



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 @ 5

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1223122

Procurement Type: Central Master Agreement

Vendor ID: VS0000041588

Legal Name: PRESTIGE SERVICES LLC

Alias/DBA:

Total Bid: \$7,695,450.00

Response Date: 05/17/2023

Response Time: 18:49

Responded By User ID: Prestigeservices

First Name: Romairo

Last Name: Mabry

Email: wvprestige@gmail.com

Phone: 3044109590

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC2300000006

Published Date: 5/3/23

Close Date: 5/18/23

Close Time: 13:30

Status: Closed

Solicitation Description: Open-End Contract for Multi-Sized Envelopes (OT23112)

Total of Header Attachments: 5

Total of All Attachments: 5

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	3.1.1 6" Special Window Envelopes	7500.0000	PM	133.960000	1004700.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope (RA+527 Only) (3/4 SS) Die: 268 [OS/SS] Size: 6 x 9-1/2
 Flap: 1-1/2 Throat: 1/2
 Conversion
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 2-3/4 x 3-1/2 (WR-P) Left 1 Bottom 2-1/4, Poly
 Adhesive Regular

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	3.1.2 10" Special Double Window Envelopes	5000.0000	PM	112.640000	563200.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope #10 AMC Die: 146 AMCK [OS/DS] Size: 4-1/8 x 9-1/2
 Flap: 1-11/16
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 2-29/40, Poly
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 1-3/8, Poly
 Adhesive Regular

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	3.1.3 10" No Window. Commercial/Plain Envelopes	1000.0000	PM	90.300000	90300.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: #10 Machinable White Business Envelopes - 4 1/8 x 9 1/2"
 Large selection for your everyday mailing needs.
 For large volume mailings.
 Compatible with most automatic insertion equipment.
 Gummed narrow flap with diagonal seams.
 Security tint for privacy and confidentiality.
 #10 is the most popular size for letters and invoices.
 Moisten flap for a permanent seal.

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	3.1.1.6 6" Special Window Envelopes - Year 2	7500.0000	PM	147.350000	1105125.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope (RA+527 Only) (3/4 SS) Die: 268 [OS/SS] Size: 6 x 9-1/2
 Flap: 1-1/2 Throat: 1/2
 Conversion
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 2-3/4 x 3-1/2 (WR-P) Left 1 Bottom 2-1/4, Poly
 Adhesive Regular

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	3.1.2.6 10" Special Double Window Envelopes - Year 2	5000.0000	PM	123.900000	619500.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope #10 AMC Die: 146 AMCK [OS/DS] Size: 4-1/8 x 9-1/2
 Flap: 1-11/16
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 2-29/40, Poly
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 1-3/8, Poly
 Adhesive Regular

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 2	1000.0000	PM	99.330000	99330.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: #10 Machinable White Business Envelopes - 4 1/8 x 9 1/2"
 Large selection for your everyday mailing needs.
 For large volume mailings.
 Compatible with most automatic insertion equipment.
 Gummed narrow flap with diagonal seams.
 Security tint for privacy and confidentiality.
 #10 is the most popular size for letters and invoices.
 Moisture flap for a permanent seal.

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	3.1.1.6 6" Special Window Envelopes - Year 3	7500.0000	PM	162.080000	1215600.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope (RA+527 Only) (3/4 SS) Die: 268 [OS/SS] Size: 6 x 9-1/2
 Flap: 1-1/2 Throat: 1/2
 Conversion
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 2-3/4 x 3-1/2 (WR-P) Left 1 Bottom 2-1/4, Poly
 Adhesive Regular

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	3.1.2.6 10" Special Double Window Envelopes - Year 3	5000.0000	PM	136.290000	681450.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope #10 AMC Die: 146 AMCK [OS/DS] Size: 4-1/8 x 9-1/2
 Flap: 1-11/16
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 2-29/40, Poly
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 1-3/8, Poly
 Adhesive Regular

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 3	1000.0000	PM	109.270000	109270.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: #10 Machinable White Business Envelopes - 4 1/8 x 9 1/2"
 Large selection for your everyday mailing needs.
 For large volume mailings.
 Compatible with most automatic insertion equipment.
 Gummed narrow flap with diagonal seams.
 Security tint for privacy and confidentiality.
 #10 is the most popular size for letters and invoices.
 Moisture flap for a permanent seal.

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	3.1.1.6 6" Special Window Envelopes - Year 4	7500.0000	PM	178.290000	1337175.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope (RA+527 Only) (3/4 SS) Die: 268 [OS/SS] Size: 6 x 9-1/2
 Flap: 1-1/2 Throat: 1/2
 Conversion
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 2-3/4 x 3-1/2 (WR-P) Left 1 Bottom 2-1/4, Poly
 Adhesive Regular

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	3.1.2.6 10" Special Double Window Envelopes - Year 4	5000.0000	PM	149.920000	749600.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Envelope #10 AMC Die: 146 AMCK [OS/DS] Size: 4-1/8 x 9-1/2
 Flap: 1-11/16
 Flexo Standard Tint ()
 Paper 24# White Wove
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 2-29/40, Poly
 Window 1 x 3-1/2 (WR-K) Left 15/16 Bottom 1-3/8, Poly
 Adhesive Regular

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 4	1000.0000	PM	120.200000	120200.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: #10 Machinable White Business Envelopes - 4 1/8 x 9 1/2"
 Large selection for your everyday mailing needs.
 For large volume mailings.
 Compatible with most automatic insertion equipment.
 Gummed narrow flap with diagonal seams.
 Security tint for privacy and confidentiality.
 #10 is the most popular size for letters and invoices.
 Moisture flap for a permanent seal.

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Prestige Services LLC

(Company)



(Signature of Authorized Representative)

Romairo Mabry - Manager

(Printed Name and Title of Authorized Representative) (Date)

304 410-9590

(Phone Number) (Fax Number)

wvprestige@gmail.com

(Email Address)

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.

(Printed Name and Title) Romairo Mabry - Manager

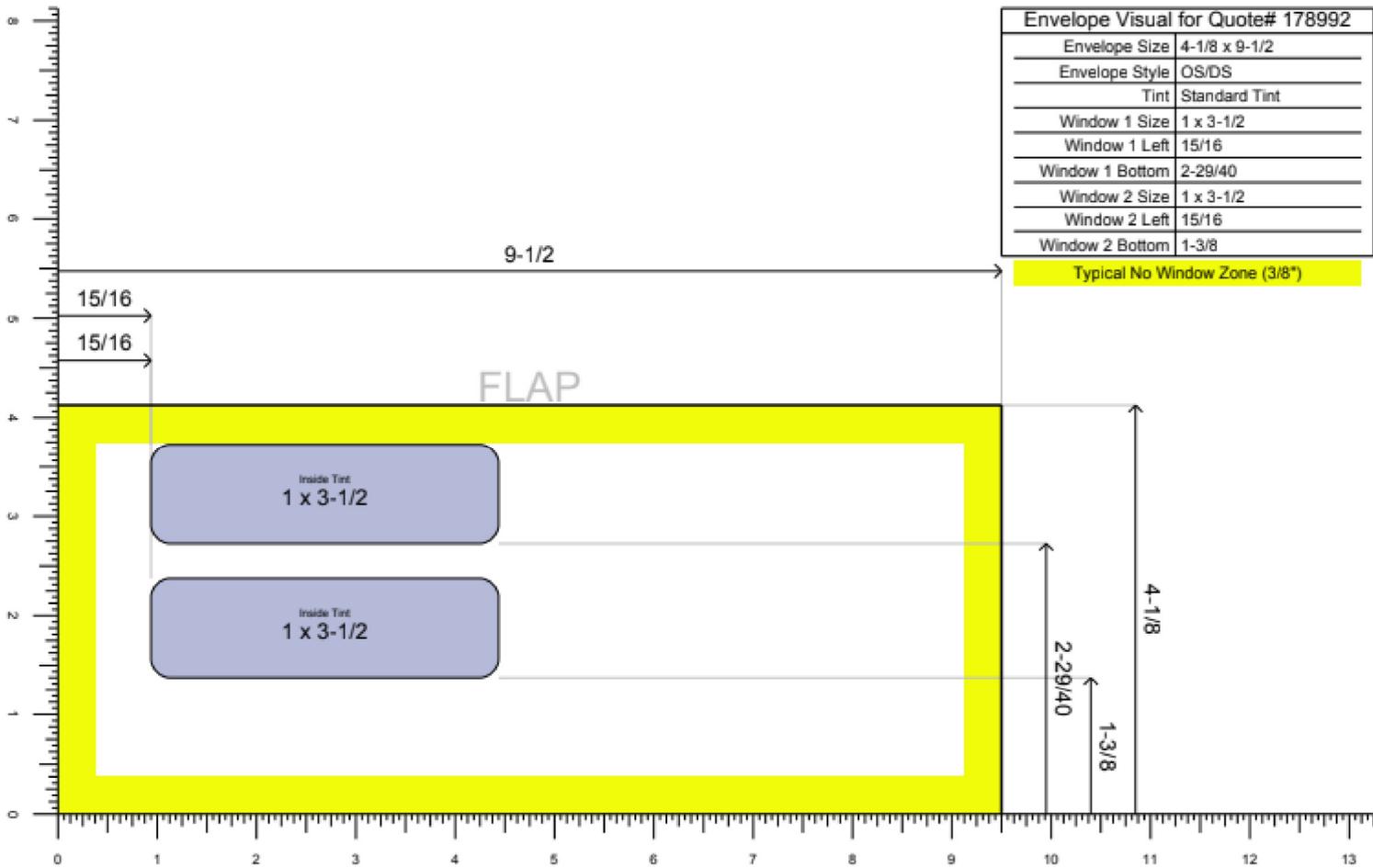
(Address) 1322 7th Avenue

(Phone Number) / (Fax Number) 304 410-9590

(email address) wvprestige@gmail.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.



Envelope Visual for Quote# 178992	
Envelope Size	4-1/8 x 9-1/2
Envelope Style	OS/DS
Tint	Standard Tint
Window 1 Size	1 x 3-1/2
Window 1 Left	15/16
Window 1 Bottom	2-29/40
Window 2 Size	1 x 3-1/2
Window 2 Left	15/16
Window 2 Bottom	1-3/8

Typical No Window Zone (3/8")

FLAP

Inside Tint
1 x 3-1/2

Inside Tint
1 x 3-1/2

4-1/8

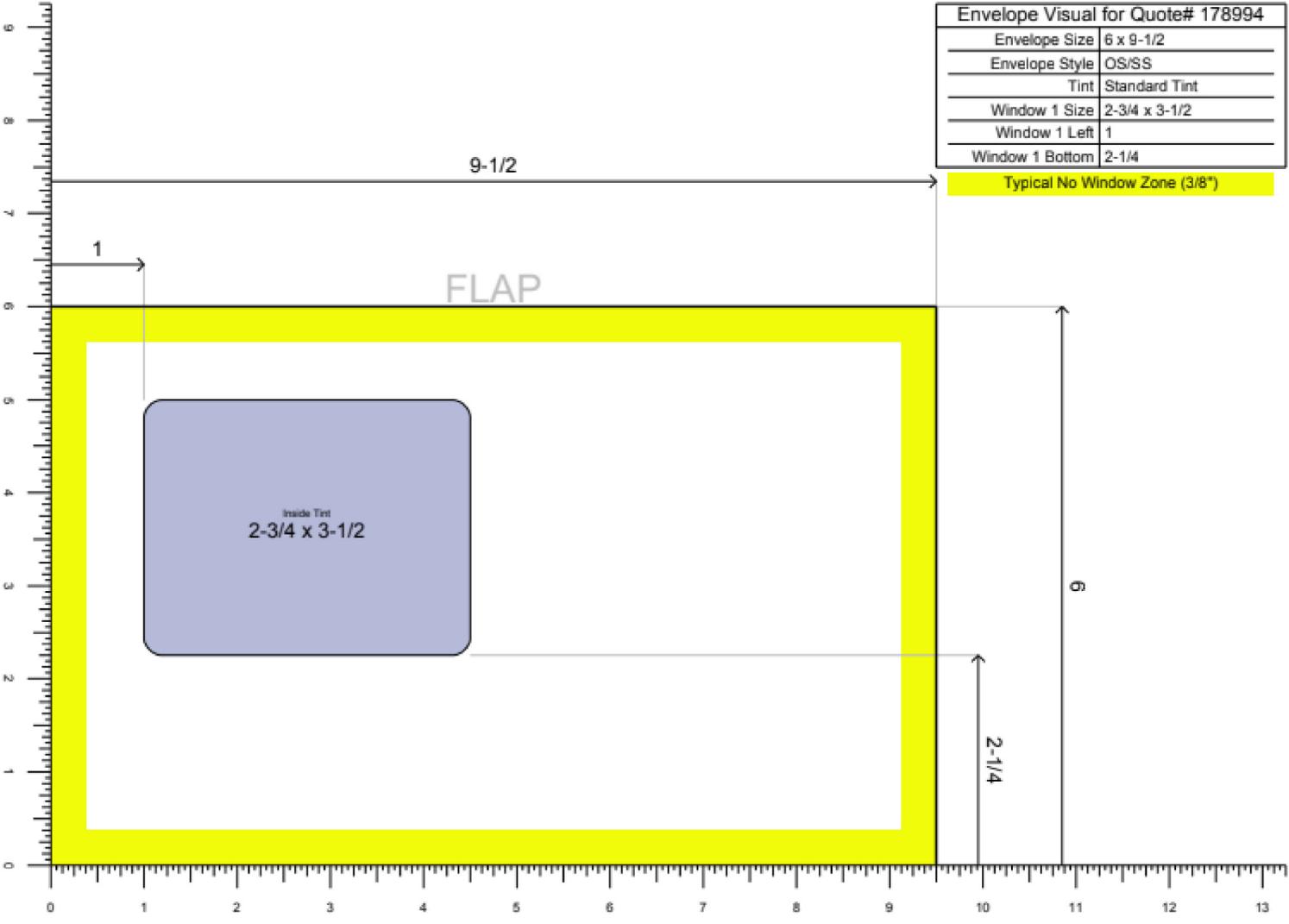
2-29/40

1-3/8

9-1/2

15/16

15/16



Envelope Visual for Quote# 178994	
Envelope Size	6 x 9-1/2
Envelope Style	OS/SS
Tint	Standard Tint
Window 1 Size	2-3/4 x 3-1/2
Window 1 Left	1
Window 1 Bottom	2-1/4

Typical No Window Zone (3/8")



ErieSecure Business™ Policy Declarations

Renewal Certificate

Coverage provided by

Erie Insurance Company

100 Erie Insurance Place Erie, PA 16530

erieinsurance.com

Mailing name and address for Insured

PRESTIGE SERVICES, LLC
1964 KELMONT LN
CHARLESTON WV 25320-9751



EE2321

Named Insured's full name

PRESTIGE SERVICES, LLC

Legal entity

Limited Liability Company

Agent

EE2321 CALDWELL INSURANCE AGENCY LLC

Policy period

05/19/2022 to 05/19/2023

Policy number

Q61 0098838

Agent address and phone

CALDWELL INSURANCE AGENCY LLC
908 WALNUT RD
CHARLESTON, WV 25314

Policy period begins at 12:01 A.M. standard time on the effective date and ends at 12:01 A.M. standard time on the expiration date. Standard time is determined at the stated address of the Named Insured.

Agency email address

jeremy@caldwellinsurancewv.com

Agency website

http://www.caldwellinsurancewv.com

The insurance applies to those premises described below. This is subject to all applicable terms of the policy and attached forms and endorsements.

Policy Discounts

Loyalty discount

Multi-policy

Premium Summary

Total net premium:	\$620
West Virginia surcharge:	\$3.41
Final premium:	\$623.41

(This is not a bill. Your invoice will follow in a separate mailing.)

Insured name: PRESTIGE SERVICES, LLC
 Policy number: Q61 0098838
 Policy period: 05/19/2022 to 05/19/2023

Liability Protection

Commercial general liability coverage

Coverage	Deductible	Limit
Bodily injury and property damage		\$1,000,000 Each occurrence
Personal and advertising injury		\$1,000,000 Any one person or organization
Medical expense payments		\$5,000 Any one person
Damage to premises rented to you – Fire legal liability		\$1,000,000 Any one premises
General aggregate		\$2,000,000
Products – Completed operations aggregate		\$2,000,000
Non-owned automobile liability and/or hired automobile liability		Included
Damage to customers autos - Legal liability	\$200	Included
Deductible liability insurance		
A \$250 Deductible applies per claim to property damage		

Property Protection

Risk information for Location 1 - Building 1

Address:	1964 KELMONT LN	Insured interest:	Building owner
City/State:	CHARLESTON, WV		
Zip code:	25320		
County:	Kanawha		
Occupancy/Operations:	96816 Janitorial contractor		

Schedule of Forms

Form number	Edition date	Description
CG0001	04/13	Commercial General Liability Coverage Form
CG0300	01/96	Deductible Liability Insurance
CG2106	05/14	Exclusion - Access or Disclosure of Confidential or Personal Information and Data-Related Liability - With Limited Bodily Injury Exception
CG2109	06/15	Exclusion - Unmanned Aircraft
CG2170	01/15	Cap on Losses from Certified Acts of Terrorism
EPP0006	10/19	ErieSecure Business Extra Liability Coverages
EPP0008	10/19	Policy Change Endorsement - Exclusions
EPP0009	10/19	Exclusion - Professional Liability
EPP0011WV	10/19 *	West Virginia Liability Change Endorsement
EPP0037	10/19 *	Important Notice to West Virginia Policyholders - ErieSecure Business
EPP3208	10/19	Exclusion - Lead Liability
EPP4000WV	10/19	ErieSecure Business Policy - West Virginia
EPP4001	10/19	Amendment of Mobile Equipment Definition
EPP4006	10/19	Coverage for Punitive Damages
EPP5000	07/21 *	Important Notice - ErieSecure Business Forms Revisions - Summary of Changes
IL985H	03/21 *	Disclosure Pursuant to Terrorism Risk Insurance Act

Your Agent:
Home Office • Erie, PA 16530



CLAIMS DIRECTORY

-- FOLD --

IN THE EVENT OF AN ACCIDENT OR LOSS

- Help any injured. Get names, addresses, auto license plate numbers of involved, including all witnesses.
- Do not discuss an accident with anyone except the police or our representative.
- Protect your auto and any property from further damage.
- Promptly call the police if someone is injured, damage is extensive, or in case of theft. In case of "hit-and-run", you must report the accident to the police within 24 hours or as soon as possible.
- Notify your Agent or ERIE of the accident or loss.

The ERIE is Above All in SERVICE®.

If we fail to give you this promised service, please drop us a note or call us on our toll-free number and tell us about it.

President and
Chief Executive Officer

----- CUT-ON-DOTTED LINE -----

Your Agent:
Home Office • Erie, PA 16530



CLAIMS DIRECTORY

-- FOLD --

IN THE EVENT OF AN ACCIDENT OR LOSS

- Help any injured. Get names, addresses, auto license plate numbers of involved, including all witnesses.
- Do not discuss an accident with anyone except the police or our representative.
- Protect your auto and any property from further damage.
- Promptly call the police if someone is injured, damage is extensive, or in case of theft. In case of "hit-and-run", you must report the accident to the police within 24 hours or as soon as possible.
- Notify your Agent or ERIE of the accident or loss.

The ERIE is Above All in SERVICE®.

If we fail to give you this promised service, please drop us a note or call us on our toll-free number and tell us about it.

President and
Chief Executive Officer

CUT-ON-DOTTED LINE

CUT-ON-DOTTED LINE

CLAIM SERVICE -- For claim service anywhere in U.S. or Canada, call:

- Your Agent
- ERIE Claims Service: **1-800-FOR-ERIE (1-800-367-3743)**
- ERIEGlassSM (Auto glass only): **1-800-552-3743**
- FRAUD FINDERS[®] (To report fraud): **1-800-368-6696**

C54ESB 10/19

CUT-ON-DOTTED LINE

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- ERIE Claims Service: **1-800-FOR-ERIE (1-800-367-3743)**
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C54ESB 10/19