intel, and Walt Disney. Seashal is a graduate of Johnson & Wales University, with a Bachelor of Science degree in international business and studied international marketing at St. Petersburg University in St. Petersburg, Russia.

Other Partners

Motion Masters

Murphy Media

Julie Pratt, On the Ridgeline

Leslie Stone, Stone Strategies

J Terry Consulting

References

Martha Minter

Assistant Director, Community Access, Inc.

PO Box 8885

South Charleston, WV 25303

Phone: 304-549-0561

Email: mlm420@aol.com

Beth O'Connor

Executive Director

Virginia Rural Health Association

1872 Pratt Drive, Suite 1125

Blacksburg, VA 24060

Phone: 540-231-7923

Email: boconnor@vrha.org

Kathy Hsu Wibberly, PhD

Director, Mid-Atlantic Telehealth Resource Center

Karen S. Rheuban Center for Telehealth, University of Virginia

P.O. Box 800711, Charlottesville, VA 22908-0711

Phone: 434-906-4960

Email: Kathy.Wibberly@virginia.edu

Greg Puckett

Mercer County Commission

1501 W Main St

Princeton, WV 24740

Email: drugfree@strongcommunities.org

Julie Pratt

Ridgeline: Ideas in Action

104 Buckhorn Road

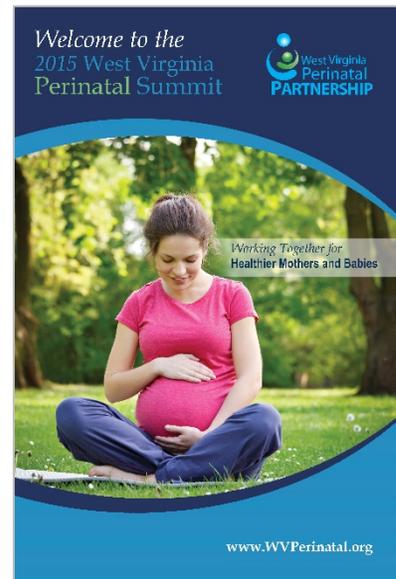
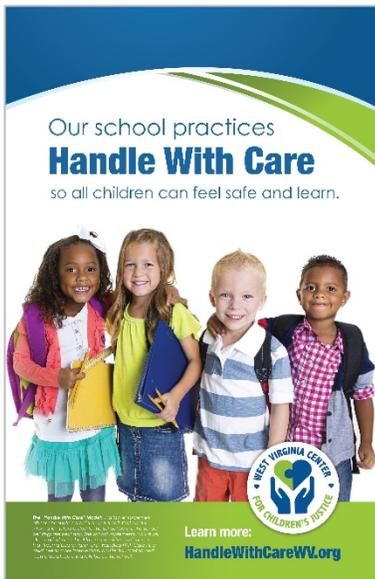
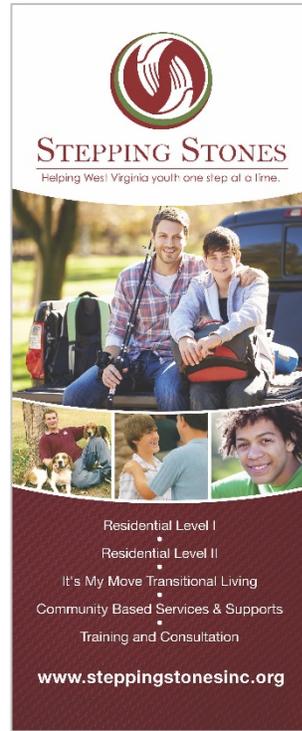
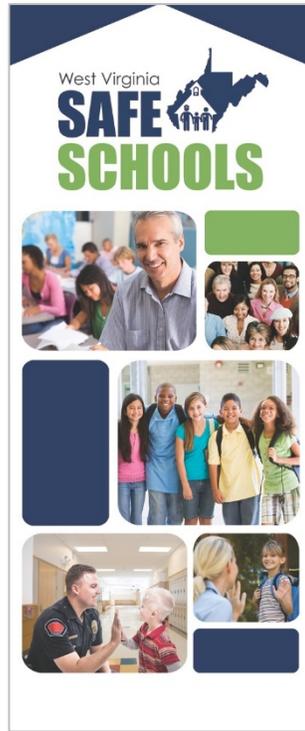
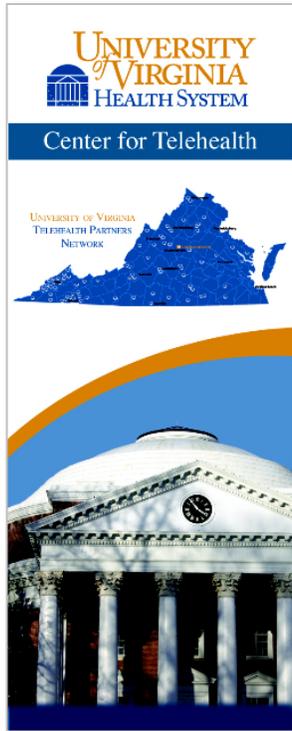
Charleston, WV 25314

Phone: 304-610-7154

Email: julie@ontheridgeline.com

Project Samples

Following are sample banners and posters developed by Terzetto Creative.





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

State of West Virginia
 Request for Quotation
 30 — Printing

Proc Folder: 594676

Doc Description: Graphic Design services for retractable banner and poster

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-07-02	2019-07-17 13:30:00	CRFQ 0932 DRS2000000001	1

BID RECEIVING LOCATION

ADMINISTRATIVE SERVICES MANAGER
 DEPARTMENT OF ADMINISTRATION
 SURPLUS PROPERTY
 2700 CHARLES AVE
 DUNBAR WV 25064-2236
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.yle@wv.gov

Signature X

FEIN #

DATE

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division for the Agency, The West Virginia Division of Rehabilitation Services is soliciting bids from qualified vendor to establish a "One-Time" contract for the graphic design services and production of a retractable banner and poster to promote pre-employment transition services (Pre-ETS) to students with disabilities, ages 14 to 21 per the attached documentation.

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	GRAPHIC DESIGN SERVICES	1.00000	JOB		

Comm Code	Manufacturer	Specification	Model #
82140000			

Extended Description :
PER ITEM 4.1.1 SPECIFICATIONS

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	RETRACTABLE BANNER	160.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121505			

Extended Description :
PER ITEM 4.1.2 SPECIFICATIONS

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	POSTER	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121505			

Extended Description :
 PER ITEM 4.1.3 SPECIFICATIONS

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions due by 2:00 pm	2019-07-09

DRS2000000001	Document Phase Draft	Document Description Graphic Design services for retractable banner and poster	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

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.

3. 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 person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify 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.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order 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 e-mails should have solicitation number in the subject line.

Question Submission Deadline: July 9, 2019 by 2:00 pm

Submit Questions to: Tara Lyle

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)

Email: Tara.L.Lyle@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

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 Purchasing Division.:

SEALED BID:

BUYER:

SOLICITATION NO.:

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus _____ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: July 17, 2019 at 1:30 pm

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. 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.

9. 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.

10. 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 W. Va. 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.

11. 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.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. 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.

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

15. 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 should 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>.

15A. 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, 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. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) 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.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed 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 are 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 remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. 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.”

20. 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.”

21. 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.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid 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 and the Purchasing Division, and approved as to form by the Attorney General, 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 that is published by the Purchasing Division.

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

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

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

Term Contract

Initial Contract Term: This Contract becomes effective on _____ and extends for a period of _____ year(s).

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

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, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

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 are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

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

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

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

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of 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 Purchasing Division by the Vendor as specified below.

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

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

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

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

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

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

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

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: \$250,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence.

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.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful 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. [Reserved]

11. 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

12. 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.

13. 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.

14. PAYMENT IN ARREARS: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and 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.)

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. 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 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.

18. 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.

19. CANCELLATION: The Purchasing Division Director 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 Purchasing Division Director 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.

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

21. 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.

22. 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.

SUBCONTRACTOR COMPLIANCE: 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. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. 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.

24. 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, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. 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.

26. 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.

27. 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, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. 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.

29. 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.

30. 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 <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. 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.

32. 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.

SUBCONTRACTOR COMPLIANCE: 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. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a 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.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. 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.

36. 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.

37. PURCHASING AFFIDAVIT: 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, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts (“Other Government Entities”), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. 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.

40. 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.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. 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.

Revised 06/05/2019

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. 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 heath, 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.

43. 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.

44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

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.

Jennifer Lancaster, Partner

(Name, Title)
Jennifer Lancaster, Partner

(Printed Name and Title)
PO Box 188, Barboursville, WV 25504

(Address)
(304) 654-0875 phone / (866) 616-2838 fax

(Phone Number) / (Fax Number)
jenny@terzettocreative.com

(email address)

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

TERZETTO CREATIVE, LLC

(Company)


(Authorized Signature) (Representative Name, Title)
Jennifer Lancaster, Partner

(Printed Name and Title of Authorized Representative)
7/18/19

(Date)
(304) 654-0875 phone / (866) 616-2838 fax

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
CRFQ DRS200000001
Graphic Design and Promotional Materials

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Rehabilitation Services, Communications Unit to establish a contract for the provision of Graphic Design Services and Production of a Retractable Banner and Poster to promote pre-employment transition services (Pre-ETS) to students with disabilities, ages 14-21, as federally mandated through the Workforce Innovation and Opportunity Act.

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 Services”** means a graphic designer(s), in collaboration with WVDRS, will design and produce a retractable banner and a poster consistent with previously created Pre-ETS promotional materials, as more fully described in these specifications.

 - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

 - 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. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. Vendor must have a minimum five years’ experience providing graphic design services of a similar nature to those requested in this solicitation. Vendor shall provide a description of their company, including the number of years in business and staff qualifications.

 - 3.2. Vendor must have the capability and capacity to produce printed materials similar to those requested in this solicitation for delivery by the stated date. Vendor must not sub-contract printing of final designs without prior Agency approval.

REQUEST FOR QUOTATION
CRFQ DRS200000001
Graphic Design and Promotional Materials

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Graphic Design Services, to meet the following, minimum requirements:

4.1.1.1 Graphic designer(s) shall work in collaboration with DRS staff to design a banner and poster consistent in look and feel to previously created Pre-ETS promotional materials. (See attached photographs of previous materials).

4.1.1.2 Graphic designer(s) shall meet with Agency staff at the 107 Capitol Street, Charleston, WV location a minimum of three times prior to printing of materials. The first on-site meeting shall be the initial discussion of the needs and provision of existing art files, poster and banner examples to begin the graphic design work. A second meeting shall be held to review progress of the design work. A final on-site meeting shall be for the vendor to present their designs for staff to review and choose for approval. Additional on-site meetings may be necessary upon mutual agreement of the vendor and staff.

4.1.1.3 Graphic designer(s) shall produce a minimum of three graphic designs of the poster and retractable banner for WVDRS staff to review for acceptance.

4.1.1.4 Graphic designer(s) shall revise designs until approved and accepted by the Agency.

4.1.1.5 Graphic files must be compatible with Adobe CS6.

4.1.1.6 Graphic designer(s) shall not produce any products until final approval is given by the WVDRS Director.

4.1.1.7 The Agency shall maintain exclusive and irrevocable rights to all work products, including electronic press ready files with source files created through this project.

REQUEST FOR QUOTATION
CRFQ DRS2000000001
Graphic Design and Promotional Materials

4.1.2 Retractable Banner shall meet the following minimum requirements:

4.1.2.1 Banner size shall be 33" x 80".

4.1.2.2 Banner stand must have a durable aluminum frame.

4.1.2.3 Banner stand base shall be rectangular in shape, have a silver or chrome metallic finish and be designed so that the stand stabilizes itself without any protruding supporting feet.

4.1.2.4 Banner stand shall have a spring that allows the banner to be pulled up from the base and attach to a pole mounted in the back center of the base. Banner may be retracted for storage into the base.

4.1.2.5 Banner shall be single-sided print on high-quality vinyl using durable, high-quality ink.

4.1.2.6 Banner and stand shall include a durable canvas carrying case with two handles for carrying at your side and a shoulder strap.

4.1.2.7 Vendor shall provide an artwork proof of the banner for review and approval prior to production.

4.1.2.8 Banners shall be delivered by August 30, 2019 to the WVDRS Nitro Offices at 10 McJunkin Road, Nitro, WV 25143.

4.1.3 Poster shall meet the following minimum requirements:

4.1.3.1 Poster size shall be 18" x 24".

4.1.3.2 Poster paper shall be 100# text, No. 1 grade coated stock, dull finish, with at least 92 brightness.

4.1.3.3 Poster ink shall be 4 color process with bleed.

4.1.3.4 Poster shall have flood varnish or aqueous coating.

4.1.3.5 Poster shall be printed on one side only.

REQUEST FOR QUOTATION
CRFQ DRS200000001
Graphic Design and Promotional Materials

4.1.3.6 Poster shall have 4 color printing consisting of photographs and typography. Printer must use 175 line screen.

4.1.3.7 Posters must be shipped flat, packaged by wrapping in groups of 50 with chip board on top and bottom of each group to provide stability and keep them flat and unwrinkled.

4.1.3.8 Vendor shall provide a color-match print proof at full size for review and approval prior to printing.

4.1.3.9 Posters shall be delivered by August 30, 2019, to the WVDRS Nitro Offices at 10 McJunkin Road, Nitro, West Virginia 25143.

5. CONTRACT AWARD:

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

5.2 Pricing Page: Vendor should complete the Pricing Page by inserting the Unit Price and Total Price in the Oasis pages. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Tara Lyle, Buyer Supervisor, Email: Tara.L.Lyle@wv.gov.

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

REQUEST FOR QUOTATION
CRFQ DRS200000001
Graphic Design and Promotional Materials

7. **PAYMENT:** Agency shall pay the Unit Prices, as shown on the Pricing Pages, for all Contract Goods and Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
 - 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

- 10.1. The following shall be considered a vendor default under this Contract.
 - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2. Failure to comply with other specifications and requirements contained herein.

REQUEST FOR QUOTATION
CRFQ DRS200000001
Graphic Design and Promotional Materials

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. 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: Jennifer Lancaster
Telephone Number: (304) 654-0875
Fax Number: (866) 616-2838
Email Address: jenny@terzettocreative.com

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) 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 above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: TERZETTO CREATIVE, LLC

Authorized Signature: *Jenifer Lancaster* Date: 7/17/19

State of WV

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 17th day of July, 2019

My Commission expires Sept. 14, 2021

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DRS200000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

TERZETTO CREATIVE, LLC

Company



Authorized Signature

July 18, 2019

Date

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