



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

Request for Quotation

RFQ NUMBER
DMV70083

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN
304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
Moore Wallace North America, Inc
101 CARROLL PT.
Suite 307
HURRICANE, WV 25526

SHIP TO

DIVISION OF MOTOR VEHICLES
 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED 04/11/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 05/01/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		300-20		
DMV CERTIFICATE OF TITLE:FORMS OPEN END CONTRACT TO PROVIDE THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES WITH THE FORMS LISTED ACCORDING TO THE ATTACHED SPECIFICATIONS. FORMS: CERTIFICATE OF TITLE - CUT SHEET CERTIFICATE OF TITLE NON - REPAIRABLE TITLE NON - NEGOTIABLE TITLE SECURE POWER OF ATTORNEY EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE						

RECEIVED

2007 MAY 22 P 1:01

PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Michael J. Ross* TELEPHONE **304-757-6673** DATE **5/18/07**

TITLE *Senior Account Rep* FEIN **16 033 1690** ADDRESS CHANGES TO BE NOTED ABOVE



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<p>CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE</p>						

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT I BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER</p>						

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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BID OPENING DATE: **05/01/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p> <p>() 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, 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</p>						

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<p>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> <p>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 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>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <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>						

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<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: 43</p> <p>RFQ. NO.: DMV70083</p> <p>BID OPENING DATE: 05/01/2007</p> <p>BID OPENING TIME: 1:30 P.M.</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">-----304-757-6295-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p style="text-align: center;">-----Michael J. Ross-----</p>						

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***** THIS IS THE END OF RFQ DMV70083 ***** TOTAL:						
SEE APPENDUM #2 FOR PRICING						
Page 2						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Michael Austin</i>	304-757-6673	5/18/07	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
Senior Account Rep.	160331690		

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

**MANDATORY
SPECIFICATIONS FOR
CUT-SHEET WEST VIRGINIA
CERTIFICATE OF TITLE FORMS**

SIZE: 8 ½ x 11, 1 Part, Cut-Sheet

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL USAGE 200,000. ESTIMATE ONLY. NOT ORDER QUANTITY.

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be Portals 24lb cylinder mould paper with three dimensional multi-tonal watermark in a continuous pattern, standard "Eagle Design" is acceptable. There **must** also be a "security thread" of microprinted polyester embedded in paper that is continuously printed with security text, and fluoresces blue/white under UV light. Paper is also to be coated front and back with toner anchorage to enhance laser printing quality.

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 through the use of chemical eradicators. Protection to be afforded from those chemicals that are classified according to the following families: Polar solvents, A-polar solvents, acids, oxidizing agents, strong bases, and weak bases.

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

PRINTING SPECIFICATONS

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

Pantograph on face and back of form **must** be a SecureScan or equivalent pantograph that completely "drops out" when imaged on the West Virginia DMV's optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum. This feature has a disguised "void" in the pantograph if form is copied, and this feature and the pantograph **must not** be visible when scanned into the DMV's optical disk storage system.

There **must** also be a logoline or microline of print in the first lien release section on the face of the form above "signature of person or officer". This appears as a signature line, but actually is a printed line, "West Virginia DMV" repeating full width of line. This can only be seen when magnified.

The back of the form **must** contain a safetybloc security feature in the odometer reading boxes to deter any erasures or alteration of data written in these boxes. The safetybloc, or equivalent feature, **must** have microprinting in gray ink reading "State of West Virginia" in a step and repeat pattern.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton. No missing numbers, overage or shortage will be tolerated. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

**MANDATORY
SPECIFICATIONS FOR
WEST VIRGINIA CERTIFICATE OF TITLE FORMS**

SIZE: 9 ½ x 11, 1 Part Continuous, ½" Strip Off Margins Left and Right

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL USAGE-800,000. ESTIMATE ONLY; NOT ORDER QUANTITY. ORDERS ARE USUALLY PLACED 2 TIMES PER YEAR; 400,000 EACH ORDER.

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be Portals 24lb cylinder mould paper with three dimensional multi-tonal watermark in a continuous pattern, standard "Eagle Design" is acceptable. There **must** also be a "security thread" of microprinted polyester embedded in paper that is continuously printed with security text, and fluoresces blue/white under UV light. Paper is also to be coated front and back with toner anchorage to enhance laser printing quality.

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 through the use of chemical eradicators. Protection to be afforded from those chemicals that are classified according to the following families: Polar solvents, A-polar solvents, acids, oxidizing agents, strong bases, and weak bases.

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

PRINTING SPECIFICATIONS

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

Pantograph on the face of the form **must** be a SecureScan or equivalent pantograph that completely "drops out" when imaged on the West Virginia DMV's optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum. This feature has a disguised "void" in the pantograph if form is copied, and this feature and the pantograph **must not** be visible when scanned into the DMV's optical disk storage system.

There **must** also be a logoline or microline of print in the first lien release section on the face of the form above "signature of person or officer". This appears as a signature line, but actually is a printed line, "West Virginia DMV" repeating full width of line. This can be seen only when magnified.

The back of the form **must** contain a safetybloc security feature in the odometer reading boxes to deter any erasures or alteration of data written in these boxes. The safetybloc, or equivalent feature, **must** have microprinting in gray ink reading "State of West Virginia" in a step and repeat pattern.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton. No missing numbers, overage or shortage will be tolerated. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

MANDATORY**SPECIFICATIONS FOR
WEST VIRGINIA NON-NEGOTIABLE TITLE FORMS**

SIZE: 9 ½ x 11, 1 Part Continuous, ½" Strip Off Margins Left and Right

ESTIMATED ANNUAL QUANTITY: 5,000

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be White 24lb Value Safety paper with Toner Grip, fluorescent fibers, and full chemical reactivity to solvents, bleach, etc. to ensure that any alteration attempts will be immediately signaled by discoloration of the sheet.

PRINTING SPECIFICATIONS

Consecutive numbering in Green, in 1 position. **No missing numbers allowed.** Inks for form are Green, Gold and Burgundy. Staggered diagonal backer copy in green ink. There **must** be a security pantograph on the face of the form that hides the word "VOID" within the pantograph. When attempting to make a copy of the form, the "VOID" feature is exposed, showing that this is not an original document. There **must** be a custom logoline or microline of print that resembles a line under "Odometer Reading" on the face of the form. When magnified, this is actually a printed line of text reading "West Virginia DMV" repeating the full width of the line which is an additional security feature that is required. Vendor **must** enclose paper and pantograph samples with bid.

MANUFACTURING SECURITY

1. **Must have Armed Guard Service 24 hrs. per day, 7 days per week.**
2. **Secured manufacturing area must be provided and monitored by armed guard.**
3. **Photofilm and plates are to be in locked safes in the pre-press area.**
4. **All used plates are to be mutilated when contract is complete, or as directed by the DMV.**
5. **All quality control samples and docket materials must be voided, logged and filed in a locked safe.**
6. **WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.**

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton, and no more than 1 break per pad. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

MANDATORY
SPECIFICATIONS FOR
WEST VIRGINIA NON-REPAIRABLE
MOTOR VEHICLE/BOAT CERTIFICATE

SIZE: 9 ½ x 11, 1 Part Continuous, ½" Strip Off Margins Left and Right

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL USAGE: 5,000

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be Portals 24lb cylinder mould paper with three dimensional multi-tonal watermark in a continuous pattern, standard "Eagle Design" is acceptable. There **must** also be a "security thread" of microprinted polyester embedded in paper that is continuously printed with security text, and fluoresces blue/white under UV light. Paper is also to be coated front and back with toner anchorage to enhance laser printing quality.

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 through the use of chemical eradicators. Protection to be afforded from those chemicals that are classified according to the following families: Polar solvents, acids, oxidizing agents, strong bases, and weak bases.

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

PRINTING SPECIFICATONS

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

Face ink is to be in PMS222 Red and SecureScan approved heat resistant inks. Backer ink and composition is to be a step and repeat diagonal patter over the entire back of the document reading "NON-REPAIRABLE MOTOR VEHICLE/BOAT".

Pantograph on the face of the form **must** be a SecureScan or equivalent pantograph that completely "drops out" when imaged on the West Virginia DMV's optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum. This feature has a disguised "void" in the pantograph if form is copied, and this feature and the pantograph **must not** be visible when scanned into the DMV's optical disk storage system.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton. No missing numbers, overage or shortage will be tolerated. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

MANDATORY
SPECIFICATIONS FOR
WEST VIRGINIA SECURE POWER OF ATTORNEY FORMS

SIZE: 8 ½ x 11 5/8 OF BOUND SET CONSTRUCTION, 5 PARTS CARBON INTERLEAVED & CARBONLESS CONSTRUCTION IN SAME SET

ESTIMATED ANNUAL USAGE-50,000. ESTIMATE ONLY; NOT ORDERED AT ONE TIME.

THE FOLLOWING SPECIFICATIONS MUST BE STRICTLY ADHERED TO:

- Part 1:** White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.
- Part 2:** White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.
- Part 3:** White, 19lb. Self-Contained Coated-Back
- Part 4:** White, 14.5lb. CFB
- Part 5:** White, 13kb. CF

ADDITIONAL SPECIFICATIONS

Form shall contain a red ink clear through consecutive number on all parts. **No missing numbers allowed.** All printing is in PMS 287 Blue, with parts 1 and 2 came copy, and parts 3, 4, and 5 same copy except marginal words on each part.

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

Forms are to be packaged 500 per carton, wrapped 50 sets per package with beginning and ending numbers on each package and outer cartons. Cartons **must** be sealed with printed security tape to deter any tampering with sealed cartons.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.



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

Request for Quotation

RFQ NUMBER
DMV70083

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
MICHAEL AUSTIN
304-558-2316

VENDOR

*709004034 304-757-6673
 MOORE WALLACE NORTH AMERICA IN
 101 CARRIAGE PT
 SUITE 307
 HURRICANE WV 25526

SHIP TO

DIVISION OF MOTOR VEHICLES
 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/16/2007				

BID OPENING DATE: **05/22/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO.1		
				MANDATORY PRE-BID MEETING		
				A MANDATORY PRE-BID MEETING SHALL BE HELD ON 05/04/2007 AT 10:00 A.M., 1900 KANAWHA BLVD., EAST, BUILDING #3, COMMISSIONER'S CONFERENCE ROOM 319, CHARLESTON, WV. FAILURE TO ATTEND THE PRE-BID MEETING WILL RESULT IN BID DISQUALIFICATION.		
				BID OPENING DATE AND TIME CHANGED		
				FROM: 05/01/2007 @ 1:30 P.M		
				TO: 05/22/2007 @ 1:30 P.M		
				NO OTHER CHANGES		
0001	1	EA		300-20		
				DMV CERTIFICATE OF TITLE:FORMS		
				***** THIS IS THE END OF RFQ DMV70083 ***** TOTAL:		

SEE Bid Schedule Addendum #2
PAGE 2
FOR TOTAL PRICE

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Michael J. Row* TELEPHONE: **304-757-6673** DATE: **5/18/07**

TITLE: *Senior Account Rep* FEIN: **160331690** ADDRESS CHANGES TO BE NOTED ABOVE

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



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

Request for Quotation

RFQ NUMBER
DMV70083

PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
MICHAEL AUSTIN 304-558-2316

VENDOR

*709004034 304-757-6673
 MOORE WALLACE NORTH AMERICA IN
 101 CARRIAGE PT
 SUITE 307
 HURRICANE WV 25526

SHIP TO

DIVISION OF MOTOR VEHICLES

 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/06/2007				

BID OPENING DATE: 05/22/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		300-20		
ADDENDUM NO.2 QUESTION: PRICING ANSWER: SEE THE ATTACHED BID SCHEDULE QUESTION: CLARIFY PRICE INCREASE PROVISIONS ANSWER: PRICE INCREASES MAY BE CONSIDERED AT THE TIME OF RENEWAL ONLY. BID OPENING TIME AND DATE REMAINS THE SAME NO OTHER CHANGES DMV CERTIFICATE OF TITLE:FORMS ***** THIS IS THE END OF RFQ DMV70083 ***** TOTAL:						

*SEE Bid Schedule
 Addendum #2 Page 2
 For Total
 Price*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Michael J. Ross</i>	TELEPHONE 304-757-6673	DATE 5/18/07
TITLE Senior Account Rep.	FEIN 160331690	ADDRESS CHANGES TO BE NOTED ABOVE

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

ADDENDUM NO. 2

Bid Schedule

Item No..	Est. Quantity	Description	Unit Price Per Thousand	Amount
1.	200,000	Certificate of Title-Cut Sheet	<u>144.53/M</u>	<u>28,906.00</u>
2.	400,000	Certificate of Title	<u>110.19/M</u>	<u>44,076.00</u>
3.	5,000	Non-Repairable Title	<u>170.56/M</u>	<u>852.80</u>
4.	5,000	Non-Negotiable Title	<u>307.05/M</u>	<u>1,535.25</u>
5.	50,000	West Virginia Secure Power of Attorney	<u>228.47/M</u>	<u>11,423.50</u>
			Total	\$ <u>86,793.55</u>

William J. Ross 5/18/07

Note: The above quantities are estimates only and are being used for bid evaluation purposes. Actual quantities may be more or less at the agency's discretion.

Pre-Bid Conference
SIGN IN SHEET
[Please Print]

Request for Proposal No.: _____ Date: _____

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
1. <u>MOORE WALLACE</u> <u>Michael J. Ross</u>	<u>101 CORRIANT Way STE 307</u> <u>HURRICANE, WV 25526</u>	T: <u>304-757-6673</u> F: <u>304-757-6295</u>
2. <u>DMV</u> <u>JANET REED</u>	<u>Bldg 3.</u> <u>Char WV 25309</u>	T: <u>558-3915</u> F: <u>558-4294</u>
3. <u>Michael Austin</u> <u>Purchasing</u>	<u>Purchasing</u>	T: <u>558-2312</u> F: _____
4. <u>Karen Bepko</u> <u>Purchasing</u>	_____	T: _____ F: _____
5. <u>Karen Lane</u> <u>DMV Purchasing</u>	_____	T: _____ F: _____
6. <u>Ken Smith</u> <u>DMV Mgmt Svcs.</u>	_____	T: _____ F: _____
7. _____	_____	T: _____ F: _____
8. _____	_____	T: _____ F: _____
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.

PURCHASING CONTINUATION SHEET

Buyer: MA-43	Page 4	Req. or P.O. No.: DMV70083
Spending Unit:		

Vendor:

Requisition No.: DMV70083

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

- No. 1 *[Signature]*
- No. 2 *[Signature]*
- No. 3 _____
- No. 4 _____
- No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) may be cause for rejection of bids.

[Signature]
Signature

MOORE WOLLOCK NORTH AMERICA
Company

5/18/07
Date

A F F I D A V I T

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: Hoover Wolpoff North America

Authorized Signature: Michael J. Row

Date: 5/18/07