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

Request for

P

RFQ NUMBER DMV70070

ADDRESS CORRESPONDENCE TO ATTENTION OF: KRISTA FERRELL 304-558-2596

*311145910 AVMAA 4301 WILSON BOULEVARD

703-522-4200

ARLINGTON VA 22203

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET CHARLESTON, WV 25311 558-0002

FREIGHT TERMS SHIP VIA TERMS OF SALE DATE PRINTED 11/29/2006 OPENING TIME 12/11/2006 BID OPENING DATE: CAT NO UNIT PRICE AMOUNT ITEM NUMBER QUANTITY UOP LINE ADDENDUM NO. 2 THIS ADDENDUM IS ISSUED TO ANSWER TECHNICAL QUESTIONS RECEIVED PRIOR TO THE 11/15/2006 DEADLINE. ONLY QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S BID WILL CONTINUE TO BE ACCEPTED. BID OPENING DATE REMAINS: 12/11/2006 1:30 PM BID OPENING TIME REMAINS: ********** END ADDENDUM NO. 2 EA 055 - 180001 \$22,005.00 \$.163 each 135,000 PERMANENT HANDICAPPED PLACARDS 055-18 EA 0002 \$326.00 \$.163 each 2,000 TEMPORARY HANDICAPPED PLACARDS THIS IS THE END OF RFQ DMV70070 ***** TOTAL: \$22.331.00 SEE REVERSE SIDE FOR TERMS AND CONDITIONS DATE 12/5/06 TELEPHONE (703)908-5787

53-0172317

ADDRESS CHANGES TO BE NOTED ABOVE

RFQ: DMV70070 Addendum No. 2 Questions & Answers 11/29/2006

Question: What are the packaging requirements and/or specifications for the placards? Answer: 100 per package, shrink wrapped. Question: Are there packaging quantity, size,/or weight limits? Answer: No. Question: Are there any other packaging requirements such as security tape, etc.?

Answer:

No other requirements



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1317 HANSFORD STREET CHARLESTON, WV 25311 558-0002

F.O.B. FREIGHT TERMS TERMS OF SALE SHIP VIA DATE PRINTED 10/31/2006 BID OPENING TIME 01:30PM BID OPENING DATE: 11/28/2006 CAT AMOUNT UNIT PRICE ITEM NUMBER QUANTITY UOP LINE NO. EΑ 055-18 0001 \$22,005.00 \$.163 each 135,000 PERMANENT HANDICAPPED PLACARDS REQUEST FOR QUOTATION THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH THE MANUFACTURING OF BOTH PERMANENT AND TEMPORARY THE SIZE AND COLOR OF THE HANDICAPPED PLACARDS. PLACECARD MUST MEET THE STANDARDS SET FORTH IN 23 CFR PART 1235 DATED 3/11/91 AND PER THE ATTACHED SPECIFICATIONS. THE FOLLOWING STANDARDS ARE FOR BOTH PERMANENT AND TEMPORARY PLACARDS. 9 1/4" LENGTH: 3 1/2" WIDTH: .023 POLYETHYLENE MATERIAL: HIGH/LOW DENSITY POLYETHYLENE GUARANTEED TO ABSORB SMOOTH 100 GRAIN TO PREVENT THE SMEARING NO MOISTURE. OR PEELING OF THE PRINT OR DESIGN. VENDORS MUST INCLUDE FREIGHT TO DELIVER THE FINISHED. PRODUCT TO THE DIVISION OF MOTOR VEHICLES LOCATION AT: 1317 HANSFORD STREET 25301 CHARLESTON, WV SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE (703)908-5787 SIGNATU 12/5/06 ADDRESS CHANGES TO BE NOTED ABOVE 53-0172317 VP', PDD



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: ADDRESS CORRESPONDENCE TO ATTENTION OF:

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DIVISION OF MOTOR VEHICLES

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22203 ARLINGTON VA

4301 WILSON BOULEVARD

*311145910

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1317 HANSFORD STREET CHARLESTON, WV 558-0002 25311

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DATE PRINTED TERMS OF SALE SHIP VIA find by the F.O.B. Which will be FREIGHT TERMS 10/31/2006 BID OPENING DATE: BID OPENING TIME 11/28/2006 01:30PM CAT. UOP. ITEM NUMBER UNITPRICE AMOUNT LINE QUANTITY NO. THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, 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 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 HEAQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THAS CERTIFICATION. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: 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; OR 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 SEE REVERSE SIDE FOR TERMS AND CONDITIONS (703)908-5787 SIGNATURE 12/5/06 TITLE ADDRESS CHANGES TO BE NOTED ABOVE 53-0172317 VP, PDD



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SHIP VIA FREIGHT TERMS DATE PRINTED: TERMS OF SALE garages a Hig**F.O.B**.m. (1997) 10/31/2006 **BID OPENING DATE:** 11/28/2006 BID OPENING TIME 01:30PM CAT QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT LINE NO. YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID. BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & 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 (A) RESCIND THE CONTRACT OR PURCHASE PURCHASING TO: 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. 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. 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 WRITING IMMEDIATELY. DIVISION IN BIDDER: DATE: SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE 12/5/06 (703) 908-5787

53-0172317



VEZDOR

TITLE

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4301 WILSON BOULEVARD

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SIGNED: TITLE: * 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) NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID KF-21 BUYER: DMV70070 RFQ. NO.: SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE

(703)908-5787



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PERMANENT PLACARD TO BE AS FOLLOWS:

COLORS:

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NUMBERING:

SERIALLY NUMBERED ON BOTH SIDES
1 (ONE) ALPHA CHARACTER AND 6 DIGITS
WITH ALPHA CHARACTER AT THE END OF
NUMBERS (EX. 000001P).
EXPIRATION DATE TO READ JUN 12.

TEMPORARY PLACARD TO BE AS FOLLOWS:

COLORS:

BACKGROUND IS TO BE IN RED ISA SYMBOL IS TO BE IN WHITE LETTERING IS TO BE IN WHITE EXPIRATION DATE IS TO BE LEFT BLANK PLACARD NUMBER IS TO BE IN BLACK

NUMBERING:

SERIALLY NUMBERED ON BOTH SIDES. 1 (ONE) ALPHA CHARACTER AND 6 DIGITS TO END WITH LETTER T (EX. 000001T).

THE ISA SYMBOL MUST BE 3" HIGH ON BOTH SIDES. THE EXPIRATION DATE AND PERMIT NUMBER MUST BE IN 1" LETTERS PRINTED ON BOTH SIDES.

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 exceed 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 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:

Authorized Signature

--Date

12-5-66

No Debt Affidavit (Revised 10/13/06)

In the event of conflict between this addendum and the agreement, this addendum shall control:

- ARBITRATION Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
- 2. HOLD HARMLESS Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in it entirety.
- 3. GOVERNING LAW The agreement shall be governed by the laws of the State of West Virginia. This provision replaces and references to any other State's governing law.
- 4. TAKES Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
- 5. PAYMENT Any references to prepayment are deleted. Payment will be in arrears.
- 6. <u>INTEREST</u> Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
- 7. RECOUPMENT Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
- 8. FISCAL YEAR FUNDING Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
- 9. STATUTE OF LIMITATION Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
- 10. SIMILAR SERVICES Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
- 11. ATTORNEY FEES The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
- 12. <u>ASSIGNMENT</u> Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
- 13. LIMITATION OF LIABILITY The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
- 14. RIGHT TO TERMINATE Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
- 15. TERMINATION CHARGES Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
- 16. RENEWAL Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
- 17. INSURANCE Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
- 18. RIGHT TO NOTICE Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
- 19. ACCELERATION Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
- 20. AMENDMENTS All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

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ACCEPIED BI:	
STATE OF WEST VIRGINIA	VENDOR
Spending Unit:	Company Name:
Signed:	Signed: Attun
Title:	Title: VP PDD
Date:	Date: 12-5-06

PART 1235—UNIFORM SYSTEM FOR PARKING FOR PERSONS WITH DISABILITIES

Sec.

- <u>1235.1</u> Purpose.
- 1235.2 Definitions.
- 1235.3 Special license plates.
- 1235.4 Removable windshield placards.
- 1235.5 Temporary removable windshield placards.
- 1235.6 Parking.
- 1235.7 Parking space design, construction, and designation.
- 1235.8 Reciprocity.

Appendix A to Part 1235—Sample Removable Windshield Placard

Appendix B to Part 1235—Sample Temporary Removable Windshield Placard

Authority:

Pub. L. 100–641, 102 Stat. 3335 (1988); 23 U.S.C. 101(a), 104, 105, 109(d), 114(a), 135, 217, 307, 315, and 402(a); 23 CFR 1.32 and 1204.4; and 49 CFR 1.48(b).

Source:

56 FR 10329, Mar. 11, 1991, unless otherwise noted.

§1235.1 Purpose.

The purpose of this part is to provide guidelines to States for the establishment of a uniform system for handicapped parking for persons with disabilities to enhance access and the safety of persons with disabilities which limit or impair the ability to walk.

§1235.2 Definitions.

Terms used in this part are defined as follows:

- (a) International Symbol of Access means the symbol adopted by Rehabilitation International in 1969 at its Eleventh World Congress on Rehabilitation of the Disabled.
- (b) Persons with disabilities which limit or impair the ability to walk means persons who, as determined by a licensed physician:
- (1) Cannot walk two hundred feet without stopping to rest; or

of a special license plate shall not preclude the issuance of a removable windshield placard.

(b) Upon application of an organization, each State shall issue special license plates for the vehicle registered in the applicant's name if the vehicle is primarily used to transport persons with disabilities which limit or impair the ability to walk. The application shall include a certification by the applicant, under criteria to be determined by the State, that the vehicle is primarily used to transport persons with disabilities which limit or impair the ability to walk.

(c) The fee for the issuance of a special license plate shall not exceed the fee charged for a similar license plate for the same class vehicle.

§1235.4 Removable windshield placards.

- (a) The State system shall provide for the issuance and periodic renewal of a removable windshield placard, upon the application of a person with a disability which limits or impairs the ability to walk. The State system shall require that the issuing authority shall, upon request, issue one additional placard to applicants who do not have special license plates.
- (b) The initial application shall be accompanied by the certification of a licensed physician that the applicant meets the §1235.2(b) definition of persons with disabilities which limit or impair the ability to walk.
- (c) The State system shall require that the removable windshield placard is displayed in such a manner that it may be viewed from the front and rear of the vehicle by hanging it from the front windshield rearview mirror of a vehicle utilizing a parking space reserved for persons with disabilities. When there is no rearview mirror, the placard shall be displayed on the dashboard.

§1235.5 Temporary removable windshield placards.

- (a) The State system shall provide for the issuance of a temporary removable windshield placard, upon the application of a person with a disability which limits or impairs the ability to walk. The State system shall require that the issuing authority issue, upon request, one additional temporary removable windshield placard to applicants.
- (b) The State system shall require that the application shall be accompanied by the certification of a licensed physician that the applicant meets the §1235.2(b) definition of persons with disabilities which limit or impair the ability to walk. The certification shall also include the period of time that the physician determines the applicant will have the disability, not to exceed six months.
- (c) The State system shall require that the temporary removable windshield placard is displayed in such a manner that it may be viewed from the front and rear of the vehicle by hanging it from the front windshield rearview mirror of a vehicle utilizing a parking space reserved for persons with disabilities. When there is no rearview mirror, the placard shall be displayed on the dashboard.
- (d) The State system shall require that the temporary removable windshield placard shall be valid for a period of time for which the physician has determined that the applicant will have the disability, not to exceed six months from the date of issuance.

§1235.6 Parking.

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Appendix B to Part 1235—Sample Temporary Removable Windshield Placard

NOTE

This RFQ contains a sample. A copy of this sample has been scanned for reference; however, <u>all vendors are responsible for the reviewing the sample.</u>

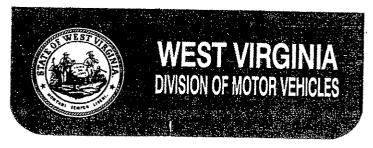
To request a copy of the provided sample, please call the bid request line at 304-558-2063.

IMPORTANT: REMOVE BEFORE DRIVING VEHICLE

Black TOOOOO



SEP 96



IMPORTANT: REMOVE BEFORE DRIVING VEHICLE



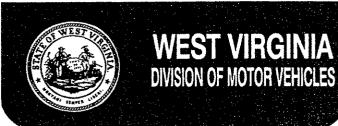
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Disabled Persons Parking



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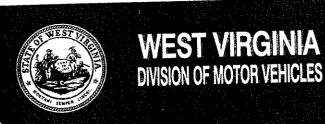
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SEP 96



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