

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 CSE90001 l

ADDRESS:CORRESPONDENCE TO ATTENTION OF THE ROBERTA WAGNER 304-558-0067

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304-623-1362 *A25163553 VANHORN & VANHORN INC 215 W MAIN ST

CLARKSBURG WV 26301

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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 Viginia 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.

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



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

Request for Quotation

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RFO NUMBER CSE90001 2

ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER 304-558-0067

304-623-1362 *A25163553 VANHORN & VANHORN INC 215 W MAIN ST CLARKSBURG WV 26301

HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT **ROOM 147** 350 CAPITOL STREET CHARLESTON, WV 25301-3703 304-558-1649

TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS DATE PRINTED 06/02/2008 BID OPENING DATE: 07/01/2008 BID OPENING TIME 01:30PM CAT NO LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT: 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 DRIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERLODS. 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. CLAUSE: THE DIRECTOR OF PURCHASING MAY DPEN MARKET 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 TRANS-PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME DF WORK.) DUANTITIES: DUANTITIES 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 DRDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN. DRDERING 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 SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE 304-623-136Z 6/16/08 ADDRESS CHANGES TO BE NOTED ABOVE

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

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PAGE 3

ROBERTA WAGNER
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*A25163553

215 W MAIN ST

CLARKSBURG WV

VANHORN & VANHORN INC

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

304-623-1362

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RFQ NUMBER CSE90001

ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER

B04-558-0067

HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT **ROOM 147** 350 CAPITOL STREET

CHARLESTON, WV

25301-3703 304-558-1649

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHTTERMS 06/02/2008 BID OPENING DATE: **OPENING TIME** 01:30PM 07/01/2008 BID CAT QUANTITY LIOP ITEM NUMBER UNIT PRICE AMOUNT LINE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO: ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, CHARLESTON, WV 25811 FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV VENDOR PREFERENCE CERTIFICATE CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOE'S NOT APPLY TO CONSTRUCTION CONTRACTS). APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: 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 BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORA-TION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING CERTIFICATION; OR 80% OF THE OWNERSHI THIS THE DATE OF SEE REVERSE SIDE FOR TERMS AND CONDITIONS: 623-136Z 6/16/08 ADDRESS CHANGES TO BE NOTED ABOVE

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*A25163553 304-623-1362 VANHORN & VANHORN INC 215 W MAIN ST

CLARKSBURG WV 26301

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304-558-1649

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DATE PRINTED TERMS OF SALE SHIP VIA FO8 FREIGHT TERMS 06/02/2008 BID OPENING DATE: 07/01/2008 OPENING TIME 01:30PM CAT QUANTITY LINE UOP ITEM NUMBER UNIT PRICE: AMOUNT TITLE * CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00) NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED. THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER:----RFQ. NO.:----BID OPENING DATE: SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE -623-1362 6/16/08 54-1893781 ADDRESS CHANGES TO BE NOTED ABOVE



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*A25163553

215 W MAIN ST

CLARKSBURG WV

VANHORN & VANHORN INC

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STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed 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: <u>VAN</u>	HORN & VANHORN	INC.	
Authorized Signature: _	B70.0~	Date:	6/16/08

Purchasing Affidavit (Revised 06/15/07)

	IN THE FAMILY COURT (OF	çc	DUNTY, WESTVIR	GINIA	
WEST VIRGINIA BU	REAU FOR CHILD SUPPO Petitioner,					
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CSE90001 COST SHEET

Page 1 of 2

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COUNTY	*UNIT COST	**ESTIMATED YEARLY QUANTITIES	***TOTAL COST
OHIO	39.95	600	\$ 23,970.00
WOOD	35.00	538	\$ 18,830.00
All other Region 1	49.95	511	# 25,524.45
Lewis	35.00	52	# 1,820.00
All other Region 2	49.95	696	# 34,765.20
All Region 3	39. 95	735	# 29,363.25
All Region 5	49.95	60 Z°	\$ 30,069.90
All Region 6	49.95	453	# 22,627.35
Mercer	39.95	534	# 21, 333.30
Raleigh	39.95	497	# 19,855.15
All other Region 7	49.95	181	# 9,040.95

^{*}Unit Cost – the cost of service for each packet of documents to be served to an individual or business.

***Total Cost - the Unit Cost multiplied by the Estimated Yearly Quantities.

Boyd 5 Dal	SIGNATURE OF AUTHORIZED AGENT
BOYD K. VANHORN, PRESIDENT	PRINTED NAME AND TITLE
 215 W. MAIN ST, CLARKSburg, WV 263	BUSINESS ADDRESS
304-623-1367-	BUSINESS PHONE

 $^{{\}bf **Estimated\ Yearly\ Quantities} - See\ Pages\ {\bf 11} \\ {\bf and}\ {\bf 12}\ of\ the\ RFQ\ for\ each\ respective\ County}.$

CSE90001 COST SHEET

Page 2 & 2

	COUNTY	*UNIT COST	**ESTIMATED YEARLY QUANTITIES	***TOTAL COST
8	All Region 8	39.95	445	\$17,777,75
Ī	HARRISON	35.00	475	\$ 17,777.75 \$ 16,625.00 \$ 7,350.00
9	MARION	35.00	2/0	\$ 7,350.00
1/	Monongalia	35.00	175	\$ 6,125.00
	All other Region 9	39.95	198	\$ 7,910.10

^{*}Unit Cost – the cost of service for each packet of documents to be served to an individual or business.

***Total Cost – the Unit Cost multiplied by the Estimated Yearly Quantities.

Boyd 5 Danlin	SIGNATURE OF AUTHORIZED AGENT
BOYD K VANHORN, PRESIDENT	PRINTED NAME AND TITLE
215 W. MAIN ST, CLARKSburg WV 2634	BUSINESS ADDRESS
304-623-1362	BUSINESS PHONE

^{**}Estimated Yearly Quantities – See Pages 11and 12 of the RFQ for each respective County.

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.
- 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 Viginia 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.

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.
- 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



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*A25163553

215 W MAIN ST

CLARKSBURG WV

VANHORN & VANHORN INC

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

26301

304-623-1362

REQUEST IOF Quotation

CSE90001

PAGE 2

ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER B04-558-0067

HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT **ROOM 147** 350 CAPITOL STREET CHARLESTON, WV

25301-3703

304-558-1649

ADDRESS CHANGES TO BE NOTED ABOVE

DATE PRINTED TERMS OF SALE. SHIP VIA F.O.B. FREIGHT TERMS 06/02/2008 BID OPENING DATE: 07/01/2008 BID OPENING TIME 01:30PM CAT LINE QUANTITY HOP ITEM NUMBER UNIT PRICE AMOUNT 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 DRIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS. 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 OUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN. bpen 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 DF WORK.) 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 DRDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN. brdering 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 AUTHORILATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE 304-623-1362 SIGNATURE 6/16/08 TITLE

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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 CSE90001 3

ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER \$04-558-0067

HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT **ROOM 147** 350 CAPITOL STREET CHARLESTON, WV 25301-3703

304-558-1649

ADDRESS CHANGES TO BE NOTED ABOVE

*A25163553 304-623-1362 VANHORN & VANHORN INC 215 W MAIN ST

CLARKSBURG WV 26301

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

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ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER \$04-558-0067

304-623-1362 VANHORN & VANHORN INC

215 W MAIN ST

*A25163553

CLARKSBURG WV 26301

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

Request for

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ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER B04-558-0067

*A25163553 304-623-1362 VANHORN & VANHORN INC 215 W MAIN ST

CLARKSBURG WV 26301

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State of West Virginia
Department of Administration

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

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ADDRESS:CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER B04-558-0067

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

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ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER \$04-558-0067

VANHORN & VANHORN INC. 215 W MAIN ST

CLARKSBURG WV 26301

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ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER \$04-558-0067

VANHORN & VANHORN INC 215 W MAIN ST

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STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed 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: <u><i>VAN I</i></u>	horn & Vanhorn.	INC.	·
Authorized Signature:	B-0.0-	Da	te: 6/16/08

Purchasing Affidavit (Revised 06/15/07)

IN THE FAMILY COURT O	F	COUNTY, WESTVIF	RGINIA
WEST VIRGINIA BUREAU FOR CHILD SUPPO	RT ENFORCEMENT		•
Petitioner,	Civil Action #:		
Plaintiff/Petitioner,			
Defendant/Respondent.			
AFFIDA	VIT OF PROCESS S	SERVER	
On this day,	, known to	the undersigned Nota	ry Public to be a credible
person over the age of eighteen (18), personally			
SUCCESSFUL SERVICE	On <u>/ /</u> at	: m, I served	with
by leaving with			
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NON-SERVICE: After diligent e	mort and careful inqu	iiry, i nave been unab	le to effect process upon
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Taken, subscribed and sworn to before me this		20	
My commission expires:			- •
	****	Notary Public	14. · · · · · · · · · · · · · · · · · · ·

CSE90001 COST SHEET

Page 1 of 2

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Boyd 5 Dall	_SIGNATURE OF AUTHORIZED AGENT
 BOYD K. VANHORN, PRESIDENT	PRINTED NAME AND TITLE
 215 W. MAIN ST, CLARKSburg, WY 26:	BUSINESS ADDRESS
304-623-1362	BUSINESS PHONE

^{**}Estimated Yearly Quantities - See Pages 11and 12 of the RFQ for each respective County.

CSE90001 COST SHEET

Page 2 of 2

			•
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^{*}Unit Cost - the cost of service for each packet of documents to be served to an individual or business.

 ${\tt ***} \textbf{Total Cost} - \textbf{the Unit Cost multiplied by the Estimated Yearly Quantities}.$

Boyd 5 danlan	SIGNATURE OF AUTHORIZED AGENT
BOYD'K VANHORN, PRESIDENT	PRINTED NAME AND TITLE
215 W. MAIN ST, CLARKSburg WV 2634	BUSINESS ADDRESS
304-623-1362	BUSINESS PHONE

^{**}Estimated Yearly Quantities - See Pages 11and 12 of the RFQ for each respective County.



*A25163553

215 W MAIN ST

CLARKSBURG WV

VANHORN & VANHORN INC

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

26301

304-623-1362

Request for Quotation

RFO NUMBER CSE90001

ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER 04-558-0067

HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT **ROOM 147** 350 CAPITOL STREET

CHARLESTON, WV

25301-3703

304-558-1649

FOB. FREIGHT TERMS TERMS OF SALE SHIP VIA DATE PRINTED 06/18/2008 OPENING TIME 01:30PM 07/01/2008 **BID OPENING DATE:** AMOUNT UNIT PRICE UOP ITEM NUMBER LINE QUANTITY ADDENDUM NO. 1 L. TO ADD ADDITIONAL INFORMATION, AND TO RESPOND TO PER THE ATTACHED. VENDOR QUESTIONS D. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10 REQUISITION NO.: CSE90001 ADDENDUM ACKNOWLEDGEMENT HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO. 8: necente) NO. 1 NO. 2 2008 JUN 24 A 9: 32 NO. 3 FURCHASHIG DIVISION STATE OF WV NO. 4 NO. 5 UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. SEE REVERSE SIDE FOR TERMS AND CONDITIONS DATE TELEPHONE SIGNATURE ADDRESS CHANGES TO BE NOTED ABOVE TITLE

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 feet 1313
- 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 Viginia 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.

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.
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SIGNED BID TO:

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



VENDOR

SIGNATURE

TITLE

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

Request for Quotation

CSE90001

PAGE 2

ADDRESS CORRESPONDENCE TO ATTENTION OF

304-558-1649

DATE

ADDRESS CHANGES TO BE NOTED ABOVE

ROBERTA WAGNER 304-558-0067

25301-3703

*A25163553 : 304-623-1362 VANHORN & VANHORN INC 215 W MAIN ST

FEIN

CLARKSBURG WV 26301

HEALTH AND HUMAN RESOURCES
CHILD SUPPORT ENFORCEMENT
ROOM 147
350 CAPITOL STREET
CHARLESTON, WV

FREIGHT TERMS SHIP VIA F.O.B. DATE PRINTED TERMS OF SALE 06/18/2008 01:30PM OPENING TIME 07/01/2008 BID OPENING DATE: CAT NO. AMOUNT QUANTITY UOP ITEM NUMBER UNIT PRICE LINE CLEARLY UNDERSTAND THAT ANY VERBAL WENDOR MUST REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY DRAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE ISSUED IN WRITING AND ADDED TO THE INFORMATION SPECIFICATIONS BY AN OFFICIAL ADDINGUM IS BINDING. REV. 11/96 END OF ADDENDUM NO.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TELEPHONE

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NODZEV

*A25163553

215 W MAIN ST

CLARKSBURG WV

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

26301

Request for

RFQ NUMBER CSE90001 3 ,,

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER \$04-558-0067

304-623-1362 VANHORN & VANHORN INC

HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT **ROOM 147** þ 350 CAPITOL STREET CHARLESTON, WV

25301-3703 304-558-1649

DATE PRINTED 06/18/2008		TEA	IMS OF SAL	F	SHIP VIA			FOB				FREIGHT TERMS		
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SIGNED BID TO:

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

RFQ# CSE90001

RESPONSE TO VENDOR QUESTIONS, AS FOLLOWS:

1. Question:

Will Vendors be paid for unserved summonses?

Response:

No, there will be no payment for unsuccessful service.

2. Question:

Are vendors going to only be paid for those summonses that

are served?

Response:

That is correct. Vendors will be paid for successful service

only.

TO ADD THE FOLLOWING INFORMATION:

NOTE 1: Notice by Vendor of intent to terminate will not relieve Vendor of the obligation to continue to provide services pursuant to the terms of the contract.

NOTE 2: The estimates listed on this RFQ are for total documents to be served, not necessarily those served by private vendor.