



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
INS07092

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
RON PRICE
304-558-0492

VENDOR

*308145108 740-377-9411
 LS SERVICES INC
 PO BOX 1153
 SOUTH POINT OH 45680

SHIP TO

INSURANCE COMMISSION
 1124 SMITH STREET
 CHARLESTON, WV
 25305-0540 304-558-3707

DATE PRINTED 12/19/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **01/24/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-20		
<p>TRANSCRIPTION SERVICES</p> <p>TO PROVIDE TRANSCRIPTION AND DECISIONS TYPING SERVICES FOR THE OFFICES OF THE INSURANCE COMMISSION PER THE ATTACHED SPECIFICATIONS</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><i>SEE ATTACHMENT C</i></p>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 800-221-0244	DATE 1/23/2007
TITLE President	FEIN 311608015	ADDRESS CHANGES TO BE NOTED ABOVE

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



P.O. Box 1153
South Point, OH 45680
(740) 377-9411 or (800) 221-0244
Fax (740) 377-4559

www.LSServices.com

Medical/Legal Transcription

January 23, 2007

State of West Virginia
Department of Administration
Purchasing Division, Buyer RP-41
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

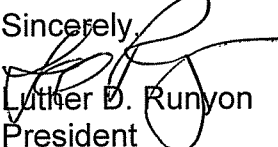
RE: RFQ No. INS07092
Transcription Services
Bid Due Date: 1/24/2007; 1:30 pm

Dear Mr. Price:

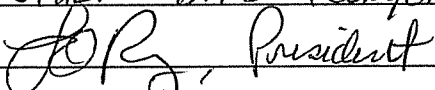
L S Services, Inc., welcomes the opportunity to submit this proposal on the referenced RFQ. Even though the RFQ did not require submission of a formal proposal, we wanted to provide you with additional information upon which to make your decision. Several points we would like to point out now are:

1. As now required by many federal and state transcription contracts, all of our work is performed within the United States of America. We do not send our transcription work offshore, as many other transcription services do at this time. We recommend that you inquire from any vendor under consideration as to whether they send the work offshore.
2. We already have a bid/performance bond for this work as we are the current vendor.
3. We carry errors and omissions insurance with The Hartford Insurance Agency.

Should there be any questions, please call me at the telephone numbers listed above. Thank you in advance for your consideration. We look forward to hearing from you.

Sincerely,

Luther D. Runyon
President

Attachment C

COST PROPOSAL
INS07-092TRANSCRIBING HEARINGS FROM CASSETTE TAPES \$1.25 PER PG.TRANSCRIBING TELEPHONE DICTATION \$4.00 PER PG.Vendor Name: LS Services, Inc.Representative: LUTHER "BRAD" RUNYONSignature:  PresidentDate: 1/23/2007



JOE MANCHIN III
GOVERNOR


STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

DAVID TINCHER
DIRECTOR

MEMORANDUM

TO: Vendors

FROM: Ron Price, Buyer Supervisor 
Purchasing Division

RE: INS07092

DATE: January 30, 2007

The "Request for Quotation" Transcription Services, will not be scanned on the Internet due to the volume. Vendors may view the "Request for Quotation" at the office of the WV State Purchasing Division, 2019 Washington Street, East, Charleston, WV 25311. You may call me for an appointment at (304) 558-0492, fax: (304)558-4115 or e-mail rprice@wvadmin.gov.

Request for Quotations received from the following:

LS Services, Inc.

RP/wf

cc: File