



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

# Request for Quotation

RFO NUMBER  
**5670108**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**JOHN JOHNSTON**  
**304-558-2402**

REQ COPY

VENDOR

WEST VIRGINIA BOOK COMPANY  
 1125 CENTRAL AVENUE  
 CHARLESTON WV 25302

SHIP TO

DEPARTMENT OF TRANSPORTATION  
 COMMUNICATIONS OFFICE  
 BUILDING 5, ROOM 137  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-0103

DATE PRINTED <b>04/26/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **05/23/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	2,000	EA		966-50		
DESIGN AND PRINTING OF CROSSINGS BOOKS  TO PROVIDE DESIGN AND PRINTING OF 2,000 BOOKS PER THE ATTACHED SPECIFICATIONS.  OPTION FOR AN ADDITIONAL 1,000 BOOKS: 1,000 ADDITIONAL BOOKS AT \$.....EACH  IF THE OPTION IS EXERCISED BY DOH, A CHANGE ORDER WILL BE GENERATED TO REFLECT THIS.  VENDOR PREFERENCE CERTIFICATE  CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).  A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:  <input type="checkbox"/> BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR  <input checked="" type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL,						

RECEIVED  
 2007 MAY 10 P 2:06  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Bill Wroble* TELEPHONE: 304-342-1848 DATE: 5/7/07

TITLE: OWNER FEIN: ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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**WEST VIRGINIA BOOK CO**  
**1125 CENTRAL AVE**  
**CHARLESTON, WV 25302**

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<p>PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Bill Harts</i>	304-342-1848	5/7/07
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>OWNER</i>		

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**304-558-2402**

RFQ COPY

TYPE NAME/ADDRESS HERE

**WEST VIRGINIA BOOK CO**  
**1125 CENTRAL AVE**  
**CHARLESTON, WV 25302**

DEPARTMENT OF TRANSPORTATION  
 COMMUNICATIONS OFFICE  
 BUILDING 5, ROOM 137  
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<p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p>						
<p>BIDDER: <i>WEST VIRGINIA BOOK COMPANY</i></p> <p>DATE: <i>5/7/07</i></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Bill [Signature]</i>	TELEPHONE <i>304-342-1848</i>	DATE <i>5/7/07</i>
TITLE <i>OWNER</i>	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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VENDOR

**WEST VIRGINIA BOOK CO**  
**1125 CENTRAL AVE**  
**CHARLESTON, WV 25302**

SHIP TO

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**COMMUNICATIONS OFFICE**  
**BUILDING 5, ROOM 137**  
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BID OPENING DATE: **05/23/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				SIGNED: <i>Bill Untz</i>		
				TITLE: <i>OWNER</i>		
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 33</p> <p>RFQ. NO.: 5670108</p> <p>BID OPENING DATE AND TIME</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Bill Untz</i>	TELEPHONE <i>304-392-1848</i>	DATE <i>5/2/07</i>
TITLE <i>OWNER</i>	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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**5**

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- <i>304-343-0594</i> ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- <i>Bill Clements</i> ----- ***** THIS IS THE END OF RFQ 5670108 ***** TOTAL: <u><i>see attached</i></u>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Bill Clements</i>	TELEPHONE <i>304-342-1848</i>	DATE <i>5/2/07</i>
TITLE <i>OWNER</i>	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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## **CROSSINGS – Bridge Building in West Virginia BOOK PRINTING SPECIFICATIONS**

### **Scope of Work - Graphics**

The successful vendor shall provide the following services:

Complete layout of 128-page 10 ¼" (H) x 13 ¾" (L) full-color book, including the scaling of approximately two hundred (200) photographs, limited original art and providing the layout to printer in a digital format.

The overall design will reflect the existing CROSSINGS DVD cover and inside cover designs. A copy is attached. Please contact Terry Lively at 1-304-558-9225 for an original DVD copy, if desired.

The manuscript copy will be provided as a Word document and majority of photographs will be provided on CD/Rs.

However, some images will have to be scanned. The designer must have high resolution scanning capabilities.

### **Timeline**

Services shall begin upon award of contract. The graphic design of the book should be completed and provided to the WVDOT on a previously-approved camera-ready CD within sixty (60) days of the award of contract.

### **SCOPE OF WORK – Printing**

The successful vendor shall print 2,000 books, with an option and pricing for additional 1,000 books according to the following specifications:

Manuscript:	Finished layout will be provided to vendor in a compatible computer format
Color Photos:	200 high quality .jggs
Paper:	105 lb. Glossy Bright White Paper
# of Pages	128
Graphics Provided:	Compatible Digital Form

Finished Size: 10 1/4"H x 13 3/4"W – Full Bleed

Binding: Sewn Binding

Cover: Hard Bound – 1/4 Cloth, 3/4 Cardboard Cover with Hot Foil Stamp on Front and Spine, Sewn Binding, Full Color Glossy Dust Jacket

**TIMELINE**

The books will be printed and shipped within One Hundred Twenty (120) days upon acceptance by WVDOH of camera-ready art.

**VENDOR EXPERIENCE**

Vendor must have a minimum of 10 years of professional experience in book publications of similar scope and style

Vendor should submit evidence that supports the vendor's ability to meet the mandatory specifications for experience.

**SUBMISSION OF SAMPLES**

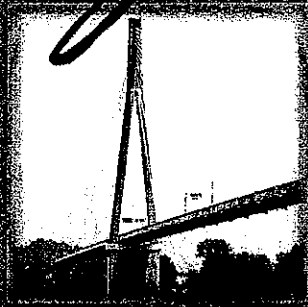
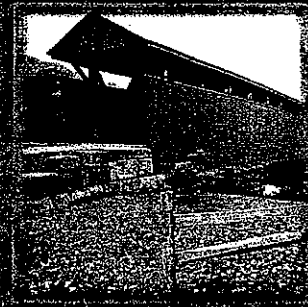
Vendor should submit at least three (3) printed samples of comparable, high-quality, full-color, hard-bound, sewn bound coffee table books publications he/she printed.

**COST**

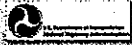
Payment terms: 50% upon approval of camera ready art. Balance due upon delivery.



# *Crossings*



Bridge Building In West Virginia





## West Virginia Book Company

1125 Central Ave  
Charleston, WV 25302  
www.wvbookco.com  
304-342-1848  
304-343-0594 fax

May 7, 2007

Purchasing Department:

This quote is for Req. No. 5,670,108 dated 4/26/07 for the design and printing of 2,000 books. Our buyer # is 33, and the bid opening date is 5/23/07. This quote for, *Covered Bridges*, is based on the following specifications:

- Trim Size: 10.25 x 13.75 inches
- Page Count: 128
- Paper: 105 # Glossy white paper
- Binding: Smythe Sewn Case Bound
- Cover: ¼ cloth in any house color, ¾ in heavy cardboard stock. Hot foil stamp on both front and spine.
- Dust Jacket: 4 color gloss art paper with gloss film lamination.

The text would be supplied already edited and proofed on disk in Microsoft Word to us. Minor changes to the text would be made as the project progresses at no charge, but wholesale changes in text after we start work would incur additional charges of \$75.00 per hour.

Photos for the project would be supplied to us mainly on disk as high resolution .jpps. (We are able to scan images for pictures of which you only have hard copies, however.)

Our price assumes client has a loading dock and means to move pallets from the delivery truck.

Proofs: Price includes one set of proofs before final binding, and 2 finished advance copies of book immediately upon completion.

Shipping: Packed in double cardboard boxes, weighing less than 50 pounds per box.

ALL FREIGHT INCLUDED-NO ADDITIONAL CHARGES. This includes shipping, dock fees, insurance, customs clearance, and local truck delivery.

2,000 copies \$14.39 per book (overruns at \$10.37 per copy)

3,000 copies \$ 11.18 per book (overruns at \$8.69 per copy)

Overruns are standard in the printing industry standards, dictate that up to an additional 10 % of books may be shipped. While we always strive to get an exact quantity of books desired, it is possible that we may deliver a larger amount of books than asked for, of which a lower price is charged per copy.

Payment terms: 50 % upon approval of camera ready art. Balance due upon delivery.

Thank You,



5/7/07

Bill Clements  
West Virginia Book Company

# AFFIDAVIT

**West Virginia Code §5A-3-10a states:**

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

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

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount

**EXCEPTION:**

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

**LICENSING:**


Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated

Vendor's Name: WEST VIRGINIA BOOK COMPANY

Authorized Signature:  Date: 5/7/07