



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
DNR209129

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR

\*709040130      304-485-7963  
 BANNER PRINTING COMPANY  
 PO BOX 326  
 PARKERSBURG WV 26102

SHIP TO

DIVISION OF NATURAL RESOURCES  
 SEE SPECIFICATIONS FOR  
 DELIVERY REQUIREMENTS

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/19/2009				

BID OPENING DATE: 04/07/2009      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC  THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FOR THE PRINTING AND SHIPPING OF THE WEST VIRGINIA HUNTING AND FISHING REGULATIONS PER THE ATTACHED SPECIFICATIONS.  BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT MAY BE DEEMED NULL AND VOID, AND TERMINATED WITHOUT FURTHER ORDER.  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						

**RECEIVED**  
 2009 APR 14 A 10:21  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	304 485-7963	4-3-09	
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE	
PRESIDENT	550385994		

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



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				DNR209129		
BID OPENING DATE:				04/07/2009		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
<i>304 485-7963</i>						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
<i>MARK GEIBIG</i>						
-----						
***** THIS IS THE END OF RFQ DNR209129 ***** TOTAL:						<u>13,084.15</u>

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## **2009-10 West Virginia Hunting and Fishing Regulations (DNR 209129) SPECIFICATIONS**

**This is a request for quotation to print, deliver, and mail the 2009-10 West Virginia Hunting Regulations and 2010 Fishing Regulations to authorized agents across the State of West Virginia.**

Division of Natural Resources (DNR) will furnish the successful vendor with a PC-formatted computerized file of the publication in Adobe InDesign CS3 software (either on CD or files can be uploaded to vendor FTP site). All necessary fonts and artwork will be included. A low resolution color mockup will accompany computer files.

Vendor is responsible for accurate platform conversion of files if needed. Files provided to vendor by June 8, 2009 for hunting regulations; by November 6, 2009 for fishing regulations.

### **Description:**

#### **2009-10 West Virginia Hunting Regulations**

- A booklet containing 40 pages (including self cover). Collated, folded, saddle-stitched or glue-bound, 8-3/8" by 10-7/8" trimmed size.

#### **2010 West Virginia Fishing Regulations**

- A booklet containing 24 pages (including self cover). Collated, folded, saddle-stitched or glue-bound, 8-3/8" by 10-7/8" trimmed size.

### **Paper:**

30# or 35# recycled newsprint or higher quality house substitute

Specify substitute: \_\_\_\_\_

### **Artwork:**

All photos and four-color illustrations provided in high-resolution digital files.

### **Printing:**

Front and back cover is four-color process. Other pages are two-color (black ink plus one PMS color).

### **Proofs:**

Three composite, hard copy laser proofs (intermediate proof) of booklet (folded to size), and one color-match, chromalin or equivalent proof of covers must be supplied to Division of Natural Resources within five working days of receipt of electronic files from Division of Natural Resources. Vendor must await approval of proofs from Division of Natural Resources before initiation of final print job.

**Packaging:**

Booklets should be bundled and tied in two directions in groups of 50, turned every 25; approximately 200 per box for hunting, approximately 350 per box for fishing. Box base dimensions must 11-1/4" by 9-1/2". Each box dimension may vary 1/4". Boxes should be labeled WV 2009-10 Hunting Regulations or WV 2010 Fishing Regulations and the quantity within. Booklets must be packed tightly in boxes and stuffed with filler if necessary so that boxes will sustain weight of boxes stacked on top. Pallets must be shrink-wrapped and stacked evenly so that they can be double stacked for months without the boxes breaking. Wooden pallets required.

**Shipping:**Hunting Regulations

Vendor will ship three boxes of hunting regulations to approximately 62 agents and one box to approximately 302 additional agents throughout West Virginia by July 10, 2009. Remaining boxes of regulations will be delivered by July 24, 2009 to WV Division of Tourism mailroom, 90 MacCorkle Ave., SW, South Charleston, WV 25303 (directions provided at time of delivery).

Fishing Regulations

Vendor will ship two boxes of fishing regulations to approximately 62 agents and one box to approximately 302 additional agents throughout West Virginia by December 4, 2009. Remaining fishing regulations will be delivered to WV Division of Tourism mailroom (address above) by December 18, 2009.

Boxes must be shipped directly from location of printing to license agents via UPS or FedEx. Zip codes for license agents are available from spending unit. Spending unit will supply addresses of license agents electronically as an Excel file.

**ALL SHIPPING COSTS TO BE INCLUDED IN CONTRACT PRICE. THIS INCLUDES COSTS OF SHIPPING PROOFS TO DIVISION OF NATURAL RESOURCES.**

**Delivery:**

WV Division of Tourism mailroom has loading dock at storage level. Pallets will be unloaded from truck with fork lift by agency staff. Vendor must notify spending unit of delivery date at least two working days in advance by calling Charleston office at 304-558-2771. WV Division of Tourism accepts deliveries between hours of 8 a.m. and 3:30 p.m.

**SAMPLES OF SIMILAR PUBLICATIONS PRINTED BY VENDOR SHOULD BE SUPPLIED WITH BID PACKAGE OR UPON REQUEST.**

DNR #209129  
WEST VIRGINIA HUNTING & FISHING REGULATIONS

Provide a bid on all requests. Bid package must include costs of printing, binding, boxing, mailing, and shipping all regulations.  
Contract to print and ship both publications will be awarded to a single vendor.

Description:

**West Virginia 2009-10 Hunting Regulations**

<u>Order Quantity</u>	<u>Number of pages</u>	<u>Price per 1000</u>
350,000	40 pages	\$ <u>120.37</u> X 350 = \$ <u>42,129.50</u>
Cost for additional four (4) pages per booklet added to original document (making it a 44-page document)		\$ <u>6.91</u> X 350 = \$ <u>2418.50</u>
Total for 44-page Hunting Regulations		\$ <u>44,548.00</u>

**West Virginia 2010 Fishing Regulations**

<u>Order Quantity</u>	<u>Number of pages</u>	<u>Price per 1000</u>
275,000	24 pages	\$ <u>96.61</u> X 275 = \$ <u>26,567.75</u>
Cost of additional four (4) pages per booklet added to original document (making it a 28-page document)		\$ <u>7.16</u> X 275 = \$ <u>1969.00</u>
Total for 28-page Fishing Regulations		\$ <u>28,536.75</u>

Contract will be awarded based on combined total bid for printing both hunting and fishing regulations.

TOTAL BID \$ 73,084.75

**VENDOR/BIDDER INFORMATION**

VENDOR: BANNER PRINTING, Co

Signature: Mark W. [Signature] Date: 4-3-09



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04/02/2009				

BID OPENING DATE: 04/15/2009      BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED AGENT LOCATIONS AND RESPOND TO THE TECHNICAL QUESTIONS BELOW.						
THE ATTACHED SHIPPING INFORMATION IS FROM A PREVIOUS CONTRACT AND IS PROVIDED FOR FREIGHT ESTIMATING PURPOSES ONLY AND WILL NOT BE PART OF THIS CONTRACT. THE ACTUAL SHIPPING LOCATIONS WILL BE PROVIDED TO THE SUCCESSFUL VENDOR.						
QUESTION: CAN THE PMS COLOR BE BUILT USING CMYK? AGENCY ANSWER: NO						
QUESTION: WHAT IS THE PMS COLOR? AGENCY ANSWER: THE PMS COLOR WILL BE DETERMINED ONCE THE GRAPHIC DESIGN IS DONE. THIS SHOULD GIVE THE VENDOR APPROXIMATELY 30 DAYS TO ORDER THE INK.						
THE BID OPENING IS CHANGED TO: 04/15/09 AT 1:30 PM						
<i>A-7-09 PRICE ON ORIGINAL RFQ</i> <i>A-15-09 ADDENDUM-ADD</i>						<i>73,084.75</i> <i>16,502.00</i>
0001	1	LS		966-50		<i>89,586.75</i>
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC						

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<i>Mark W. Leiby</i>	304 485-7963	4/14	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
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