



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
PAPER09

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JO ANN ADKINS
304-558-8802

VENDOR

*709002530 05 800-987-5270
 XPEDX AN INTERNATIONAL PAPER C
 PO BOX 54807
 LEXINGTON KY 40555

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/06/2008				

BID OPENING DATE: 12/11/2008 12-18-08 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				REQUEST FOR QUOTATION		
				THE PURCHASING DIVISION IS SOLICITING BIDS FOR A BLANKET OPEN-END STATEWIDE CONTRACT TO PROVIDE VARIOUS SIZES OF PAPER TO WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.		
				***** MANDATORY PRE-BID MEETING ON THURSDAY, 11/20/2008 AT 10:00 A.M. IN BUILDING IS AT THE CAPITOL COMPLEX, 2019 WASHINGTON STREET, EAST, CHARLESTON, WV 25305. ALL INTERESTED BIDDERS ARE REQUIRED TO BE REPRESENTED AT THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID MEETING SHALL RESULT IN AUTOMATIC DISQUALIFICATION. NO ONE PERSON CAN REPRESENT MORE THAN ONE VENDOR. ATTACHMENTS TO THIS REQUEST FOR QUOTATION: 1. PAPER09 SPECIFICATIONS, DATED 11/06/08, 3 PAGES. 2. PAPER09 PRICING PAGES, DATED 11/06/08, 7 PAGES. 3. VENDOR PREFERENCE CERTIFICATE, 1 PAGE. 4. PURCHASING AFFIDAVIT, 1 PAGE.		
0001	1	EA		395-50		
				MISCELLANEOUS PAPER-COMPUTER-TYPING, ETC.		
				EXHIBIT 3		
				LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH REASONABLE TIME THEREAFTER AS IS		

RECEIVED
 2008 DEC 16 A 10:01
 PURCHASING DIVISION
 STATE OF WV

SIGNATURE	<i>CP Brown</i>	TELEPHONE	800-987-5270	DATE	12-10-08
TITLE	<i>Mgr. TSB</i>	FEIN	13-0672005	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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover 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 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."

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>CB Brown</i>	TELEPHONE 800-987-5270	DATE 12-10-08
TITLE <i>mgr. TSB</i>	FEIN 13-0872005	ADDRESS CHANGES TO BE NOTED ABOVE

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304-558-8802

AUCTION

*709002530 05 800-987-5270
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<p>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>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 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>CA Brown</i>	TELEPHONE 800-987-5270	DATE 12-10-08	
TITLE <i>mgr. TSB</i>	FEIN 13-0872805	ADDRESS CHANGES TO BE NOTED ABOVE	

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<p>ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... <i>C.P. Brown</i> SIGNATURE</p> <p>..... <i>XPEDX / an International Paper Co.</i> COMPANY</p> <p>..... <i>12-10-08</i> DATE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>C.P. Brown</i>	TELEPHONE 800-987-5270	DATE 12-10-08
TITLE <i>M.J. TSB</i>	FEIN <i>13-0872805</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	REV. 11/96					
	EXHIBIT 6					
	<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 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>(X) THE PRICES ON THIS CONTRACT WILL REMAIN FIRM FOR 90 DAYS AFTER THE EFFECTIVE DATE OF THE CONTRACT. PRICES WILL REMAIN FIRM AFTER EACH PRICE ADJUSTMENT FOR A MINIMUM OF 90 DAYS.</p>					
	NOTICE					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	<i>CP Brown</i>	TELEPHONE	800-987-5270	DATE	12-10-08
TITLE	<i>mgr TSB</i>	FEIN	13-0872805	ADDRESS CHANGES TO BE NOTED ABOVE	

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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: FILE 42</p> <p>RFQ. NO.: PAPER09</p> <p>BID OPENING DATE: 12-18-08 12/11/08</p> <p>BID OPENING TIME: 1:30PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>859-293-7510</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): C.R. BROWN</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>CBrown</i>	800-987-5270	12-10-08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>mgr. TSB</i>	13-0872805	

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*****NOTICE*****NOTICE*****NOTICE*****NOTICE*****

Mandatory pre-bid meeting is scheduled for on Thursday, November 20, 2008 at 10:00 a.m. in Building 15 at the Capitol Complex, 2019 Washington Street, East, Charleston, WV 25311. **All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall result in automatic disqualification. No one person can represent more than one vendor.**

Delivery:

All orders of paper must be delivered within 10 working days after receipt of order.

All orders totaling \$1,000.00 or more to a single West Virginia delivery point shall be F.O.B. destination.

Orders totaling less than \$1,000.00 to a single West Virginia delivery point may (at the vendor's discretion) be F.O.B. shipping point. Vendor must inform the ordering agency of the estimated freight charges for all orders on which a delivery charge shall be made.

If the vendor has a fixed delivery charge for orders less than \$1,000.00, the vendor shall indicate the amount on the pricing pages.

If the vendor will ship all orders, regardless of dollar total, they should so state on the pricing pages.

Paper Requirements

All paper is to be ream wrapped (except where noted). All fine papers are to be listed in the most current edition of "Grade Finders".

There are two envelopes on the pricing pages. The price per box of 500 envelopes should be entered in the unit price column.

Computer paper

Construction: continuous, marginally punched on both sides for high speed printer feed. Paper shall be blank, ½" green bar, 1/6" green bar, or three lines per inch as indicated at the time the order is placed. No upcharge will be permitted on green bar paper.

Horizontal Perforations: All sets of forms shall have horizontal perforation between sets through all parts and carbons. Horizontal perforations shall be at right angle to marginal aligning holes and fall halfway between marginal aligning holes; 12 cuts per inch vertical perforations: Paper shall be nonperforated on right and left sided unless specified for a particular item. If specified, vertical perforations are to result in clean edges when aligning strips are removed.

Fastening: paper shall have temporary crimping or incomplete holes. Carbons, if any, shall be mechanically removable without aligning strips. Wire stitching or stapling is unacceptable.

Packaging: Paper shall be folded, with no breaks, in close-fitting cartons, with a corrugated or fiberboard pad on top and bottom. Cartons shall be labeled on one end, identifying form size, type, number of parts, and vendor name and address.

Award

The State of West Virginia reserves the right to award multiple contracts if it is deemed to be in the best interests of the State of West Virginia.

Recycled Paper

Recycled paper must meet the minimum recycled content guidelines issued by the Environmental Protection Agency (EPA). The EPA guidelines require minimums of 30% post consumer content for most uncoated printing and writing papers, and 10% for most coated paper.

NOTE: In addition to those items identified as recycled, recycled items meeting individual specifications may be bid for other items on this contract. Recycled paper shall be given a 10% preference over virgin paper.

Bids

All prices for paper are to be quoted per 1,000 sheets. If the item is a multiple page set, prices must be quoted per 1,000 sets. For example, the pricing pages may show 25; that would be 25,000 sheets.

All bids submitted must be firm for 90 days from contract award date. After the initial 90 days, Vendors will be permitted to make substantiated requests for increase at 90 day intervals, with 30-days notice. Vendor shall be required to submit a complete price list on both paper and electronic (CD or email) in an Excel format. For each price where a price change occurs (+ or -) the vendor must indicate + or - and the new price of each item. If no changes occurs, the price column shall remain unchanged, but shall reflect the same cost.

This, in effect, will limit the number of change orders to a MAXIMUM of four (4) per year. Prices bid are not subject to any “upcharges”. Failure to hold prices firm for each 90-day period shall be grounds to disqualify the bid or cancel any subsequent contract.

Change orders shall not be done at interim periods for price decreases. The vendors shall be expected to quote the lesser prices and invoice accordingly in the event that decreases occur during each of the 90-day periods. Decreases may be done at the normal 90-day timetable, but shall not be changed via change order until the next 90-day cycle.

NO ALTERNATE TERMS SHALL BE ACCEPTED.

At 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.

Vendors should indicate the brand names for all items bid. Samples may be required for any and all of the items bid. When/if samples are requested, vendors must submit samples within 10 days of the request for the bid on that item or group of items will be rejected. Vendors bidding should include mill swatch books (covering all applicable items) with their bid. Successful bidder(s) may also be required to furnish swatch books to any and all agencies upon request throughout the life of this contract.

NOTE: “PM” in the unit of measure column = per thousand

NOTE: All quantities are estimates and are not to be construed as any guarantee of any quantity.

Contract Coordinator

Vendors should complete the vendor contract coordinator information at the end of the pricing pages. If the individual who “manages” any subsequent contract is a different person, please list that information also.

Reports

Successful vendor shall be required to submit quarterly reports of all purchases against the contract. Additionally, vendor shall be required to submit an annual report that contains the total amount of purchases and the agencies which have placed orders against the contract.

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 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: XPEDX / International Paper Co
Authorized Signature: CP Brown Date: 12-10-09

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
1	bond: #1 watermark, sulphite	8-1/2 x 11	20#	white	300	15.75	4725
2	bond: #1 watermark, sulphite	8-1/2 X 14	20#	white	75	20.25	1518.75
3	bond: #1 watermark, sulphite	11 x 17	20#	white	75	30	2250
4	bond: #4 premium	8-1/2 x 11	20#	white	110,000	6.04	664400
5	bond: #4 premium	8-1/2 x 14	20#	white	150	8.41	1261.5
6	bond: #4 premium	11 x 17	20#	white	60	13.34	800.4
7	bond: #4 premium	17 x 22	20#	white	30	33.34	1000.2
8	bond: #4 premium	17-1/2 x 22-1/2	20#	white	30	33.34	1000.2
9	bond: #4 premium	23 x 35	20#	white	30	75	2250
10	bond: #4 premium	25 x 38	20#	white	30	90	2700
11	bond: #4 premium, 3 hole punch, unlined	8-1/2 x 11	20#	white	150	7.64	1146
12	bond: #4 premium recycled, 3 hole punch, unlined	8-1/2 x 11	20#	white	150	8.06	1209
13	bond: #4 premium recycled	8-1/2 x 11	20#	white	110,000	7.15	786500
14	bond: #4 premium recycled	8-1/2 x 11	20#	colors	25,000	7.5	187500
15	bond: #4 premium recycled	8-1/2 x 14	20#	white	150	9.45	1417.5
16	bond: #4 premium recycled	8-1/2 x 14	20#	colors	30	11.25	337.5
17	bond: #4 premium recycled	11 x 17	20#	white	30	14.62	438.6
18	bond: #4 premium recycled	11 x 17	20#	colors	25,000	14.25	356250
19	bond: #4 premium recycled	17-1/2 x 22-1/2	20#	colors	30	44	1320
20	offset: #2 coated,regular, smooth	23 x 35 **	60#	white	15	140	2100
21	offset: #2 coated,regular, smooth	23 x 35 **	70#	white	15	142	2130
22	offset: #2 coated,regular, smooth	23 x 35 **	80#	white	15	152	2280
23	offset: #2 coated,regular, smooth	23 x 35 **	100#	white	15	187	2805
24	offset: #2 coated,regular, smooth	19 x 25	60#	white	30	70	2100
25	offset: #2 coated,regular, smooth	19 x 25	70#	white	30	77	2310
26	offset: #2 coated,regular, smooth	19 x 25	80#	white	30	88	2640
27	offset: #2 coated,regular, smooth	19 x 25	100#	white	30	110	3300
28	offset: #2 coated,regular, smooth	23 x 35	60#	white	30	140	4200
29	offset: #2 coated,regular, smooth	23 x 35	70#	white	30	142	4260
30	offset: #2 coated,regular, smooth	23 x 35	80#	white	30	152	4560
31	offset: #2 coated,regular, smooth	23 x 35	100#	white	30	187	5610
32	offset: #2 coated,regular, smooth	25 x 38	60#	white	30	141	4230
33	offset: #2 coated,regular, smooth	25 x 38	70#	white	30	155	4650
34	offset: #2 coated,regular, smooth	25 x 38	80#	white	30	177	5310

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
35	offset: #2 coated,regular, smooth	25 x 38	100#	white	30	220	6600
36	offset: #2 coated,regular, smooth	28 x 40	60#	white	30	167	5010
37	offset: #2 coated,regular, smooth	28 x 40	70#	white	30	184	5520
38	offset: #2 coated,regular, smooth	28 x 40	80#	white	30	200	6000
39	offset: #2 coated,regular, smooth	28 x 40	100#	white	30	250	7500
40	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	*70#	white	30	68	2040
41	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	70#	white	30	68	2040
42	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	80#	white	30	73	2190
43	offset: #2 recycled, coated, regular, smooth	19 x 25	*70#	white	30	75	2250
44	offset: #2 recycled, coated, regular, smooth	19 x 25	70#	white	30	75	2250
45	offset: #2 recycled, coated, regular, smooth	19 x 25	80#	white	30	85	2550
46	offset: #2 recycled, coated, regular, smooth	23 x 35	*70#	white	30	140	4200
47	offset: #2 recycled, coated, regular, smooth	23 x 35	70#	white	30	140	4200
48	offset: #2 recycled, coated, regular, smooth	23 x 35	80#	white	30	152	4560
49	offset: #2 recycled, coated, regular, smooth	25 x 38	60#	white	30	156	4680
50	offset: #2 recycled, coated, regular, smooth	25 x 38	70#	white	30	111	3330
51	offset: #2 recycled, coated, regular, smooth	25 x 38	80#	white	30	115	3450
52	offset: #1 regular finish	8-1/2 x 11	50#	white	105	10	1050
53	offset: #1 regular finish	8-1/2 x 11	60#	white	60	11	660
54	offset: #1 regular finish	8-1/2 x 11	70#	white	60	12	720
55	offset: #1 regular finish, recycled	8-1/2 x 11	50#	white	30	10.15	304.5
56	offset: #1 regular finish, recycled	8-1/2 x 11	70#	white	30	11	330
57	offset: #1 regular finish	8-1/2 x 14	50#	white	30	16	480
58	offset: #1 regular finish	8-1/2 x 14	60#	white	30	16	480
59	offset: #1 regular finish	8-1/2 x 14	70#	white	30	18	540
60	offset: #1 regular finish	11 x 17	50#	white	30	22	660
61	offset: #1 regular finish	11 x 17	60#	white	30	24	720
62	offset: #1 regular finish	11 x 17	70#	white	30	26	780
63	offset: #1 regular finish	17-1/2 x 22-1/2	50#	white	30	42	1260
64	offset: #1 regular finish	17-1/2 x 22-1/2	60#	white	30	50	1500
65	offset: #1 regular finish	17-1/2 x 22-1/2	70#	white	30	55	1650
66	offset: #1 regular finish	19 x 25	50#	white	30	60	1800
67	offset: #1 regular finish	19 x 25	60#	white	30	60	1800
68	offset: #1 regular finish	19 x 25	70#	white	30	55	1650
69	offset: #1 regular finish	23 x 35	50#	white	30	135	4050
70	offset: #1 regular finish	23 x 35	60#	white	30	95	2850

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
71	offset: #1 regular finish	23 x 35	70#	white	30	113	3390
72	offset: #1 regular finish	25 x 38	50#	white	30	95	2850
73	offset: #1 regular finish	25 x 38	60#	white	30	106	3180
74	offset: #1 regular finish	25 x 38	70#	white	30	110	3300
75	offset: #1 vellum	8-1/2 x 11	50#	white	75	9.5	712.5
76	offset: #1 vellum	8-1/2 x 11	60#	white	75	10.5	787.5
77	offset: #1 vellum	8-1/2 x 11	70#	white	75	11	825
78	offset: #1 vellum	8-1/2 x 11	20/50#	colors	75	7.5	562.5
79	offset: #1 vellum	8-1/2 x 11	60#	colors	30	8	240
80	offset: #1 vellum	8-1/2 x 11	70#	colors	30	8.5	255
81	offset: #1 vellum	11 x 17	20/50#	white	30	14.25	427.5
82	offset: #1 vellum	11 x 17	60#	white	30	20	600
83	offset: #1 vellum	11 x 17	70#	white	30	22	660
84	offset: #1 vellum	11 x 17	50#	colors	30	14.25	427.5
85	offset: #1 vellum	11 x 17	60#	colors	30	14.25	427.5
86	offset: #1 vellum	11 x 17	70#	colors	30	24	720
87	offset: #1 vellum	17-1/2 x 22-1/2	50#	white	30	39	1170
88	offset: #1 vellum	17-1/2 x 22-1/2	60#	white	30	40	1200
89	offset: #1 vellum	17-1/2 x 22-1/2	70#	white	30	54	1620
90	offset: #1 vellum	17-1/2 x 22-1/2	80#	white	30	120	1800
91	offset: #1 vellum	23 x 35	50#	white	30	110	3300
92	offset: #1 vellum	23 x 35	60#	white	30	88	2640
93	offset: #1 vellum	23 x 35	70#	white	30	112	3360
94	offset: #1 vellum	23 x 35	80#	white	30	120	3600
95	offset: #1 vellum	23 x 35	50#	colors	30	78	2340
96	offset: #1 vellum	23 x 35	60#	colors	30	90	2700
97	offset: #1 vellum	23 x 35	70#	colors	30	107	3210
98	offset: #1 vellum	23 x 35	*70#	colors	30	107	3210
99	offset: #1 opaque, embossed	23 x 35	70#	white	30	200	6000
100	offset: #1 opaque, embossed	25 x 38	70#	white	30	230	6900
101	offset: #1 opaque, embossed	23 x 35	70#	colors	30	195	5850
102	offset: #1 opaque, embossed	25 x 38	70#	colors	30	227	6810
103	cover: #3 coated	20 x 26	60#	white	30	130	3900
104	cover: #3 coated	23 x 35	60#	white	30	93	2790
105	cover: #3 coated	20 x 26	80#	white	30	170	5100
106	cover: #3 coated	23 x 35	80#	white	30	115	3450

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
107	cover: #3 coated	20 x 26	100#	white	30	175	5250
108	cover: #3 coated	23 x 35	100#	white	30	255	7650
109	offset: #1 opaque, cover	8-1/2 x 11	65#	white	75	20	1500
110	offset: #1 opaque, cover	8-1/2 x 11	80#	white	45	25	1125
111	offset: #1 opaque, cover	8-1/2 x 11	65#	colors	30	21	630
112	offset: #1 opaque, cover	8-1/2 x 11	80#	colors	30	60	1800
113	index: #4	8-1/2 x 11	90#	white	30	19	570
114	index: #4	8-1/2 x 11	90#	colors	30	20	600
115	index: #4	8-1/2 x 11	110#	white	30	22	660
116	index: #4	8-1/2 x 11	110#	colors	30	23	690
117	index: #4	22-1/2 x 35	90#	white	30	156	4680
118	index: #4	25-1/2 x 30-1/2	90#	white	30	166	4980
119	index: #4	22-1/2 x 35	90#	colors	30	160	4800
120	index: #4	25-1/2 x 30-1/2	90#	colors	30	162	4860
121	index: #4	22-1/2 x 35	110#	white	30	189	5670
122	index: #4	25-1/2 x 30-1/2	110#	white	30	188	5640
123	index: #4	22-1/2 x 35	110#	colors	30	196	5880
124	index: #4	25-1/2 x 30-1/2	110#	colors	30	200	6000
125	index: #4 recycled	22-1/2 x 35	90#	white	30	156	4680
126	index: #4 recycled	25-1/2 x 30-1/2	110#	white	30	188	5640
127	index: #4 recycled	22-1/2 x 35	90#	colors	30	160	4800
128	index: #4 recycled	25-1/2 x 30-1/2	110#	colors	30	201	6030
129	carbonless: 2 part	8-1/2 x 11			75	12.85	963.75
130	carbonless: 3 part, straight	8-1/2 x 11			75	13.8	1035
131	carbonless: 4 part, straight	8-1/2 x 11			75	15.9	1192.5
132	carbonless: 5 part, straight	8-1/2 x 11			75	16.15	1211.25
133	carbonless: 6 part, straight	8-1/2 x 11			75	16	1200
134	carbonless: 2 part, straight	8-1/2 x 14			75	17.5	1312.5
135	carbonless: 3 part, straight	8-1/2 x 14			75	18.6	1395
136	carbonless: 4 part, straight	8-1/2 x 14			75	19.5	1462.5
137	carbonless: 5 part, straight	8-1/2 x 14			75	20	1500
138	carbonless: 6 part, straight	8-1/2 x 14			75		
139	carbonless: 2 part, straight	11 x 17			75	24	1800
140	carbonless: 3 part, straight	11 x 17			75	27.5	2062.5
141	carbonless: 4 part, straight	11 x 17			75	29	2175
142	carbonless: 5 part, straight	11 x 17			75	32	2400

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
143	carbonless: 2 part, reverse	8-1/2 x 11			60	12.85	771
144	carbonless: 3 part, reverse	8-1/2 x 11			60	13.8	828
145	carbonless: 4 part, reverse	8-1/2 x 11			60	15.9	954
146	carbonless: 5 part, reverse	8-1/2 x 11			60	16.15	969
147	carbonless: 6 part, reverse	8-1/2 x 11			60	19	1140
148	carbonless: 2 part, reverse	8-1/2 x 14			60	16.56	993.6
149	carbonless: 3 part, reverse	8-1/2 x 14			60	17.65	1059
150	carbonless: 4 part, reverse	8-1/2 x 14			60	19	1140
151	carbonless: 5 part, reverse	8-1/2 x 14			60	19.5	1170
152	carbonless: 6 part, reverse	8-1/2 x 14			60	21	1260
153	carbonless: 2 part, reverse	11 x 17			60	25.7	1542
154	carbonless: 3 part, reverse	11 x 17			60	28.7	1722
155	carbonless: 4 part, reverse	11 x 17			60	29.75	1785
156	carbonless: 5 part, reverse	11 x 17			60	31	1860
157	carbonless: 6 part, reverse	11 x 17			60	33	1980
158	carbonless: 4 part, reverse	17-1/2 x 22-1/2			60	66	3960
159	carbonless: cb	8-1/2 x 11		white	75	14.69	1101.75
160	carbonless: cb	8-1/2 x 11		color	30	15.5	465
161	carbonless: cfb	8-1/2 x 11		white	75	17.25	1293.75
162	carbonless: cfb	8-1/2 x 11		color	30	17.5	525
163	carbonless: cf	8-1/2 x 11		white	75	11	825
164	carbonless: cf	8-1/2 x 11		color	30	11.5	345
165	carbonless: cb	8-1/2 x 14		white	75	22	1650
166	carbonless: cb	8-1/2 x 14		color	30	19	570
167	carbonless: cfb	8-1/2 x 14		white	75	22.5	1687.5
168	carbonless: cfb	8-1/2 x 14		color	30	22.75	682.5
169	carbonless: cf	8-1/2 x 14		white	75	14.15	1061.25
170	carbonless: cf	8-1/2 x 14		color	30	14.75	442.5
171	carbonless: cb	11 x 17		white	30	29.5	885
172	carbonless: cb	11 x 17		color	30	34	1020
173	carbonless: cfb	11 x 17		white	30	2250	675
174	carbonless: cfb	11 x 17		color	30	23.5	705
175	carbonless: cf	11 x 17		white	30	20.8	624
176	carbonless: cf	11 x 17		color	30	22	660
177	carbonless: cb	22-1/2 x 34-1/2		white	30	115	3450
178	carbonless: cb	22-1/2 x 34-1/2		color	30	122	3660

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
179	carbonless: cfb	22-1/2 x 34-1/2		white	30	139	4170
180	carbonless: cfb	22-1/2 x 34-1/2		color	30	141	4230
181	carbonless: cf	22-1/2 x 34-1/2		white	30	84	2520
182	carbonless: cf	22-1/2 x 34-1/2		color	30	89	2670
183	carbonless: cf tag	22-1/2 x 34-1/2		white	30	250	7500
184	carbonless: cf tag	22-1/2 x 34-1/2		manila	30	250	7500
185	compound: padding for carbonless paper	quarts			300	22.5	6750
186	compound: padding for carbonless paper	gallons			600	62.5	37500
187	laser print: 25% cotton fiber	8-1/2 x 11	24#	white	150	18.5	2775
188	laser print: BR 92	8-1/2 x 11	24#	white	150	7.5	1125
189	laser print: BR 92	8-12 x 14	24#	white	60	17.5	1050
190	laser print: BR 92	11 x 17	24#	white	30	25	750
191	chipboard, plain, .030 calipre bundle	8-1/2 x 11			300	26	7800
192	chipboard, plain, .030 calipre bundle	8-1/2 x 14			150	20	3000
193	chipboard, plain, .030 calipre bundle	22-1/2 x 34-1/2			75	25	1875
194	paper: wrap, kraft or equal roll	18"w x 9"dia.	40#		75		
195	paper: wrap, kraft or equal roll	24"w x 9"dia.	40#		75		
196	paper: wrap, kraft or equal each	30"w x 9"dia.Roll	40#		75		
197	paper: wrap, kraft or equal, recycled each	18"w x 9"dia. Roll	40#		75		
198	wrap: plastic shrink, center fold each	16" width Roll	75 gauge		75		
199	card: 1 part, tab	16 x 3-1/4	24#		30		
200	Linen - Ivory	8 1/2 x 11	24#		1000	24	24000
201	Linen Envelope - Ivory	#10	24#		1000	56	56000
202	Writing Ivory	8 1/2 x 11	24#		1000	24	24000
203	Ivory Envelope	#10	24#		1000	56	56000

Company Name _____ XPEDX, An International Paper Company _____

Contact Person: _____ C.R. Brown

Signature: *C.R. Brown* _____

Item	Description (Print Name)	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
	Phone: 859 293-7525 or 800 987-5270 #1	Date December 15, 2008					
	Fax: 800 890-2779						
	Email: clennon.brown@xpedx.com						



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

Request for Quotation

BFO NUMBER
PAPER09

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JO ANN ADKINS 304-558-8802

VENDOR

*709002530 05 800-987-5270
 XPEDX AN INTERNATIONAL PAPER C
 PO BOX 54807
 LEXINGTON KY 40555

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/26/2008				

BID OPENING DATE: 12/18/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
1. BID OPENING DATE HAS BEEN MOVED TO <u>12/18/2008</u> .						
2. MANDATORY PRE-BID SIGN IN SHEET, ATTACHED.						
3. REVISED PRICING PAGES -PAPER09, ATTACHED.						
***** END OF ADDENDUM NO. 1 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>CA Brown</i>	800-987-5270	12-10-08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>Mgr TSB</i>	13-0872005	

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