



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  
**CPR09005**

PAGE  
**1**

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

*West Publishing Corp. d/b/a West  
 610 Opperman Drive  
 Eagan, MN 55123*

SHIP TO

**CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/24/2008	<i>Net 30 days</i>		<i>Destination</i>	

BID OPENING DATE: **08/06/2008** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) ANSWER ALL TECHNICAL QUESTION RECEIVED PRIOR TO THE 07/24/2008 DEADLINE.						
2.) ADD SPECIFICATIONS FOR BI-ANNUAL SUPPLEMENTS TO THE WVCPRB CODE BOOKS (SAMPLE ENCLOSED)						
BID OPENING DATE REMAINS: 08/06/2007						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		966-50	\$9.25	\$13,875.00
				CODE BOOKS FOR WVCPRB	(1500 Code books)	
					\$3.75*	\$5,625.00
					(1500 Code Supplements)	
					\$275.00	\$275.00
					(Add'l 100 books at time of initial printing)	
						<u>\$19,775.00</u>
						TOTAL

*\* This price is based on the number of pages in the 2007 Supplement. This cost may change depending upon amount of future legislation.*

**RECEIVED**  
 2008 AUG 20 A 10:17  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **651-689-5888** DATE: **7-31-08**

TITLE: **Director, Govt. Contracts** FEIN: **411426973** 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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 304-558-2596**

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 610 Opperman Dr.  
 Eagan, MN 55123*

SHIP TO

CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
08/03/2008	Net 30		Destination	

BID OPENING DATE: **08/13/2008** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
CHANGE THE BID OPENING DATE FROM 8/6/08 TO 8/13/08						
0001	1	LS		966-50	\$ 9.25	\$13,875.00
					(1500 Code books	
					\$ 3.75 *	\$ 5,625.00
					(1500 Code Supplements	\$275.00
					\$275.00	
					(add 100 Code books @ time of initial printing	
***** THIS IS THE END OF RFQ CPR09005 *****						TOTAL: \$19,775.00

\* This price is based on the number of pages in the 2007 Supplement Sample provided. This cost may change depending upon amount of legislation.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Krista Stokes* TELEPHONE: 657-687-17000 DATE: 8/19/08  
 TITLE: Manager, Govt. Contracts FEIN: 41-1426973 ADDRESS CHANGES TO BE NOTED ABOVE

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





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

*West Publishing Corp - 1/6/08 West*  
 Attention: Jill Raymond - D-5-S503 Mail Stop  
 610 Opperman Drive  
 Eagan, MN 55123

CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/10/2008	<i>Net 30</i>		<i>Destination</i>	

BID OPENING DATE: **08/20/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE SAMPLES OF THE BI-ANNUAL SUPPLEMENT						
2.) PROVIDE SPECIFICATIONS FOR THE BI-ANNUAL SUPPLEMENTS AS FOLLOWS: "SUPPLEMENT PRINTING IS TO BE THE SAME PAPER QUALITY AS THE ORIGINAL CODE BOOKS."						
3.) EXTEND THE BID OPENING DATE						
BID OPENING DATE IS EXTENDED TO: 08/20/2008						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 3 *****						
0001	1	LS	966-50	CODE BOOKS FOR WVCPRB	\$9.25 <i>(1500 Code books)</i>	\$13,875.00
					\$3.75* <i>(1500 Code Supplements)</i>	\$5,625.00
					\$275.00 <i>(ADD 1 100 bks @ time of initial printing)</i>	\$275.00
						<b>\$19,775.00</b>
						<b>TOTAL</b>

*\* This price is based on the number of pages in the 2007 Supplement. This cost may change depending on amount of future legis action.*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Krista Ferrell* TELEPHONE: *651-689-7000* DATE: *8/19/08*

TITLE: *Manager, Govt. Contracts* FEIN: *41-1426973* ADDRESS CHANGES TO BE NOTED ABOVE

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 may be deemed null and void, and 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.
15. **West Virginia Alcohol & Drug-Free Workplace Act:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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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:  
Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130,  
Charleston, WV 25305-0130

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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:  
Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130,  
Charleston, WV 25305-0130





ADDENDUM NO. 1  
RESPONSES TO QUESTIONS

Q. 1 – The RFQ states that the books will have approximately 600 pages. Is that 600 internal pages plus the covers?

A. 1 – The 600 pages are internal pages only and do not include the cover.

Q. 2 – Is the initial order of 1,500 books and subsequent orders to be shipped to just one location in Charleston, WV?

A. 2 - All orders are to be shipped to one location: 4101 MacCorkle Avenue SE, Charleston, WV 25304

Q. 3 - Is the printing just black ink for covers and internal pages, or 2 or more ink colors? If not just black ink, we need to know where 2 or more colors are used.

A. 3 – Internal pages are black ink only & cover is gold only.

Q. 4 – How is copy for this RFQ going to be provided to the awarded vendor? As example, on disk, in PDF, Pagemaker, Quark, etc? Will it be on disk? Or, can the agency transfer via FTP to Printer?

A. 4 – The only thing CPRB has in the way of copy is the actual book. There is not a disk available and there is no way to transfer a copy via FTP to Printer.

Q. 5 – Is the cover a white Lexotone 17 leather finish?

A. 5 – Current cover is Lexotone, but not white. The agency chooses a different color each time the books are printed, and that color is chosen once the contract is awarded.

Q. 6 – Is the cover printed 1 color – 2 sides?

A. 6 – Yes

Q. 7 – Are the text pages printed 1 color?

A. 7 – Yes

Q. 8 – There seems to be only 1 text paper that matched your specs exactly. Do you want less expensive alternatives?

A. 8 - No





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 1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
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West Publishing Corp. d/b/a West  
 610 Opperman Drive  
 Eagan, MN 55123

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CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570

DATE PRINTED 07/17/2008	TERMS OF SALE <i>net 30 days</i>	SHIP VIA	F.O.B. <i>Destination</i>	FREIGHT TERMS
BID OPENING DATE: 08/06/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-50	\$ 9.25	\$13,875.00 (1500 books)
<p>CODE BOOKS FOR WVCPRB</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA CONSOLIDATED RETIREMENT BOARD, IS SOLICITING BIDS TO PROVIDE PRINTING, PROCESSING, AND SHIPPING OF CODE BOOKS PER THE BELOW SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS FOR THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS THURSDAY, JULY 24, 2008 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE. QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A BIDDER MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p> <p>SPECIFICATIONS:            UPDATED VERSION OF APPLICABLE WV STATUTES, LEGISLATIVE RULES, AND UNITED STATES CODE THROUGH 2008 REGULAR &amp; FIRST AND SECOND EXTRAORDINARY SESSIONS OF THE WEST VIRGINIA LEGISLATURE.</p> <p>COMPREHENSIVE INDEX AND ANNOTATIONS REQUIRED.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Krista Ferrell</i>	TELEPHONE 651-687-5888	DATE 7-31-08
TITLE Director, Govt. Contracts	FAX 411426973	ADDRESS CHANGES TO BE NOTED ABOVE

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





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 610 Opperman Drive  
 Eagan, MN 55123

CONSOLIDATED PUBLIC RETIREMENT BOARD  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	SAME CODE SECTIONS NEEDED AS IN SAMPLE OF THE 2006 AND 2007 SUPPLEMENT WITH THE FOLLOWING ADDITIONS: WV CODE42-6-2, 18-7D-1, ET SEQ. 5-10-22J, 18-7A-26U, AND IRS RULING 91-4. SAMPLE BOOK IS INCLUDED WITH THIS RFQ FOR REFERENCE.					
	BOOK SIZE:		6 1/2" X 10"			
	SOFT BOOK COVER:		LEXOTONE			
	*PAPER:		#35 BRIGHTNESS 92, OPACITY 87, PPI 770			
	COLOR:		TO BE DETERMINED AT THE TIME OF AWARD			
	# OF PAGES:		APPROXIMATELY 600			
	PROOF REQUIRED FOR AGENCY APPROVAL PRIOR TO DELIVERY.					
	DELIVERY TO BE WITHIN 90 DAYS OF RECEIPT OF ORDER.					
	INITIAL ORDER PLACED WILL BE FOR 1500 CODE BOOKS. THE AGENCY MAY ORDER ADDITIONAL CODE BOOKS IN LOTS OF 100 CODE BOOKS FOR THE LIFE OF THIS CONTRACT.					
	<i>at the time of initial purchase only.</i>					
	DESCRIPTION				COST	
	INITIAL ORDER OF 1500 CODE BOOKS				\$ 13,875.00	
	(1) LOT OF ADDITIONAL (100) CODE BOOKS				\$ 275.00	
	TOTAL BID:				\$ 14,150.00	
	EXHIBIT 3				+ 5,625.00	(Code Supps)
					<u>\$ 19,775.00</u>	
	LIFE OF CONTRACT:		THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF TWO (2) YEARS OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL			

\*West will use  
 40# Glatfelter  
 Thor Offset  
 paper for this  
 publication  
 (see WV Election  
 Laws sample  
 book for example  
 of this paper).  
 Paper Specs:  
 Brightness = 92  
 Opacity = 88  
 PPI = 690  
 15% PCW

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 651-689-5888 DATE 7-31-08

TITLE Director Govt Contracts FEIN 411426973 ADDRESS CHANGES TO BE NOTED ABOVE

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<p>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.</p> <p>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.</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 (1) 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 651-687-5888 DATE: 7-31-08

FEIN: 411426973 ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: 08/06/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 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>REV. 04/11/2001</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 IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 651-687-5888 DATE: 7-31-08

TITLE: Director Govt Contracts FEIN: 411426973 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  
 CPR09005

PAGE  
 5

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR  
 West Publishing Corp. d/b/a West  
 610 Opperman Drive  
 Eagan, MN 55123

SHIP TO  
 CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/17/2008	Net 30 days		Destination	
BID OPENING DATE: 08/06/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS:            IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED TWO (2) YEARS. PRICE INCREASES WILL BE CONSIDERED ON A YEARLY BASIS.</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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Krista Ferrell* TELEPHONE 651-687-5888 DATE 7-31-08

TITLE Director, Govt Contracts FEIN 491426973 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

RFO NUMBER  
 CPR09005

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 6

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

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
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D  
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R

West Publishing Corp. d/b/a West  
 610 Opperman Drive  
 Eagan, MN 55123

S  
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O

CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570

DATE PRINTED 07/17/2008	TERMS OF SALE <i>Net 30 days</i>	SHIP VIA	F.O.B. <i>Destination</i>	FREIGHT TERMS
BID OPENING DATE: 08/06/2008		BID OPENING TIME 01:30PM		

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 657-687-5888 DATE 7-31-08

TITLE Director, Govt Contracts FEIN 411426973 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  
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# Request for Quotation

RFQ NUMBER  
 CPR09005

PAGE  
 7

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 VENDOR  
 West Publishing Corp. d/b/a West  
 610 Opperman Drive  
 Eagan, MN 55123

SHIP TO  
 CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570

DATE PRINTED 07/17/2008	TERMS OF SALE <i>Net 30 days</i>	SHIP VIA	F.O.B.	FREIGHT TERMS
31D OPENING DATE: 08/06/2008		BID OPENING TIME: <i>Destination</i>		01:30PM

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Allen Mills</i>	TELEPHONE 651-689-5888	DATE 7-31-08
TITLE Director, Govt. Contracts	FEIN 411420973	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  
 CPR09005

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

RFQ COPY

TYPE NAME/ADDRESS HERE

West Publishing Corp. d/b/a West  
 610 Opperman Drive  
 Eagan, MN 55123

CONSOLIDATED PUBLIC RETIREMENT BOARD  
 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0720 558-3570

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/17/2008	Net 30 days		Destination	

BID OPENING DATE: 08/06/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BIDDER: West Publishing Corp. d/b/a West DATE: 7-31-08 SIGNED: <i>[Signature]</i> TITLE: Director Govt. Contracts  * 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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 657-687-5888 DATE 7-31-08

TITLE Director, Govt. Contracts FEIN 411426973 ADDRESS CHANGES TO BE NOTED ABOVE

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

RFQ NUMBER  
 CPR09005

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

RODNEY

West Publishing Corp. d/b/a West  
 610 Opperman Drive  
 Eagan, MN 55123

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 BUILDING 5, ROOM 1000  
 1900 KANAWHA BOULEVARD, EAST  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/17/2008	<i>Net 30 days</i>		<i>Destination</i>	

BID OPENING DATE: 08/06/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				KRISTA FERRELL-FILE 21		
RFQ. NO.:				CPR09005		
BID OPENING DATE:				08/06/2008		
BID OPENING TIME:				1: 30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
				<i>651-687-5686</i>		
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				<i>Jill Raymond</i>		
***** THIS IS THE END OF RFQ CPR09005 *****						TOTAL: <i>\$14,150.00</i> + <i>\$5,625.00</i> (Code Supp) <hr/> <i>\$19,775.00</i> TOTAL

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE *651-687-5888* DATE *7-31-08*  
 TITLE *Director, Govt. Contracts* FEIN *911426973* ADDRESS CHANGES TO BE NOTED ABOVE

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



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: 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 owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: West Publishing Corp. 1/6/08 West

Authorized Signature: [Signature] Date: 7-31-08

