



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



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
 DMV100452

PAGE
 1

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

VENDOR *709004034 304-757-6673
 MOORE WALLACE NORTH AMERICA IN
 101 CARRIAGE PT
 SUITE 307
 HURRICANE WV 25526

SHIP TO DIVISION OF MOTOR VEHICLES
 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/12/2010				

BID OPENING DATE: 05/25/2010 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 BID CLARIFICATION AND TO ADD THE FOLLOWING PRICE ADJUSTMENT LANGUAGE TO THE REQUEST FOR QUOTATION.						
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 AN 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						
THE PRICES ON THIS CONTRACT ARE TO BE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR. PRICE INCREASES WILL ONLY BE CONSIDERED AT THE TIME OF CONTRACT RENEWAL.						
THE BID OPENING DATE AND TIME HAVE NOT CHASNGED.						
*****END ADDENDUM NO. 1*****						

RECEIVED
 2010 MAY 25 PM 1:10
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Michal J. Rao</i>	TELEPHONE 304-757-6673	DATE 5/25/10	
TITLE Senior Account REP.	FEIN 160331690	ADDRESS CHANGES TO BE NOTED ABOVE	

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

**RFQ DMV100452
Cut-Sheet Titles, Regular Titles, Non-
Negotiable Titles, Non-Repairable Titles,
Secure Power of Attorney and TM5 Reassignments
Pre-Bid Meeting
Tuesday, May 04, 2010; 9:00 A.M.**

- 1. This agency anticipates that after July 1, 2010 there will be minimal changes to the text on the Titles. Any changes to the text will be provided to the vendor, prior to the first order.**
- 2. Price Adjustment provision will be added to the specifications .**

SIGN IN SHEET

Request for Proposal No. DMV100452

PLEASE PRINT

Date: _____

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>MARK WALKER/RR DOWNNEY CO</u>	<u>101 Carriage Way Ste 307</u>	PHONE <u>304-757-6673</u>
Rep: <u>Michael Ross</u>	<u>HURWCANE, WV 25526</u>	TOLL FREE
Email Address: <u>Michael.Ross@rrd.com</u>		FAX <u>304-757-6295</u>
Company: <u>Standard Register</u>	<u>875 Greentree Road</u>	PHONE <u>412 503-4075</u>
Rep: <u>David Chidester</u>	<u>Pittsburgh, PA 15220</u>	TOLL FREE
Email Address: <u>david.chidester@standardregister.com</u>		FAX <u>412 503-4076</u>
Company: <u>Innovative Business Solutions</u>	<u>Rt. 1 Box 73C</u>	PHONE <u>304-628-3049</u>
Rep: <u>Brian Bartlett</u>	<u>Cairo, WV 26337</u>	TOLL FREE
Email Address: <u>ibs@citynet.net</u>		FAX <u>304-628-3051</u>
Company: <u>DMV</u>	<u>D</u>	PHONE
Rep: <u>Karen Lane</u>		TOLL FREE
Email Address: <u>Karen.J.lane@wv.gov</u>		FAX
Company: <u>DMV</u>		PHONE
Rep: <u>Kim Smith</u>		TOLL FREE
Email Address: <u>Kimberly.D.Smith@wv.gov</u>		FAX



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SHIP TO

DIVISION OF MOTOR VEHICLES
 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/22/2010	As Had		Destination	

BID OPENING DATE: 05/25/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		971-20		
<p>TO OBTAIN A VENDOR TO PRINT CUT SHEET TITLES,</p> <p>SEE Pricing on Page 24</p> <p>THE WEST VIRGINIS PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES IS SOLICITING BIDS FOR THE PRINTING OF CUT SHEET TITLES, REGUULAR TITLES, NON-NEGOTIABLE TITLES, SECURE POWER OF ATTORNEY AND TM5 REASSIGNMENTS PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 05/04/2010 @ 9:00AM AT 5707 MACCORKLE AVENUE, SE, CHARLESTON, WV SUITE 200 (LOCATED IN THE KANAWHA MALL BUILDING). ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUD</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Michael J. Ross</i>	304-757-6673	5/25/10
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Senior Account Rep.	160331690	

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



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<p>THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 05/07/2010 AT 4:00 PM.</p> <p>ALL TECHNICAL QUESTIONS WILL BE ADDRESS BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 3</p> <p>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 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>						

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<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 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</p>						

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<p>RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT 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. 05/26/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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: 44</p>						

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DIVISION OF MOTOR VEHICLES	
1317 HANSFORD STREET	
CHARLESTON, WV	
25311	558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 05/25/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				RFQ. NO. : DMV100452		
				BID OPENING DATE: 05/25/10		
				BID OPENING TIME: 1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304-757-6295 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Michael J. Ross -----						
***** THIS IS THE END OF RFQ DMV100452 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
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SPECIFICATIONS FOR
WEST VIRGINIA SECURE POWER OF ATTORNEY FORMS

SIZE: 8 ½ x 11 5/8 OF BOUND SET CONSTRUCTION, 5 PARTS CARBON INTERLEAVED & CARBONLESS CONSTRUCTION IN SAME SET

ESTIMATED ANNUAL USAGE-50,000. ESTIMATE ONLY; NOT ORDERED AT ONE TIME.

THE FOLLOWING SPECIFICATIONS MUST BE STRICTLY ADHERED TO:

- Part 1:** White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.
- Part 2:** White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.
- Part 3:** White, 19lb. Self-Contained Coated-Back
- Part 4:** White, 14.5lb. CFB
- Part 5:** White, 13kb. CF

ADDITIONAL SPECIFICATIONS

Form shall contain a red ink clear through consecutive number on all parts. **No missing numbers allowed.** All printing is in PMS 287 Blue, with parts 1 and 2 same copy, and parts 3, 4, and 5 same copy except marginal words on each part.

Parts 1 and 2 **must** contain a Security Pantograph with the word "VOID" hidden in the pantograph, becoming visible when the document is reproduced on a copier. Paper **must** contain a genuine watermark imbedded in paper, and a warning band to not accept this document unless the watermark is visible when held to light to view **must** printed on the document. Paper **must** also have full chemical reactivity ensuring that any chemical alteration of the form will be immediately signaled by discoloration of the sheet when applied to either side of sheet. Paper **must** also have embedded overt and covert fibers that are impossible to reproduce on a copier. The covert fibers can only be viewed under UV light.

Forms are to be packaged 500 per carton, wrapped 50 sets per package with beginning and ending numbers on each package and outer cartons. Cartons **must** be sealed with printed security tape to deter any tampering with sealed cartons.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

**SPECIFICATIONS FOR
WEST VIRGINIA NON-NEGOTIABLE TITLE FORMS**

SIZE: 9 ½ x 6, 1 Part Continuous, ½" Strip Off Margins Left and Right

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630, T640, T644 AND T654 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL QUANTITY: 5,000

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be White 24lb Value Safety paper with Toner Grip, fluorescent fibers, and full chemical reactivity to solvents, bleach, etc. to ensure that any alteration attempts will be immediately signaled by discoloration of the sheet.

PRINTING SPECIFICATONS

Consecutive numbering in Green, in 1 position. **No missing numbers allowed.** Inks for form are Green, Gold and Burgundy. Staggered diagonal backer copy in green ink. There **must** be a custom logoline or microline of print that resembles a line under "Odometer Reading" on the face of the form. When magnified, this is actually a printed line of text reading "West Virginia DMV" repeating the full width of the line which is an additional security feature that is required. Vendor **must** enclose paper and pantograph samples with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be maintained in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

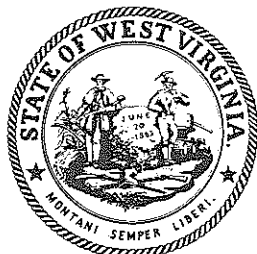
PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton, and no more than 1 break per pad. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

FOR DIVISION USE ONLY

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES

R	N	T	E
CLASS			
LICENSE #			
MAKE	YEAR		
EXP DATE			



CUT SHEET TITLE

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant; that is to say:

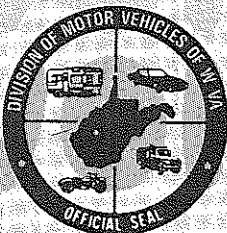
MAKE/BODY	YEAR MODEL	VEHICLE/BOAT IDENTIFICATION NO.	WEIGHT/LENGTH	TITLE NUMBER	PREVIOUS TITLE NUMBER
-----------	------------	---------------------------------	---------------	--------------	-----------------------

VOID SAMPLE VOID

Said Division further certifies that from said verified application it appears the above described vehicle/boat is subject to the lien and encumbrance described below, and none other, that is to say:

<p align="center">FIRST LIEN</p> <p>Name and mail address of lienholder</p>	<p align="center">RELEASE</p> <p>This lien fully paid, satisfied and released on this the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of person or officer _____</p> <p>taken, subscribed and sworn to before me this the _____ day of _____, 20____</p> <p>Notary Public _____</p> <p>My commission expires on _____ day of _____, 20____</p>
<p align="center">SECOND LIEN</p> <p>Name and mail address of lienholder</p>	<p align="center">RELEASE</p> <p>This lien fully paid, satisfied and released on this the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of person or officer _____</p> <p>taken, subscribed and sworn to before me this the _____ day of _____, 20____</p> <p>Notary Public _____</p> <p>My commission expires on _____ day of _____, 20____</p>

Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division the day of year set beneath the name of the applicant in the Certificate.



DIVISION OF MOTOR VEHICLES

WVC-8311??

DO NOT ACCEPT THIS TITLE UNLESS IT CONTAINS AN EAGLE WATERMARK. HOLD TO LIGHT TO VIEW.

SPECIFICATIONS FOR
CUT-SHEET WEST VIRGINIA
CERTIFICATE OF TITLE FORMS

SIZE: 8 ½ x 11, 1 Part, Cut-Sheet

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630, T640, T644, T654 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL USAGE 200,000. ESTIMATE ONLY. NOT ORDER QUANTITY.

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be Portals 24lb cylinder mould paper with three dimensional multi-tonal watermark in a continuous pattern, standard "Eagle Design" is acceptable. There **must** also be a "security thread" of microprinted polyester embedded in paper that is continuously printed with security text, and fluoresces blue/white under UV light. Paper is also to be coated front and back with toner anchorage to enhance laser printing quality.

Paper **must** have chemical sensitization in sheet that will exhibit marked chemical reaction (in the form of various stains) to thwart falsification of the document through the use of chemical eradicators. Protection to be afforded from those chemicals that are classified according to the following families: Polar solvents, A-polar solvents, acids, oxidizing agents, strong bases, and weak bases.

Paper **must** also have security fibers of visible blue and visible fluorescent yellow/green that can be seen under UV light.

PRINTING SPECIFICATIONS

Form **must** have consecutive number in one position using heat-resistant, fluorescent red ink, and E-13B Font numbers. **No missing numbers allowed.**

Pantograph on face and back of form **must** be a SecureScan or equivalent pantograph that completely "drops out" when imaged on the West Virginia DMV's optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum. This feature has a disguised "void" in the pantograph if form is copied, and this feature and the pantograph **must not** be visible when scanned into the DMV's optical disk storage system.

There **must** also be a logoline or microline of print in the first lien release section on the face of the form above "signature of person or officer". This appears as a signature line, but actually is a printed line, "West Virginia DMV" repeating full width of line. This can only be seen when magnified.

The back of the form **must** contain a safetybloc security feature in the odometer reading boxes to deter any erasures or alteration of data written in these boxes. The safetybloc, or equivalent feature, **must** have microprinting in gray ink reading "State of West Virginia" in a step and repeat pattern.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
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6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton. No missing numbers, overage or shortage will be tolerated. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

PRICING PAGE

Estimated Quantity	Description	Unit Price per Thousand	Amount
200,000	Title-Cut Sheet	<u>91.10/m</u>	<u>18,220.00</u>
5000	Non-Negotiable Title	<u>71.05/m</u>	<u>355.25</u>
5000	Non-Repairable Title	<u>136.20/m</u>	<u>681.00</u>
800,000	Certificate of Title	<u>84.24/m</u>	<u>67,392.00</u>
50,000	Secure Power of Attorney	<u>135.25/m</u>	<u>6,762.50</u>
100,000	TM-Reassignments	<u>27.60/m</u>	<u>2,760.00</u>
	TOTAL		<u>96,170.75</u>

NOTE: The above quantities are estimates only and are being used for bid evaluation purposes. Actual quantities may be more or less at the agency's discretion.

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- Application is made for 2.5% resident vendor 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 corporation resident vendor and 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 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,
 Bidder is a 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; or,
- Application is made for 2.5% resident vendor preference for the reason checked:
 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,
- Application is made for 2.5% resident vendor preference for the reason checked:
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's 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; or,
- Application is made for 5% resident vendor preference for the reason checked:
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

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.

Bidder: Monroe Wallace North America Signed: Michael J. Kas
 Date: 5/25/10 Title: Senior Account Rep.

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. DMV/00452

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.

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

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Moses Wallace North America

Authorized Signature: Michael P. Ross Date: 5/25/10

State of WV

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 25th day of May, 2010

My Commission expires 2-18-2018, 20

AFFIX SEAL HERE

NOTARY PUBLIC

Shelley L. Bowles

