



Cenveo

August 25, 2006

Krista Ferrell  
State of West Virginia  
Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

Dear Krista:

The enclosed sample of the 2005 Booklet was printed and mailed by our facility in Baltimore. It contains the same papers we would use this year if we are the chosen vendor: 50# Whitehall Offset and 30# Bowater Newsprint. The sample also illustrates the perforations, the inside and outside inkjetting for mailing, the labels and the suggested placement of the envelope if you choose to use an envelope. Please let me know if any additional samples are required.

Please let me know if you have any questions or require additional information

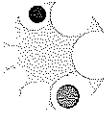
We look forward to the possibility of printing and fulfilling this project.

Sincerely,

Dennis Burns

ds

Enclosure



**Cenveo**

**References for RFQ #TAX07004  
Printing and Mailing of IT140  
Resident/Non-Resident/Part Tax Booklets**

1. **MD Comptroller's Office**  
110 Carroll Street  
Annapolis, MD 21411  
Michele Santucci  
410-260-6142
  
2. **State of Maine**  
26 Edison Drive  
Augusta, ME 04330  
Anthony Gould  
207-626-8460
  
3. **State of West VA**  
1206 Quarrier Street  
Charleston, WV 25301  
Lee Ann Kennedy  
304-558-0237

**References submitted by: Cenveo**



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
TAX07004

PAGE
1

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

VENDOR

\*408151600      800-638-2850  
 CENVEO  
 1820 PORTAL STREET  
 BALTIMORE MD 21224

SHIP TO

DEPARTMENT OF TAX AND REVENUE  
 OPERATIONS DIVISION  
 BUILDING 1, ROOM W417  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0845      304-558-0761

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/09/2006				
BID OPENING DATE: 08/29/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-52	\$ 300.97	\$ 130,921.95
IT-140 RESIDENT/NONRESIDENT/PART BOOKLETS  REQUEST FOR QUOTATION  THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA STATE TAX DEPARTMENT, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH PRINTING AND MAILING OF APPROXIMATELY 435,000 IT-140 RESIDENT/NONRESIDENT/PART TAX BOOKLETS PER THE ATTACHED SPECIFICATIONS.  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD 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 CONTRACT.  RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Dennis Burns</i>	410-633-1291	8/25/06

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Account Executive	84-1250534	

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

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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# Request for Quotation

RFQ NUMBER  
 TAX07004

PAGE  
 2

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

VENDOR

\*408151600      800-638-2850  
 CENVEO  
 1820 PORTAL STREET  
 BALTIMORE MD 21224

SHIP TO

DEPARTMENT OF TAX AND REVENUE  
 OPERATIONS DIVISION  
 BUILDING 1, ROOM W417  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0845      304-558-0761

DATE PRINTED 08/09/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 08/29/2006      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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>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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Perrin Burns</i>	TELEPHONE 410-633-1291	DATE 8/25/06
TITLE Account Executive	FEIN 84-1250534	ADDRESS CHANGES TO BE NOTED ABOVE

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08/09/2006				

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				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.		
				REV. 04/11/2001		
				EXHIBIT 6		
				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 IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RA 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 ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.		
				PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Pernis Burns</i>	410-633-1291	8/25/06

TITLE	ACCOUNT EXECUTIVE	84-1250534	ADDRESS CHANGES TO BE NOTED ABOVE
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<p>FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR. PRICE ADJUSTMENTS WILL BE CONSIDERED AT THE TIME OF RENEWAL ONLY.</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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Perrin Burns</i>	410-633-1291	8/25/06
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Account Executive	84-1250534	

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DEPARTMENT OF TAX AND REVENUE  
 OPERATIONS DIVISION  
 BUILDING 1, ROOM W417  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0845 304-558-0761

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/09/2006				

BID OPENING DATE: 08/29/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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> <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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Dennis Burns* TELEPHONE 410-633-1292 DATE 8/25/06

TITLE Account Executive FEIN 84-1250534 ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia  
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DATE PRINTED 08/09/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 08/29/2006		BID OPENING TIME 01:30PM		

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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Pennis Burns</i>	TELEPHONE 410-633-1291	DATE 8/25/06
TITLE Account Executive	FEIN 84-1250534	ADDRESS CHANGES TO BE NOTED ABOVE

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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: 21</p> <p>RFQ NO.: TAX07004</p> <p>BID OPENING DATE: 08/29/2006</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">----- 410-633-1228 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	<i>Dennis Burns</i>	TELEPHONE	410-633-1291	DATE	8/25/06
TITLE	Account Executive	FEIN	84-1250534	<b>ADDRESS CHANGES TO BE NOTED ABOVE</b>	

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CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- Dennis Burns -----						
***** THIS IS THE END OF RFQ TAX07004 *****						TOTAL: \$ 130,921.95
See additional breakdown on Page 23						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TAX 07004  
REQUEST FOR QUOTATION

009

The West Virginia Purchasing Division for the agency, the West Virginia State Tax Department is soliciting bids to provide the agency with printing and distribution of Personal Income Tax Booklets

SCOPE OF WORK

Quantities are approximate; actual quantities will be provided when addressing information is accumulated.

- |        |   |  |
|--------|---|--|
| Item 1 | IT – 140 Resident/Nonresident/Part-Booklet  | 435,000 each   |
|        | a.  | Additional cost to add four pages of 30# newsprint to item 1         |
|        | b.  | Additional cost to add four pages of 50# commodity offset stock      |
|        | c.  | Reduction in cost for deletion of four pages of 30# newsprint.       |
|        | d.  | Reduction in cost for deletion of four pages of 50# commodity offset |
| Item 2 | a.  | Additional cost to add envelope as specified                         |
|        | b.  | Reduction in cost for deletion of envelope                           |
| Item 3 | Cost for postal permits   |  |
| Item 4 | Cost of freight or shipping charges to complete bulk and direct mailings.   |  |
| Item 5 | Successful vendor <b>MUST</b> provide alternate pricing per thousand for exact rerun of item 1 with a minimum reorder quantity of 10,000. |  |

NOTE: Samples of prior year booklets and labels are provided for informational purposes only  
Please see the listing of specifications provided for exact details.

Specifications For  
West Virginia State Tax Department  
2006 – Individual Income Tax Booklet

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**Contractor Capabilities:**

The contractor must have adequate personnel, facilities and equipment to accomplish all services required by this contract. The contractor must have the ability to create scannable forms by use of a heat set press. The contractor is solely responsible and liable for all services performed.

The contractor must provide a list containing three states, and references in those states, for which in the past 5 years they prepared equal quality income tax returns. It is preferred that this information be submitted with the vendor's bid response. The agency reserves the right to request this information. Vendor(s) must provide this information within 5 working days of request. Failure to respond in this timeframe may result in disqualification of the vendor's bid.

The State Tax Department reserves the right to inspect bidders' facilities prior to award of contract.

**Detailed Printing Specifications:**

**DESCRIPTION OF PROPOSED CONTENTS:**

The sample packets enclosed with these specifications are intended to convey the amount of text that the Department anticipates printing at this time, and to illustrate technical aspects of this order – folding, perforating, collating and binding. The samples are also intended to demonstrate the overall quality of printing and construction that is expected. The packets are constructed with the forms (Offset) located in the center of the book surrounded by informational pages (Newsprint) and the cover (Offset) wrapped around the entire contents. A label carrier sheet is to be bound with one stitch inside the booklet.

The actual layout of the 2006 booklet has not yet been finalized. The tax returns in the book will be required to have 2-d bar codes on each page of the returns. They also must be printed with dropout ink that is scannable. Bidders are also requested to submit pricing for additional 4 pages (50# Offset and 30# NewsPrint) to be added to Item 1. At the present time the booklet will be constructed as follows:

Item 1 (IT-140 Resident/Nonresident/Part-Year Resident Tax Booklet) is a 36-page booklet that will require 20 pages of Offset and 16 pages of Newsprint.

**QUANTITIES:**

425,000 Item 1: IT-140 Resident/Nonresident/Part-Year Resident Tax Booklet.  
(Approximate)

**INK:**

PMS Colors in black and a drop-out orange ink for the text that is not readable by scanners. Exact colors will be determined with the vendor that is awarded the contract.

**OVERRUNS AND UNDERRUNS:**

Overruns will be acceptable but not paid for: **UNDERRUNS ARE NOT ACCEPTABLE.**

**SIZE:**

The finish size of the printed booklet is 8-½" + 1/8" – 0" x 10-15/16 +/-1/16" Detached size of all printed and flat forms will measure 8-1/2" +/-0" x 10-15/16" +/-1/16" Exact margins will be furnished with copy Margins must be maintained with a tolerance of +/- 1/16" Printed text area will not be larger than 8" x 10-1/2" and must not be reduced All pages must be cut and trimmed accurately to maintain page and margin sizes Bleeds are not required on forms; however, white border along edges must be uniform and not exceed 1/8".

**STOCK:**

All forms and the cover must be printed on Offset Book paper as specified below. All other pages shall be printed on Newsprint as specified below Bidder must specify in their bid the stock they propose to furnish

50# white commodity offset or equal – brand reference: Springhill Offset, minimum brightness 75, and minimum opacity 84

30# newsprint – proposed stock must have appropriate opacity to minimize "show-through" of printing on reverse sides of sheet Minimum brightness 56, minimum opacity 89

**Samples:** Vendor should submit at least ten samples of both paper stocks to be used in the printing of the booklet with their bid. It is preferred that these samples be submitted with the vendor's bid response. The agency reserves the right to request Samples. Vendor(s) must provide samples within 5 working days of request. Failure to respond in this timeframe may result in disqualification of the vendor's bid.

**COPY AND PROOFS:**

The successful vendor must meet with the Taxpayer Services Division in their offices at the vendor's expense to receive and discuss the furnished files on or about September 18<sup>th</sup>; a tentative production schedule will also be developed at this meeting. The State Tax Department will furnish complete PDF files along with sample output for verification Charges by the contractor for author's alterations must include a justification and be quoted at per hour cost and any other cost for additional page of proofs or corrections

The successful vendor must provide two sets of digital (laser) proofs to the Tax Department prior to final production The first set must be sent at a time agreed upon by the Tax Department and the Vendor and, a second set to be sent for final approval prior to the printing of the booklets

**PRESSWORK:**

All pages printed must be reproduced using the offset method of printing only All work must be performed in a thorough, accurate and first-class manner Presswork shall be of first grade, producing a clear, clean, sharp impression All printing shall be head-to-head. The Tax Department reserves the right to have a representative present at the successful vendor's facility to review and approve the initial press run of the booklet

**PERFORATIONS:**

All form pages within the booklet require a full-length vertical perforation 8 ½" from the trimmed edge to fall within the gutter of the booklet Successful vendor must guarantee that packet will remain intact under normal handling and mailing conditions. The perforations must allow for the easy removal of forms without tearing them but must not allow pages to fall out in normal handling and labeling operations. This should be consistent throughout the run. Detached size must remain 8-1/2"+/-0 x 10-15/16" +/-1/16" and the printed text area must remain an 8" x 10-1/2"

**Samples:** Bidders should submit with their bid at least 10 samples of the perforation proposed on offset stock It is preferred that these samples be submitted with the vendor's bid response.

The agency reserves the right to request Samples. Vendor(s) must provide samples within 5 working days of request. Failure to respond in this timeframe may result in disqualification of the vendor's bid.

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**BINDING:**

The booklets must be bound on the vertical (10-15/16" +/-1/16") side by saddlewire stitching. Stitches are secured at the fold. Binding must not interfere with the visibility of text or the detaching of forms at the perforation.

**ENVELOPE SPECIFICATIONS:**

The contractor will manufacture or have manufactured a sufficient quantity of envelopes to ensure that each tax booklet has the return envelope inserted

Booklet envelopes are to be printed 1/1; black ink (outside) on 24# white wove stock, or equivalent (opacity 91%, Brightness 80%) Inside dimensions of envelope (measured as sealed) must be 9-1/2" long and 4-1/8" high. Inside of the envelope must be tinted with a security tint to prevent viewing envelope contents through the envelope. Moisture activated glue shall be used as the adhesive for the sealing flap; it shall not exceed one-half inch wide, and must run the entire length of the flap and bleed to the outside edge. Envelopes must be inserted within all booklets (even those not being mailed to taxpayers) so as to not be separated in mailing or handling. Method of envelope insertion is subject to approval by the State Tax Department. Final copy and format of envelope must be approved by the State Tax Department.

**Samples:** Bidders should submit ten samples with their proposal. The samples should exhibit the style and format for the envelope, including the method of insertion into the booklet. If the envelope provided is not on the stock proposed in the vendor's proposal, then they should also submit ten samples of the paper stock to be used in the printing of the envelopes. It is preferred that these samples be submitted with the vendor's bid response. The agency reserves the right to request Samples. Vendor(s) must provide samples within 5 working days of request. Failure to respond in this timeframe may result in disqualification of the vendor's bid.

**LABEL AND CARRIER SPECIFICATIONS:**

The contractor will manufacture or have manufactured a sufficient quantity of label carriers to ensure that each mailed Tax booklet has a label carrier inserted

Label carriers are to be printed in black ink, 1/0, on 50# commodity offset paper. The carrier size is 10-3/8"x 8" flat and folded to 5-3/8"x 8". The label will be affixed, centered to the front of the carrier sheet. The label size is 1-1/2" x 4" with a 1-5/8"x 4-1/8" backing. A permanent adhesive must be applied to the back of the label. The back of the carrier sheet will contain two (2) return address labels. Both labels are to be printed in black ink but only one of these labels will have a blue background with 5% shading. The size of the labels should be 1"x 4". A permanent adhesive must also be applied to these labels. **Method of label insertion is subject to approval by the State Tax Department.**

**Detailed Distribution Specifications:**

**ADDRESS DATA:**

Vendor must be able to convert data on address tape received from the Tax Department to OCR. A extended font to be placed on the address label that is to be used by the taxpayer for affixing to the return

The State Tax Department will provide the vendor on or about November 27th with a **ZIPPED DISC/CD ROM** containing the tax information to be printed on the booklets and the processing labels. Successful vendor must match the accounts on the **ZIPPED DISC/CD ROM** with the **National Change of Address (NCOA)** files and update any incorrect addresses. All address corrections must be provided to the State Tax Department in a format similar to the original data. Taxpayer address information provided by the State Tax Department must be modified (including converting zip codes to 11-digit zip codes and adding required postal service coding and bar-coding) and sorted appropriately by the successful vendor to insure direct mailings are fully automation compatible, based on United States postal service rules in effect at the time of mailing. Vendor will be required to return **ZIPPED DISC/CD ROM** to the State Tax Department. At the vendor's request, the State Tax Department will provide a test tape, on or after October 20.

#### **BOOKLET ADDRESSING:**

Successful vendor must image the name and mailing address on approximately 200,000 booklets in the location and style required by postal regulations for presorted standard direct mailing. The successful vendor will also be required to image any necessary coding as required by the postal service to take advantage of the specified mailing rates, including any necessary bar coding. Vendor should submit, as part of their proposal, ten samples of the print style and format to be used in addressing these forms. It is preferred that these samples be submitted with the vendor's bid response. The agency reserves the right to request Samples. Vendor(s) must provide samples within 5 working days of request. Failure to respond in this timeframe may result in disqualification of the vendor's bid.

#### **MAILING SPECIFICATIONS:**

Successful vendor must bundle and tag, according to postal requirements, approximately 200,000 booklets for mailing. The contractor will provide the addressing and mailing of the packets. The contractor must have mailing services in a method that provides the State Tax Department with the lowest possible postage rates (enhanced carrier route presorting, automated 3/5 digit and basic rates for all Standard Mail). **Bidders must include any freight costs associated with this mailing in the amount shown under item 3.** Booklets are to be released for mailing at a date to be specified by the State Tax Department between December 27 and January 3. **UNDER NO CIRCUMSTANCES ARE THE BOOKLETS TO BE MAILED WITHOUT THE APPROVAL OF THE STATE TAX DEPARTMENT.** A penalty equal to one percent of the total bid will be imposed for each day this mailing is delayed, provided that the State Tax Department has delivered the appropriate **ZIPPED DISCS/CD ROM** to the vendor at least 30 days prior to the selected mail date. Successful vendor must bear any cost from damage or mistakes made in the mailing process.

#### **BULK MAILINGS:**

Successful vendor is required to deliver the quantities of booklets listed below on a date to be specified by the State Tax Department. Booklets are to be shipped F O B. destination (inside delivery). The quantities shown for Item 1 are approximate; the vendor may ship full cases of these booklets as long as the quantities provided are within ten percent (10) of the requested quantities. *Successful vendor must pay all freight for these shipments; bidders freight costs should be included in the amount shown under Item 3.*

- A. To each of the 26 addresses in the attached List I
  - a 700 of item 1
  
- B. To each of the 24 addresses in the attached List II
  - a 700 of item 1

- C. To each of the 5 addresses in the attached List III  
a. 1,000 of item 1

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- D. To the addresses in the attached List IV (note different quantities per address).

#### **PACKAGING OF PRINTED MATERIALS:**

All booklets not directly mailed are to be boxed and palletized (when applicable). All cartons of booklets are to be uniformly packed, filled solidly and weigh no more than forty (40) pounds. Each box must be acceptable for parcel post mailing. Each carton must be clearly marked as to content (i.e. booklet name, booklet number and quantities).

#### **SHIPMENT OF BOOKLETS TO STATE TAX DEPARTMENT:**

Successful vendor must deliver a partial order on or about December 1 of 25,000 of Item 1, **EXCEPT** for those quantities required for performing the deliveries set forth in the Booklet Addressing section. These booklets are to be packed with the cartons specified, palletized, delivered and unloaded (inside delivery) by the successful vendor to the State Tax Department Warehouse, 1315 Hansford Street, Charleston, West Virginia, 25301. **Successful vendor must pay all freight for these shipments; bidders freight costs must be included in the amount shown under Item 3.** The remaining quantity after completion of the mailings outlined in the **MAILING SPECIFICATIONS** and **BULK MAILINGS** must be delivered in the same manner.

#### **POSTAL PERMITS:**

Successful vendor must obtain the required postal permits at the Post Office nearest its factory for accepting and direct mailing approximately 200,000 pieces of mail. Price for obtaining this permit must be included in this bid (Item 3). The booklets will be mailed using preprinted company indicia, based on the State Tax Department's presorted standard permit #1180, established at the Charleston, West Virginia post office (zip code 25301). After establishment of the bulk rate permit by the vendor, the State Tax Department will provide the successful vendor with a state warrant, in an amount adequate to cover the postage for the direct mailings, issued to the postmaster at the vendor's post office, to deposit in the postage account.

**DELIVERY (FREIGHT) CHARGES ARE TO BE PAID BY VENDOR** with the shipping receipts provided to the State Tax Department when deliveries are completed.

#### **STATE OWNS MATERIALS:**

All negatives, plates and camera-ready material to include a finalized set of 3.5" high density diskettes shall become the property of the State of West Virginia and shall be presented to the State Tax Department when printing is completed.

#### **CORRESPONDENCE AND INVOICING:**

ALL CORRESPONDENCE, FREIGHT BILLS, AND INVOICES MUST INCLUDE THE STATE TAX DEPARTMENT PURCHASE ORDER AND FORM NUMBER. Receipts for freight charges and itemized original invoices must be submitted to the State Tax Department, Attn: Procurement, P. O. Box 2389, Charleston, WV 25328-2389. Postal receipts must be submitted to the State Tax Department, Taxpayer Services Division, Attention: Martha Keeney, P. O. Box 3784, Charleston, WV 25337-3784, within five (5) days of mailing.

#### **ALTERNATIVE BIDS FOR RERUNS:**

Successful vendor **MUST** provide alternative pricing per thousand for exact rerun of Item 1 with a minimum reorder quantity of 10,000. The reruns require no label or carrier sheet nor do they require a press check.

LIST I:

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The following list of addresses is to facilitate the delivery of booklets:

- 1 Clerk of the County Court  
Berkeley County  
100 W King Street  
Martinsburg, WV 25401-3247
- 2 Clerk of the County Court  
Brooke County  
632 Main Street  
Wellsburg, WV 26070-1743
- 3 Clerk of the County Court  
Grant County  
Five Highland Avenue  
Petersburg, WV 26847-1705
- 4 Clerk of the County Court  
Greenbrier County  
200 Court Street  
Lewisburg, WV 24901-1137
- 5 Clerk of the County Court  
Hampshire County  
25 East Main Street  
Romney, WV 26757-1816
- 6 Clerk of the County Court  
Hancock County  
102 North Court Street  
New Cumberland, WV 26047-9400
- 7 Clerk of the County Court  
Hardy County  
204 Washington Street  
Moorefield, WV 26836-1155
- 8 Clerk of the County Court  
Jackson County  
116 Court Street  
Ripley, WV 25271-1409
- 9 Clerk of the County Court  
Jefferson County  
100 E Washington Street  
Charles Town, WV 25414-1072
- 10 Clerk of the County Court  
Marshall County  
600 Seventh Street  
Moundsville, WV 26041-2129
- 11 Clerk of the County Court  
Mason County  
200 6th Street  
Point Pleasant, WV 25550-1131

12. Clerk of the County Court  
Mercer County Courthouse  
Courthouse Square  
Princeton, WV 24740
13. Clerk of the County Court  
Mineral County  
150 Armstrong Street  
Keyser, WV 26726-3500
14. Clerk of the County Court  
Mingo County  
75 E Second Avenue  
Williamson, WV 25661-3532
15. Clerk of the County Court  
Monroe County  
Main Street  
Union, WV 24983
16. Clerk of the County Court  
Morgan County  
202 Fairfax Street Ste 100  
Berkeley Springs, WV 25411-1501
17. Clerk of the County Court  
McDowell County  
90 Wyoming Street Ste 109  
Welch, WV 24801-2487
18. Clerk of the County Court  
Pendleton County Courthouse  
Main Street  
Franklin, WV 26807
19. Clerk of the County Court  
Pleasants County  
301 Court Lane  
St. Marys, WV 26170-1317
20. Clerk of the County Court  
Pocahontas County  
900 Tenth Avenue #C  
Marlinton, WV 24954-1333
21. Clerk of the County Court  
Preston County  
101 W Main Street RM 201  
Kingwood, WV 26537-1108
22. Clerk of the County Court  
Raleigh County  
215 Main Street  
Beckley, WV 25801-4617
23. Clerk of the County Court  
Randolph County  
2 Randolph Avenue  
Elkins, WV 26241-4063

24 Clerk of the County Clerk  
Tyler County  
121 Court Street  
Middlebourne, WV 26149-9605

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25 Clerk of the County Court  
Wayne County Courthouse  
700 Hendricks Street  
Wayne, WV 25570

26 Clerk of the County Court  
Wetzel County  
200 Main Street  
New Martinsville, WV 26155-1264

## LIST II

The following list is to facilitate the delivery of booklets:

- 1 Clerk of the County Court  
Barbour County  
8 N Main Street  
Philippi, WV 26416-1140
- 2 Clerk of the County Court  
Boone County  
200 State Street  
Madison, WV 25130-1152
- 3 Clerk of the County Court  
Braxton County  
300 Main Street  
Sutton, WV 26601-1313
- 4 Clerk of the County Court  
Calhoun County Courthouse  
Main & Court Streets  
Grantsville, WV 26147
- 5 Clerk of the County Court  
Clay County  
207 Main Street  
Clay, WV 25043
- 6 Clerk of the County Court  
Doddridge County  
118 E Court Street RM 102  
West Union, WV 26456-1297
- 7 Clerk of the County Court  
Fayette County  
100 N Court Street  
Fayetteville, WV 25840-1210

8. Clerk of the County Court  
Gilmer County  
10 Howard Street  
Glennville, WV 26351-1246
9. Clerk of the County Court  
Harrison County  
301 West Main Street  
Clarksburg, WV 26301-2909
10. Clerk of the County Court  
Lewis County  
110 Center Avenue  
Weston, WV 26452-1941
11. Clerk of the County Court  
Lincoln County  
8000 Court Street  
Hamlin, WV 25523-1418
12. Clerk of the County Court  
Logan County  
300 Stratton Street  
Logan, WV 25601-3924
13. Clerk of the County Court  
Marion County  
211 Adams Street  
Fairmont, WV 26554-2834
14. Clerk of the County Court  
Nicholas County  
700 Main Street  
Summersville, WV 26651-1444
15. Clerk of the County Court  
Putnam County  
3389 Winfield Road  
Winfield, WV 25213-9354
16. Clerk of the County Court  
Ritchie County  
115 E Main Street RM 201  
Harrisville, WV 26362-1298
17. Clerk of the County Court  
Roane County  
Main Street  
Spencer, WV 25276-1409
18. Clerk of the County Court  
Summers County  
Ballangee Street  
Hinton, WV 25951
19. Clerk of the County Court  
Taylor County  
214 West Main Street  
Grafton, WV 26354-1387

- 20 Clerk of the County Court  
Tucker County  
215 First Street  
Parsons, WV 26287-1235
- 21 Clerk of the County Court  
Upshur County  
40 West Main Street RM 101  
Buckhannon, WV 26201-2299
- 22 Clerk of the County Court  
Webster County  
2 Court Square RM G-1  
Webster Springs, WV 26288-1049
- 23 Clerk of the County Court  
Wirt County  
Washington & Court Streets  
Elizabeth, WV 26143
- 24 Clerk of the County Court  
Wyoming County  
309 Bank Street  
Pineville, WV 24874

### LIST III

The following list to facilitate the delivery of booklets:

1. Clerk of the County Court  
Ohio County  
1500 Chaplain Street  
Wheeling, WV 26003-3553
2. Clerk of the County Court  
Cabell County  
750 5th Ave RM 110  
Huntington, WV 25701-2019
3. Clerk of the County Court  
Kanawha County  
409 Virginia Street E  
Charleston, WV 25301-2530
4. Clerk of the County Court  
Monongalia County  
263 High Street  
Morgantown, WV 26505-5434
5. Clerk of the County Court  
Wood County Courthouse, RM 201  
Market and Third Streets  
Parkersburg, WV 26101

LIST IV

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The following list is to facilitate the delivery of booklets:

1. State Tax Department  
407 Neville St., Suite 109  
Beckley, WV 25801-4500  
a. Item 1 - 1,000 booklets
2. State Tax Department  
400 - 5th Street  
Parkersburg, WV 26101-5108  
a. Item 1 - 1,000 booklets
3. State Tax Department  
2699 Park Avenue  
Suite 230  
Huntington, WV 25704  
a. Item 1 - 2,000 booklets
4. State Tax Department  
397 Mid Atlantic Parkway Suite 2  
Martinsburg, WV 25404-7468  
a. Item 1 - 2,500 booklets
5. State Tax Department  
40 14th Street  
Wheeling, WV 26003-3424  
a. Item 1 - 2,500 booklet
6. State Tax Department  
Huntington Bank Building Suite 201  
230 West Pike Street  
Clarksburg, WV 26301-2708  
a. Item 1 - 1,000 booklets
7. West Virginia Library Commission  
Cultural Center  
1900 Kanawha Blvd East  
Charleston, WV 25305-0620  
a. Item 1 - 125,000 booklets
8. Internal Revenue Service - TPS  
U.S. Courthouse Room 306  
Fifth Avenue & Ninth  
Huntington, WV 25701  
a. Item 1 - 1400 booklets

- 9. Internal Revenue Service - TPS  
James and Riffe Streets  
Sophia, WV 25921
  - a Item 1 -1400 booklets
  
- 10 Internal Revenue Service - TPS  
Suite E, Woodsdale  
1021 National Road  
Wheeling, WV 26003
  - a. Item 1 - 1400 booklets
  
- 11 Internal Revenue Service - TPS  
Federal Office Bldg, Room 320  
109-C Berkeley Plaza  
Martinsburg, WV 25401
  - a Item 1 - 1400 booklets
  
- 12 Internal Revenue Service - IPS  
11 Chenoweth Drive, Suite 2  
Bridgeport, WV 26330-1689
  - a Item 1 - 1400 booklets
  
- 13 Internal Revenue Service - IPS  
Federal Office Bldg, Room 2006  
425 Juliana Street  
Parkersburg, WV 26101-5334
  - a Item 1 - 1400 booklets

**VENDOR CHECKLIST  
SUBMISSIONS WITH BID**

	<u>Request</u>	<u>Met/Incl</u>
1.	Samples of Paper Stock	
	50# Commodity Offset (10)	<u>X</u>
	30# Newsprint (10)	<u>X</u>
2	Label Format/Style (10)	<u>X</u>
3	Sample perforation on proposed stock (10)	<u>X</u>
4.	Address Imaging Samples showing print Format and style (10)	<u>X</u>
5	Samples of envelopes	<u>X</u>
6	Alternative bids for reruns	<u>X</u>
7	Author's alterations cost per unit	<u>X</u>
8	Comparable Print projects list	<u>X</u>

Cenveo is the incumbent printer for this Tax Package. We have included samples from the 2005 printing.

OPEN-END CONTRACT - TAX07 004  
2006 PIT BOOKLET  
PRICING SHEET

Quantities are estimated; actual quantities will be provided when addressing information is accumulated

	<u>Per Thousand</u>	<u>Extended</u>
Item 1 II-140 Resident/Nonresident/Part-Year Tax Booklet Estimated quantity - 435,000 each	<u>\$ 300.97</u>	<u>\$ 130,921.95</u>
Item 2. Cost of envelope as specified		
a. Including inserted return envelope	<u>\$ 25.32</u>	<u>\$ 11,014.20</u>
Cost of envelope and inserting was not included in the base bid.	<u>N/A</u>	<u>N/A</u>
b. Excluding inserted return envelope		
Item 3 Cost of authors alterations		<u>\$ 110.00/Hour</u>
Item 4. Cost of postal permits		<u>\$ 345.00</u>
Item 5 Cost of freight (shipping charges) to complete the bulk and direct mailings.		<u>\$ 6,594.00</u>
Item 6. Successful vendor <b>MUST</b> provide alternate pricing per thousand for exact rerun of item 1 with a minimum reorder quantity of 10,000.	<u>\$ 1,684.70</u>	<u>\$ 16,847.00</u>

NOTE: Samples of prior year booklets and labels are provided for informational purposes only. Please see the listing of specifications provided for exact details

**A F F I D A V I T**

024

**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:**

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

**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: CenveoAuthorized Signature: *Perrin Burns* Date: 8/25/06