



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

State of West Virginia Master Agreement

Order Date: 03-24-2023

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES, INVOICES,
AND SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CMA 0802 5020 DMV2300000006 1	Procurement Folder:	1157937
Document Name:	Secure Paper Printing	Reason for Modification:	
Document Description:	Secure Paper Printing		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000178499 RR DONNELLEY & SONS COMPANY 3801 GANTZ RD GROVE CITY OH 43123 US Vendor Contact Phone: 6144776808 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Steve E Monroe Requestor Phone: (304) 558-2232 Requestor Email: steven.e.monroe@wv.gov 23 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	WAREHOUSE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE S.E. SUITE 50 CHARLESTON WV 25304 US

Total Order Amount:

Open End

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION
DATE: 3/27/2023
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 3/30/2023
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 3/31/2023
ELECTRONIC SIGNATURE ON FILE

Extended Description:

The Vendor, R.R. Donnelley & Sons Company, agrees to enter with the West Virginia Department of Motor Vehicles into an open-end contract for for Secure Paper Printing, including Cut Sheet Titles, Continuous Feed Titles, Non-Repairable Titles, Secure Power of Attorney, TM-5 Dealer Reassignment, Cut Sheet Registration, and Continuous Feed Registration, per the specifications, terms and conditions, bid requirements, the Vendor's submitted and accepted bid dated 02/27/2023 incorporated herein by reference and made apart hereof. See attached documents.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			PM	0.201000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cut Sheet Motor Vehicle Title

Extended Description:

Cut Sheet Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			PM	0.164000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Continuous Feed Motor Vehicle Title

Extended Description:

Continuous Feed Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121500			PM	0.467000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Non-Repairable Title

Extended Description:

Non-Repairable Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			PM	0.375000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Secure Power of Attorney

Extended Description:

Secure Power of Attorney

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82121500			PM	0.092000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TM-5 Dealer Reassignment

Extended Description:

TM-5 Dealer Reassignment

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82121500			PM	0.061000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cut Sheet Motor Vehicle Registration

Extended Description:
Cut Sheet Motor Vehicle Registration

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82121500			PM	0.020000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Continuous Feed Motor Vehicle Registration

Extended Description:
Continuous Feed Motor Vehicle Registration

GENERAL TERMS AND CONDITIONS:

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

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

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

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

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

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

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

2.6. "Award Document" means the document signed by the Agency 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: The Initial Contract Term will be for a period of one (1) year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

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 three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. 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:

☐ the contract will continue for _____ years;

☐ the 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).

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

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

☐ **Other:** Contract Term specified in _____

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

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

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

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

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

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

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

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

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

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

☐☐☐☐

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

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below 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 that insurance requirement is listed in this section.

Vendor must maintain:

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

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

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

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

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

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

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐

☐

☐

☐

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

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

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.

☐ Liquidated Damages Are Not Included in this Contract.

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

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, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

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 regarding 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 NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

Revised 11/1/2022

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

38. 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.

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

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

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

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

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. 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
 2. 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.

42. 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.

43. 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 disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work 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.

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

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

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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.

JEFF LAUER, ACCOUNT MANAGER
(Name, Title)
RE DONNELLY
(Printed Name and Title)
3801 GANTZ RD, GROVE CITY, OH 43123
(Address)
614-477-6808
(Phone Number) / (Fax Number)
JEFFREY.LAUER@RE.DONNELLY.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.

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.

RE DONNELLY
(Company)
JEFF LAUER ACCOUNT MANAGER
(Authorized Signature) (Representative Name, Title)
JEFF LAUER
(Printed Name and Title of Authorized Representative)
3-24-23
(Date)
614-477-6808
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Motor Vehicles (WVDMV) to establish an open-end contract for the printing of Cut Sheet Titles, Continuous Feed Titles, Non-Repairable Titles, Secure Power of Attorney Forms, TM5 Dealer Reassignment Forms, Cut Sheet Registration Forms, and Continuous Feed Registration Forms. WVDMV is seeking a firm fixed price for all commodities under this solicitation. Order quantities are not guaranteed and will fluctuate.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.4 **“MOCR”** means Magnetic Optical Character Recognition.
 - 2.5 **“OCR”** means Optical Character Recognition.
 - 2.6 **“Linked Chain Design”** is the linked chain design watermark made in the paper during manufacturing that is visible when held up to the light.
 - 2.7 **“UV”** means ultra violet.
 - 2.8 **“CF”** means coated front paper.
 - 2.9 **“CFB”** means coated front and back paper.
 - 2.10 **“Watermark”** means a mark that is made in the paper during manufacturing that is visible when the document is held up to the light.
 - 2.11 **“Drops Out”** means to eliminate halftone dot or fine lines by over exposure.
 - 2.12 **“PMS222 Red”** is an industry standard, hue of 334.29 degrees, 64.62% saturation, and 25.49% lightness. Hex Code 6b173b

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

- 2.13 “PMS 287 Blue”** is an industry standard, hue of 334.29 degrees, 64.62% saturation, and 29.41% lightness. Hex Code 003896.
- 2.14 “E-13B Font Numbers”** is a magnetic ink character recognition font based on the EB13B industry standard.
- 2.15 “Toner Anchorage”** is referred to as the adhesion between the ink and the document upon which it is printed.
- 2.16 “Security Thread”** means a color thread used in secure documents to protect against counterfeiting.
- 2.17 “Eagle Design”** is the eagle watermark made in the paper during manufacturing that is visible when held up to the light.
- 2.18 “Overt Fibers”** fibers which can be viewed only under a UV light. This combination of covert and overt security increases the difficulty in counterfeiting.
- 2.19 “Covert Fibers”** fibers which can be viewed only under a UV light. This combination of covert and overt security increases the difficulty in counterfeiting.
- 2.20 “Toner Retention”** This is a chemical treatment done at the paper mill to allow the printer toner to anchor itself to the paper.
- 2.21 “Marginal Words”** Word printed on each part of a multi-part form, generally printed in red ink and located at the top or bottom of the sheet. They are used for part to part designations, such as Original Copy, Duplicate Copy, and Triplicate Copy. They can also be used to make reference to the form they are printed on or to provide special instructions.
- 2.22 “Cylinder Mould Paper”** cylinder mould made paper is paper manufactured on a cylinder mould paper machine that will accept a three-dimensional multi-tonal watermark.

3. GENERAL REQUIREMENTS:

- 3.1 Contract Items and Mandatory Requirements:** Vendor shall provide WVDMV with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
- 3.1.1 Specifications for Cut-Sheet West Virginia Certificate of Title Forms:**
- 3.1.1.1 Size:** 8 ½” x 11”, 1 part, cut-sheet.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

- 3.1.1.2** Must be compatible with the Lexmark MS810dn laser printer currently used by WVDMV.
- 3.1.1.3** Should WVDMV replace the printers in the future Vendor forms must be compatible. Vendor must work with WVDMV to find a solution.
- 3.1.1.4** The following paper and printing specifications must be strictly adhered to:
 - 3.1.1.4.1 Paper Specifications:**
 - 3.1.1.4.1.1** Must be Portal's white 24lb. "cylinder mould paper", or equivalent
 - 3.1.1.4.1.1.1** Paper must contain a three-dimensional multi-tonal watermark in a continuous, standard "Eagle Design" pattern.
 - 3.1.1.4.1.2** Paper must contain a "Security Thread" of micro printed polyester embedded in paper that is continuously printed with security text and fluoresces blue/white under UV Light.
 - 3.1.1.4.1.3** Paper must be coated front and back with "toner anchorage" to enhance laser printing quality.
 - 3.1.1.4.1.4** Paper must have chemical sensitization in sheet that will exhibit marked chemical reaction (in the form of various stains) to thwart falsification of the document using chemical eradicators.
 - 3.1.1.4.1.4.1** Chemical sensitization must offer protection from those chemicals that are classified per the following families: polar solvents, a-polar solvents, acids, oxidizing agents, strong bases, and weak bases.
 - 3.1.1.4.1.5** Paper must have security fibers of visible blue and visible fluorescent yellow/green that can be seen under UV Light.
 - 3.1.1.4.2 Printing Specifications:**
 - 3.1.1.4.2.1** Form must have consecutive number in one position using heat-resistant, fluorescent red ink, and E-13B font numbers. See provided Exhibit B.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.1.4.2.1.1 No missing numbers allowed.

3.1.1.4.2.2 Pantograph on face and back of form must:

3.1.1.4.2.2.1 Pantograph must completely “drop out” when imaged on the West Virginia WVDMV’s optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum.

3.1.1.4.2.2.2 This feature must contain a disguised “VOID” in the pantograph if form is copied, and this feature and the pantograph must not be visible when scanned into the WVDMV’s VNX storage system or comparable system.

3.1.1.4.2.3 Form must contain a logo line or micro line of print in the first lien release section on the face of the form above “signature of person or officer”. When viewing this covert security feature, to the ‘naked’ eye the words appear as ruled line. However, when viewed under a magnifying glass, the words “West Virginia WVDMV” become visible.

3.1.1.4.2.4 The back of the form must contain a Safetybloc, or equivalent security feature in the odometer reading boxes to deter any erasures or alteration of data written in these boxes.

3.1.1.4.2.4.1 The Safetybloc, or equivalent feature, must have micro printing in gray ink reading “State of West Virginia” in a step and repeat pattern.

3.1.1.4.2.5 Vendor must provide a sample paper and compatible scanner pantograph for review by WVDMV personnel upon request.

3.1.1.4.3 Packaging Requirements:

3.1.1.4.3.1 Forms are to be packed 2,000 per carton.

3.1.1.4.3.2 No missing numbers, overage or shortage will be tolerated.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.1.4.3.3 Beginning and ending numbers must be listed on the outside of each carton.

3.1.1.4.3.4 Carton must be sealed with printed security tape to deter tampering with sealed cartons.

3.1.1.4.3.5 Full cartons must be capable of being stacked twelve (12) cartons high, without deformation of packaging.

3.1.2 Specifications for West Virginia Continuous Feed Certificate of Title Forms:

3.1.2.1 Size: 9 ½" x 11", 1-part continuous feed, ½" strip off margins left and right.

3.1.2.2 Must be compatible with IBM InfoPrint 4000 continuous feed printers currently used by WVDMV.

3.1.2.3 Should WVDMV replace the printers in the future Vendor forms must be compatible. Vendor must work with WVDMV to find a solution.

3.1.2.4 The following paper and printing specifications must be strictly adhered to:

3.1.2.4.1 Paper Specifications:

3.1.2.4.1.1 Paper must be Portal's white 24lb. cylinder mould paper, or equivalent.

3.1.2.4.1.1.1 Paper must contain a three-dimensional multi-tonal watermark in a continuous, standard "Eagle Design" pattern.

3.1.2.4.1.1.2 Paper must contain a "Security Thread" of micro printed polyester embedded in paper that is continuously printed with security text and fluoresces blue/white under UV Light.

3.1.2.4.1.1.3 Paper must be coated front and back with toner anchorage to enhance laser printing quality.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.2.4.1.2 Paper must have chemical sensitization that will exhibit marked chemical reaction (in the form of various stains) to thwart falsification of the document using chemical eradicators.

3.1.2.4.1.2.1 Chemical sensitization must offer protection from those chemicals that are classified per the following families: polar solvents, acids, oxidizing agents, strong bases, and weak bases.

3.1.2.4.1.3 Paper must contain security fibers of visible blue and visible fluorescent yellow/green that can be seen under UV Light.

3.1.2.4.2 Printing Specifications:

3.1.2.2.2.1 Form must have consecutive number in one position using heat-resistant, fluorescent red ink, and E-13B Font numbers. No missing numbers allowed. See provided Exhibit C.

3.1.2.2.2.2 Pantograph on the face of the form must:

3.1.2.2.2.2.1 Pantograph must completely “drop out” when imaged on the West Virginia WVDMV’s optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum.

3.1.2.2.2.2.2 This feature must contain a disguised “void” in the pantograph if form is copied, and this feature and the pantograph must not be visible when scanned into the WVDMV’s VNX storage system or comparable system.

3.1.2.2.2.3 Paper must contain a logo line or micro line of print in the first lien release section on the face of the form above “signature of person or officer”. When viewing this covert security feature, to the ‘naked’ eye the words appear as ruled line. However, when

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

viewed under a magnifying glass, the words “West Virginia DMV” become visible.

3.1.2.2.2.4 The back of the form must contain a Safetybloc, or equivalent security feature in the odometer reading boxes to deter any erasures or alteration of data written in these boxes.

3.1.2.2.2.4.1 The Safetybloc, or equivalent feature, must have micro printing in gray ink reading “State of West Virginia” in a step and repeat pattern.

3.1.2.2.2.5 Vendor must provide a sample paper and compatible scanner pantograph for review by WVDMV personnel upon request.

3.1.2.2.3 Packaging Requirements:

3.1.2.2.3.1 Forms are to be packed 2,000 per carton.

3.1.2.2.3.2 No missing numbers, overage or shortage will be tolerated.

3.1.2.2.3.3 Beginning and ending numbers must be listed on the outside of each carton.

3.1.2.2.3.4 Carton must be sealed with printed security tape to deter tampering with sealed cartons.

3.1.2.2.3.5 Full cartons must be capable of being stacked twelve (12) cartons high, without deformation of packaging.

3.1.3 Specifications for West Virginia Non-Repairable Motor Vehicle/Boat Certificate:

3.1.3.1 Size: 8 ½” x 11”, full page,

3.1.3.2 Certificate must be compatible with Lexmark MS810dn printer currently used by the WVDMV.

3.1.3.3 Should WVDMV replace the printers in the future Vendor forms must be compatible. Vendor must work with WVDMV to find a solution.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.3.4 The following paper and printing specifications must be strictly adhered to.

3.1.3.4.1 Paper Specifications:

3.1.3.4.1.1 Must be Portal's white 24LB. cylinder mould paper, or equivalent.

3.1.3.4.1.1.1 Paper must contain a three-dimensional multi-tonal watermark in a continuous, standard "Eagle Design" pattern.

3.1.3.4.1.1.2 Paper must contain a "Security Thread" of micro printed polyester embedded in paper that is continuously printed with security text and fluoresces blue/white under UV Light.

3.1.3.4.1.1.3 Paper is also to be coated front and back with Toner Anchorage to enhance laser printing quality.

3.1.3.4.1.2 Paper must contain chemical sensitization that will exhibit marked chemical reaction (in the form of various stains) to thwart falsification of the document using chemical eradicators.

3.1.3.4.1.2.1 Chemical sensitization will provide protection from those chemicals that are classified per the following families: polar solvents, acids, oxidizing agents, strong bases, and weak bases.

3.1.3.4.1.3 Paper must have security fibers of visible blue and visible fluorescent yellow/green that can be seen under UV Light.

3.1.3.4.2 Printing Specifications:

3.1.3.4.2.1 Form must have consecutive number in one position using heat-resistant, fluorescent red ink, and E-13B font numbers. See provided Exhibit D.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.3.4.2.1.1 No missing numbers allowed.

3.1.3.4.2.2 Face ink is to be in PMS222 red and approved heat resistant inks. Backer ink and composition is to be a step and repeat diagonal pattern over the entire back of the document reading “Non-Repairable Motor Vehicle/Boat”.

3.1.3.4.2.3 Pantograph on the face of the form must:

3.1.3.4.2.3.1 Pantograph must completely “Drop Out” when imaged on WVDMV’s optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum.

3.1.3.4.2.3.2 Pantograph must contain a disguised “VOID” in the pantograph if form is copied, and this feature and the pantograph must not be visible when scanned into WVDMV’s optical disk storage system.

3.1.3.4.2.4 Vendor must provide a sample paper and compatible scanner pantograph for review by WVDMV personnel upon request.

3.1.3.4.3 Packaging Requirements:

3.1.3.4.3.1 Forms are to be packed 2,000 per carton.

3.1.3.4.3.2 No missing numbers, overage or shortage will be tolerated.

3.1.3.4.3.3 Beginning and ending numbers must be listed on the outside of each carton.

3.1.3.4.3.4 Carton must be sealed with printed security tape to deter tampering with sealed cartons.

3.1.3.4.3.5 Full cartons must be capable of being stacked twelve (12) cartons high, without deformation of the packaging.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.4 Specifications for West Virginia Secure Power of Attorney Forms

3.1.4.1 Size: 8 ½” x 11 5/8” of bound set construction, 5 parts carbon interleaved & carbonless construction in same set. See provided Exhibit E.

3.1.4.2 The following specifications must be strictly adhered to:

3.1.4.2.1 Part 1: White, 24lb. “Linked Chain Design” Watermark imbedded in the sheet.

3.1.4.2.2 Part 2: White, 24lb. “Linked Chain Design” Watermark imbedded in the sheet.

3.1.4.2.3 Part3: White, 19lb. Self-Contained Coated-Back.

3.1.4.2.4 Part 4: White, 14.5lb. CFB, Coated Front and Back.

3.1.4.2.5 Part 5: White, 13lb. CF, Coated Front Paper.

3.1.4.3 Additional Specifications

3.1.4.3.1 Form must contain a red ink clear through consecutive number on all parts.

3.1.4.3.1.1 No missing numbers allowed.

3.1.4.3.1.2 All printing is in PMS 287 Blue, with part 1 and 2 same copy, and parts 3, 4, and 5 same copy except “marginal words” on each part.

3.1.4.3.2 Parts 1 and 2 must contain a Security Pantograph with the word “VOID” hidden in the pantograph, becoming visible when the document is reproduced on a copier.

3.1.4.3.2.1 Paper must contain genuine watermark imbedded paper, and a warning band to not accept this document unless the watermark is visible when held to light to view must be printed on the document.

3.1.4.3.2.2 Paper must also have full chemical reactivity ensuring that any chemical alteration of the form will be immediately signaled by discoloration of the sheet when applied to either side of sheet.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.4.3.2.3 Paper must also have embedded “overt” and “covert” fibers that are impossible to reproduce on a copier. The covert fibers can only be viewed under UV light.

3.1.4.3.3 Forms are to be packed 500 per carton, poly wrapped 50 sets per package with beginning and ending numbers on each package and outer cartons.

3.1.4.3.3.1 Cartons must be sealed with printed security tape to deter any tampering with sealed cartons.

3.1.4.3.4 Full cartons must be capable of being stacked twelve (12) high, without deformation of the packaging.

3.1.4.3.5 Vendor must provide a sample paper and compatible scanner pantograph for review by WVDMV personnel upon request.

3.1.5 Specifications for West Virginia TM-5 Reassignment Supplements

3.1.5.1 Size: must be 8 ½” x 11” 1 part cut sheet.

3.1.5.2 Paper: must be 24lb. Security Paper. Paper must include the following feature: Watermark in paper, including Chemical Sensitivity, Toner Retention and Invisible Security fibers. See provided Exhibit F.

3.1.5.3 Other requirements: face inks must be 287 blue and black, with “VOID” Security Pantograph. No Backer printing.

3.1.5.4 Consecutive Numbering: Must be Penetrating Black to Red ink consecutive numbering and no missing numbers will be allowed.

3.1.5.5 Full cartons must be capable of being stacked twelve (12) high, without deformation of the packaging.

3.1.6 Specifications for Cut Sheet Registrations

3.1.6.1 Overall size: 8 ½” x 11”. See provided Exhibit G (Lines show Micro Perforation locations).

3.1.6.2 Paper: Long grain 32lb., White laser MOCR Ledger, 92 bright.

3.1.6.3 Perforations: 3, 3 Full perpendicular Micro perforation.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

3.1.6.4 Must pack in a carton of 2,500 forms per carton, in 5 poly wrapped inner packs of 500 forms per carton.

3.1.6.5 Full cartons must be capable of being stacked twelve (12) high, without deformation of the packaging.

3.1.7 Specifications for Continuous Feed Registration

3.1.7.1 Overall size: Fanfold Continuous 9.5" x 11". See provided Exhibit H (Lines show Perforation locations).

3.1.7.2 Paper: 32# White Laser MOCR Ledger with a minimum of 92 Brightness to ensure OCR Character Recognition.

3.1.7.3 Perforations: .5" Marginal Perforations, Left and Right, 3 Full width Parallel Perforation.

3.1.7.4 Diecut Corner Perforation: One (1) Diecut corner perforation at the left top of form.

3.1.7.5 Must pack 4,800 forms per carton.

3.1.7.6 Full cartons must be capable of being stacked twelve (12) high, without deformation of the packaging.

3.1.8 Manufacturing Security

Vendor's Manufacturing facilities must be secured and have armed guard service present 24 hours per day, 7 days per week.

Photo film and plates are to be in a locked safe(s) in the pre-press area.

All unused plates are to be mutilated or destroyed and returned to WVDMV when contract is completed, or as directed by WVDMV.

All quality control samples, and docket materials must be voided, logged and filed in a locked safe(s) and returned to WVDMV when contract is complete, or as directed by WVDMV.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

WVDMV personal or their assignees may, at any time during the contract, at their own expense, visit the vendor's manufacturing facility to confirm that security requirements are being met.

4. CONTRACT AWARD:

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 4.2 Pricing Pages:** Vendor should complete the Pricing Pages by entering the unit price per thousand and multiplying by the estimated quantity to provide and extended price. Vendor shall then total all items to obtain the Total Bid Amount. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

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

Vendor should 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: David.h.pauline@wv.gov.

5. ORDERING AND PAYMENT:

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

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within forty-five (45) calendar days after orders are received. Vendor shall deliver emergency orders within thirty (30) calendar

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

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

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

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

- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either plan for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 6.5 Return Due to AGENCY Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

- 7.1** The following shall be considered a vendor default under this Contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

REQUEST FOR QUOTATION – CRFQ DMV23*02
SECURE PAPER PRODUCTS WVDMV

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

7.1.4 Failure to remedy deficient performance upon request.

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

7.2.1 Immediate cancellation of the Contract.

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

7.2.3 Any other remedies available in law or equity.

8 MISCELLANEOUS:

8.2 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.3 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

8.4 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.5 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: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

FOR DIVISION USE ONLY

R N T E

CLASS

LICENSE #

EXP. DATE

DL OR ID #

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES

EXHIBIT B

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant, that is to say:

MAKE/BODY

YEAR
MODELVEHICLE/BOAT
IDENTIFICATION NO.

WEIGHT/LENGTH

TITLE
NUMBERPREVIOUS TITLE
NUMBER

SPECIMEN

Said Division further certifies that from said verified application, the above described vehicle/boat is subject to lien(s) and encumbrance(s) described below, and none other, that is to say:

FIRST LIEN

Name and mailing address of Lienholder

RELEASE

This lien was fully paid, satisfied, and released on this, the

____ day of _____, 20 ____

Name of
LienholderSignature of
Person or Officer (X)

taken, subscribed, and sworn before me on this, the

____ day of _____, 20 ____

Notary
Public (X)

My commission expires the ____ day of _____, 20 ____

SECOND LIEN

Name and mailing address of Lienholder

RELEASE

This lien was fully paid, satisfied, and released on this, the

____ day of _____, 20 ____

Name of
LienholderSignature of
Person or Officer (X)

taken, subscribed, and sworn before me on this, the

____ day of _____, 20 ____

Notary
Public (X)

My commission expires the ____ day of _____, 20 ____



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division on the month, day, and year set beneath the name of the applicant in this Title.

WVC-2162539

DO NOT ACCEPT THIS TITLE UNLESS IT CONTAINS AN EAGLE WATERMARK. HOLD TO LIGHT TO VIEW.

COMPLETE IN BLUE OR BLACK INK ONLY
Federal and State law requires that you certify the mileage in connection with the transfer of ownership.
Failure to certify or providing a false statement of vehicle mileage may result in fines and/or imprisonment.

ASSIGNMENT OF CERTIFICATE OF TITLE

The undersigned hereby certifies that, for the sale price herein stated, the title has been transferred to the following Buyer(s) named below:

Sale Price \$ Trade In \$

Printed Name of Buyer(s)

EXHIBIT B

"I certify to the best of my knowledge that the odometer reading is t

No Tenth

CAUTION:
READ CAREFULLY
BEFORE YOU
CHECK A BLOCK

1. The of its mechanical limits

is checked:"
ctual mileage.
ANCY

Signature of Seller(s) or Dealer

Printed Name of Seller(s) or Dealer

Dealer's License Certificate No.

Date of Sale

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s):

Printed Name(s) of Buyer(s):

WARNING: THIS APPLICATION MUST NOT
BE SIGNED UNLESS THE PRINTED NAME AND
ADDRESS OF THE BUYER(S) APPEAR ABOVE.

1st RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$ Trade In \$ Net Cost \$ 6% Tax \$

The undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) Address

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

No Tenth

CAUTION:
READ CAREFULLY
BEFORE YOU
CHECK A BLOCK

1. The mileage stated is in excess
of its mechanical limits

2. The odometer reading is not the actual mileage.
WARNING - ODOMETER DISCREPANCY

Signature Dealer/Agent:

Printed name of Dealer/Agent

Dealer's License Certificate No.

Date of Sale

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s):

Printed Name(s) of Buyer(s):

2nd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$ Trade In \$ Net Cost \$ 6% Tax \$

The undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) Address

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

No Tenth

CAUTION:
READ CAREFULLY
BEFORE YOU
CHECK A BLOCK

1. The mileage stated is in excess
of its mechanical limits.

2. The odometer reading is not the actual mileage.
WARNING - ODOMETER DISCREPANCY

Signature Dealer/Agent:

Printed name of Dealer/Agent

Dealer's License Certificate No.

Date of Sale

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s):

Printed Name(s) of Buyer(s):

3rd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$ Trade In \$ Net Cost \$ 6% Tax \$

The undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) Address

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

No Tenth

CAUTION:
READ CAREFULLY
BEFORE YOU
CHECK A BLOCK

1. The mileage stated is in excess
of its mechanical limits.

2. The odometer reading is not the actual mileage.
WARNING - ODOMETER DISCREPANCY

Signature Dealer/Agent:

Printed name of Dealer/Agent

Dealer's License Certificate No.

Date of Sale

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s):

Printed Name(s) of Buyer(s):

TRANSFER AND TRADE-IN INFORMATION

Sale Price \$ Trade In \$ Net Cost \$ 6% Tax \$

(Credit allowed only on vehicles/boats registered in WV and tax has been paid by applicant)

Description of vehicle/boat traded in: 1. Make Year VIN No. Title No.
2. Make Year VIN No. Title No.

Registration plates exchanged or transferred from: Make Year VIN No. License No.

LIENHOLDER INFORMATION (FEE: \$5.00)

Amount \$ Kind Lienholder

Date of Lien Address of Lienholder

INSURANCE STATEMENT

BUYER'S CERTIFICATE OF TITLE

INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.
Effective Date of Insurance Policy:

From To

Name of Insurance Company

Name of Agent

Insurance Policy Number

NAIC#

Name of Buyer(s) must be entered legibly and exactly as they are to appear on the new Certificate of Title. If the title reads "and" both signatures must appear.

Printed name of Buyer(s)

Address of Buyer(s)

"I/we hereby state, under penalty of false swearing, that the statements made herein are true and correct to the best of my/our knowledge and belief."

(X)

(X)

Date

NO ADDITIONAL RE-ASSIGNMENTS PERMITTED

Any change, alteration, or erasure on any re-assignment(s) will void this title. TITLE NUMBER

FOR DIVISION USE ONLY

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES

I N T E

CLASS

LICENSE #

EXP. DATE

PL OR ID #



EXHIBIT C

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant, that is to say:

MAKE/BODY	YEAR MODEL	VEHICLE/BOAT IDENTIFICATION NO.	WEIGHT/LENGTH	TITLE NUMBER	PREVIOUS TITLE NUMBER
-----------	---------------	------------------------------------	---------------	-----------------	--------------------------

SPECIMEN

Said Division further certifies that from said verified application, the above described vehicle/boat is subject to lien(s) and encumbrance(s) described below, and none other, that is to say:

FIRST LIEN

Name and mailing address of Lienholder

RELEASE

This lien was fully paid, satisfied, and released on this, the

_____ day of _____, 20____

Name of
LienholderSignature of
Person or Officer (X)

taken, subscribed, and sworn before me on this, the

_____ day of _____, 20____

Notary
Public (X)

My commission expires the _____ day of _____, 20____

SECOND LIEN

Name and mailing address of Lienholder

RELEASE

This lien was fully paid, satisfied, and released on this, the

_____ day of _____, 20____

Name of
LienholderSignature of
Person or Officer (X)

taken, subscribed, and sworn before me on this, the

_____ day of _____, 20____

Notary
Public (X)

My commission expires the _____ day of _____, 20____



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division on the month, day, and year set beneath the name of the applicant in this Title.

WV-12140537

DO NOT ACCEPT THIS TITLE UNLESS IT CONTAINS AN EAGLE WATERMARK. HOLD TO LIGHT TO VIEW.

COMPLETE IN BLUE OR BLACK INK ONLY

Federal and State law requires that you certify the mileage in connection with the transfer of ownership.
Failure to certify or providing a false statement of vehicle mileage

ASSIGNMENT OF CERTIFICATE

undersigned hereby certifies that, for the sale price herein stated, the vehicle/boat described

Price \$ Trade In \$ Net Cost \$

Printed Name of Buyer(s) Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ No Tenth's ☐ CAUTION READ CAREFULLY BEFORE YOU CHECK A BLOCK ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING- ODOMETER DISCREPANCY

Signature of Seller(s) or Dealer Printed Name of Seller(s) or Dealer Dealer's License Certificate No. Date of Sale

I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): Printed Name(s) of Buyer(s):

WARNING: THIS APPLICATION MUST NOT BE SIGNED UNLESS THE PRINTED NAME AND ADDRESS OF THE BUYER(S) APPEAR ABOVE.

1st RE-ASSIGNMENT BY DEALER ONLY

Price \$ Trade In \$ Net Cost \$ 6% Tax \$

undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

☐ No Tenth's ☐ CAUTION READ CAREFULLY BEFORE YOU CHECK A BLOCK ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING- ODOMETER DISCREPANCY

Signature Dealer/Agent: Printed name of Dealer/Agent Dealer's License Certificate No. Date of Sale

I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): Printed Name(s) of Buyer(s):

2nd RE-ASSIGNMENT BY DEALER ONLY

Price \$ Trade In \$ Net Cost \$ 6% Tax \$

undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

☐ No Tenth's ☐ CAUTION READ CAREFULLY BEFORE YOU CHECK A BLOCK ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING- ODOMETER DISCREPANCY

Signature Dealer/Agent: Printed name of Dealer/Agent Dealer's License Certificate No. Date of Sale

I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): Printed Name(s) of Buyer(s):

3rd RE-ASSIGNMENT BY DEALER ONLY

Price \$ Trade In \$ Net Cost \$ 6% Tax \$

undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

☐ No Tenth's ☐ CAUTION READ CAREFULLY BEFORE YOU CHECK A BLOCK ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING- ODOMETER DISCREPANCY

Signature Dealer/Agent: Printed name of Dealer/Agent Dealer's License Certificate No. Date of Sale

I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): Printed Name(s) of Buyer(s):

TRANSFER AND TRADE-IN INFORMATION

Price \$ Trade In \$ Net Cost \$ 6% Tax \$

(Credit allowed only on vehicles/boats registered in WV and tax has been paid by applicant)

Option of vehicle/boat traded in: 1. Make Year VIN No. Title No. 2. Make Year VIN No. Title No. 3. Make Year VIN No. License No.

LIENHOLDER INFORMATION (FEE: \$5.00)

Amount \$ Kind Lienholder

Name of Lien Address of Lienholder

INSURANCE STATEMENT

INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.

Effective Date of Insurance Policy:

From To

Name of Insurance Company

Name of Agent

Insurance Policy Number

NAIC#

BUYER'S CERTIFICATE OF TITLE

Name of Buyer(s) must be entered legibly and exactly as they are to appear on the new Certificate of Title. If the title reads "and" both signatures must appear.

Printed name of Buyer(s)

Address of Buyer(s)

"I/we hereby state, under penalty of false swearing, that the statements made herein are true and correct to the best of my/our knowledge and belief."

(X) (X) Date

NO ADDITIONAL RE-ASSIGNMENTS PERMITTED

EXHIBIT C

Any change, alteration, or erasure on any re-assignment(s) will void this title. TITLE NUMBER

06/2000

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES



EXHIBIT D

NON-REPAIRABLE MOTOR VEHICLE / BOAT CERTIFICATE

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described. The vehicle described below has been declared a total loss - not to be retitled - parts only.

MAKE/BODY	YEAR MODEL	VEHICLE/BOAT IDENTIFICATION NO.	WEIGHT/LENGTH	TITLE NUMBER	PREVIOUS TITLE NUMBER
-----------	---------------	------------------------------------	---------------	-----------------	--------------------------

FIRST ASSIGNMENT OF CERTIFICATE (PARTS ONLY)

The undersigned hereby certifies that the vehicle/boat described in this certificate has been transferred to the following printed name and address:

Name of Purchaser		Address	
Signature of Seller(s): (x)		Printed Name(s) of Seller(s)	\$ Date of Sale
Signature of Buyer(s): (x)		Printed Name(s) of Buyer(s)	Warning This Application Must Not Be Signed Unless The Name And Address Of The Purchaser Appears Above.

SECOND ASSIGNMENT OF CERTIFICATE (PARTS ONLY)

The undersigned dealer hereby certifies that the vehicle/boat described in this certificate has been transferred to the following printed name and address:

Name of Purchaser		Address	
Signature of Seller(s): (x)		Printed Name(s) of Seller(s)	\$ Date of Sale
Signature of Buyer(s): (x)		Printed Name(s) of Buyer(s)	Warning This Application Must Not Be Signed Unless The Name And Address Of The Purchaser Appears Above.

NON-REPAIRABLE - PARTS ONLY



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division the day of year set beneath the name of the applicant in the Certificate.

DIVISION OF MOTOR VEHICLES

WV-0033320

DO NOT ACCEPT THIS CERTIFICATE UNLESS IT CONTAINS AN EAGLE WATERMARK. HOLD TO LIGHT TO VIEW.
DO NOT ACCEPT CERTIFICATE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS.

EXHIBIT D

SECURE POWER OF ATTORNEY**WVPA1179605**

WARNING! This Form May Be Used Only When Title Is Physically Held By Lienholder Or When Title Has Been Lost. This Form Must Be Submitted To The State By The Person Exercising Power(s) Of Attorney. Failure To Do So May Result In Fines And/OR Imprisonment.

VEHICLE DESCRIPTION

Year

Make

Model

Body Type

Vehicle Identification Number

PART A. Power of Attorney to Disclose Mileage

Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, _____ (transferor's name, Print) as my attorney-in-fact, to sign all papers the mileage on the title for the vehicle described above, exactly as I state that the odometer now reads _____ (no tenths mileage unless one of the following statements is checked).

☐ (1) The mileage stated is in excess of its mechanical

☐ (2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Transferor's Signature)

(Printed Name)

(Transferor's Street Address)

(City, State, Zip Code)

(Date of Statement)

(Transferee's Signature)

(Printed Name)

Transferee's Street Address

(City, State, Zip Code)

EXHIBIT E

Transferee's/

disclose

actual

PART B. Power of Attorney to Review Title Documents and Acknowledge Disclosure

(Part B is invalid unless Part A has been completed)

I, _____ (transferee's name, Print), appoint _____ (transferor's name, Print) as my attorney-in-fact, to sign all papers and documents required to secure West Virginia Title and to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

(Transferee's Signature)

(Transferee's Printed Name)

(Transferee's Name, Street Address, City, State, Zip Code)

Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, _____ (transferor's/dealership name, Print), state that the odometer now reads _____ (no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage unless one of the following statements is checked.

☐ (1) The mileage stated is in excess of its mechanical limits.

☐ (2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Transferor's Signature)

(Transferor's Printed Name)

(Transferor's Street Address)

(City, State, Zip Code)

(Date of Statement)

PART C. Certification (To Be Completed When Both Parts A and B Have Been Used)

I, _____ (person exercising above powers of attorney, Print), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

(Signature)

(Printed Name)

(Street Address)

(City, State, Zip Code)

STATE OF WEST VIRGINIA
DIVISION OF MOTOR VEHICLES
REASSIGNMENT SUPPLEMENT

WV1320501

FEDERAL AND STATE law requires you to state the mileage in connection with the transfer of ownership. Failure to complete the required information or providing false statements may result in fines and/or imprisonment.

- NOTICE** (A) This form is for use by licensed West Virginia motor vehicle dealers upon dealer's transfer where all assignments on the certificate of origin have been completed and also with non-conforming West Virginia and out-of-state titles.
(B) Individuals or non-licensed dealers cannot use this form.
(C) Each reassignment shall be in successive order and shall not be valid until completed in full.
(D) Not to be used with the new West Virginia conforming title.
(E) Only two (2) reassignments permitted. When the second reassignment is completed to dealer, a West Virginia dealer title must be obtained.
(F) A copy of this reassignment must be kept by the dealer showing the odometer disclosure. (5 Years)

LEGAL NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT.

MAKE	MODEL	YEAR	BODY	VEHICLE IDENTIFICATION NUMBER
------	-------	------	------	-------------------------------

(1)

REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following PRINTED name and address:

NAME OF PURCHASER: _____

ADDRESS: _____

WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS:

LIEN IN FAVOR OF: _____

LIENHOLDER'S ADDRESS: _____

EXHIBIT F

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ NO TENTHS

___ 1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.

___ 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.

WARNING: ODOMETER DISCREPANCY

SIGNATURE OF DEALER: (X) _____ DEALER NUMBER: _____

PRINTED NAME OF DEALER: _____ DATE OF SALE: _____

DEALER'S ADDRESS: _____

BUYER'S SIGNATURE(S): (X) _____

BUYER'S PRINTED NAME(S): _____

(2)

REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following PRINTED name and address:

NAME OF PURCHASER: _____

ADDRESS: _____

WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS:

LIEN IN FAVOR OF: _____ AMOUNT: \$ _____

LIENHOLDER'S ADDRESS: _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ NO TENTHS

___ 1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.

___ 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.

WARNING: ODOMETER DISCREPANCY

SIGNATURE OF DEALER: (X) _____ DEALER NUMBER: _____

PRINTED NAME OF DEALER: _____ DATE OF SALE: _____

DEALER'S ADDRESS: _____

BUYER'S SIGNATURE(S): (X) _____

BUYER'S PRINTED NAME(S): _____

THIS FORM IS NOT VALID UNLESS ATTACHED TO THE ORIGINAL MANUFACTURER'S STATEMENT OF ORIGIN OR TITLE THAT IT SUPPLEMENTS. ORIGINAL ONLY!

EXHIBIT G

Lines show perforations



EXHIBIT H

Lines show perforations