



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
DNR210117

PAGE
1

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

VENDOR

\*709053812      304-586-1026  
 INFORMATION PRODUCTS INC  
 9100 STATE ROUTE 34  
  
 WINFIELD WV 25213

SHIP TO

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE  
  
 324 4TH AVENUE  
 SOUTH CHARLESTON, WV  
 25303-1228      304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/11/2010				

BID OPENING DATE: 03/10/2010      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-12	- NO BID -	
<p>HUNTING AND FISHING LICENSES SALES FORMS</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT TO PROVIDE THE AGENCY WITH FORMS FOR SALES OF HUNTING AND FISHING LICENSES PER THE ATTACHED SPECIFICATIONS.</p> <p>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 02/23/2010 AT 3:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED 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>						

RECEIVED  
 2010 MAR -9 AM 10:40  
 WV PURCHASING DIVISION

SIGNATURE <i>Frank Bamberger</i>		TELEPHONE 304 586 <del>3338</del> 1026	DATE 3/09/2010
TITLE <i>Pres</i>	FEIN 0719426	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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POSTAGE

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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: <span style="float: right;">44</span></p>						

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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PRIORITY

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				RFQ. NO. : DNR210117		
				BID OPENING DATE: 03/10/10		
				BID OPENING TIME: 1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----						
***** THIS IS THE END OF RFQ DNR210117 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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

**DNR210117****West Virginia Division of Natural Resources' Wildlife Resources Section  
Purchase of Hunting and Fishing Licenses Sales Forms**

The West Virginia Division of Natural Resources' Wildlife Resources Section is seeking a Vendor to supply West Virginia Sporting License Applications and West Virginia Additional Sporting License Applications. All items must be F.O.B. Destination. Freight or delivery charges must be included in the price of the goods. Delivery must be made within thirty (30) days of purchase order award.

**WEST VIRGINIA SPORTING LICENSE APPLICATION GENERAL SPECIFICATIONS  
(Attachment I):**

Application form is three-part with double sided printing and a preslugged unique application number. The form must meet the following specifications:

- Page One must have one sided printing and be printed on scannable-mark reflex paper; Side One must have a unique license number pre-printed and pre-slugged for scanning; and weight of paper must be .0123 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources' NCS Opscan 10 Scanner.
  - All bubble grids on Page One must be scannable and their locations identified precisely by track marks along the the page margin. In addition, the unique license control number on West Virginia Sporting License must be litho-coded, scanner-readable sequential binary number on each form and scannable.
- Page Two must have one sided printing and be printed on NCR paper or equal, not scanned; contents must be same as Page One except for footer, bottom left corner, "Agent's Copy"; and weight of paper must be .0086 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources' NCS Opscan 10 Scanner.
- Page Three must have double-sided printing and be printed NCR card stock or equal; card stock must have perforations; a unique license control number must be pre-printed on license and check tags; and weight of paper must be .0244 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources' NCS

**DNR210117****West Virginia Division of Natural Resources' Wildlife Resources Section  
Purchase of Hunting and Fishing Licenses Sales Forms**

Opscan 10 Scanner.

- Page Three must have perforations allowing separation of individual field tags and must allow for align creases on the license proper to provide for this feature. Please Note: 3/16" diameter holes must be provided on each field tag for attachment to harvested animals.
  - Copy for a 15% screen overprint on the license proper and additional copy for the non-license, non-field tag areas of these pages (both sides) will be provided each year by the West Virginia Division of Natural Resources.
  - **Please Note:** Social Security Number heading cannot be included on Page Three.
- The top page of each form must be readily and quickly distinguishable from all others to facilitate activities of license agents and data processing staff. Ink colors of all items on the final copy should be identical to Attachment I. With the exception of black, no ink colors shall be detectable by the ink-read head in the NCS Opscan 10.
  - Skunk marks to identify each type of form to the scanner must be new. It is the responsibility of successful Vendor to obtain from West Virginia Division of Natural Resources locations of skunk marks previously used in the system to assure no duplications.
  - Forms must be packaged in boxes in sets of approximately eight hundred (800). The forms should be turned every fifty (50) or one hundred (100) to facilitate selection of known quantities from the boxes without counting the contents. The boxes must be shrink-wrapped in such a manner as to prevent water damage to the forms.
  - Applications must be inside delivery at Archives Services, 1045 Hansford Street, Charleston, West Virginia.

**DNR210117****West Virginia Division of Natural Resources' Wildlife Resources Section  
Purchase of Hunting and Fishing Licenses Sales Forms****WEST VIRGINIA ADDITIONAL SPORTING LICENSE APPLICATION GENERAL  
SPECIFICATIONS (Attachment II):**

Application form is two-part with one-sided printing. The form must meet the following specifications:

- Page One must have one-sided printing and be printed on scannable mark reflex paper; and weight of paper must be .0123 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources NCS Opscan 10 Scanner.
  - All bubble grids on Page One must be scannable and their locations identified precisely by track marks along the page margin. In addition, the unique license control number on West Virginia Sporting License must be litho-coded, scanner-readable sequential binary number on each form and scannable.
- Page Two must have one-sided printing and be printed on NCR Paper or equal; and weight of paper must be .0075 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources NCS Opscan 10 Scanner.
- The top page of each form must be readily and quickly distinguishable from all others to facilitate activities of license agents and data processing staff. Ink colors of all items on the final copy should be identical to Attachment II. With the exception of black ink, no ink colors shall be detectable by the ink-read head in the NCS Opscan 10.
- Skunk marks to identify each type of form to the scanner must be new. It is the responsibility of successful Vendor to obtain from West Virginia Division of Natural Resources locations of skunk marks previously used in the system to assure no duplications.
- Forms must be packaged in boxes in sets of approximately eight hundred (800). The forms should be turned every fifty (50) or one hundred (100) to

**DNR210117****West Virginia Division of Natural Resources' Wildlife Resources Section  
Purchase of Hunting and Fishing Licenses Sales Forms**

facilitate selection of known quantities from the boxes without counting the contents. The boxes must be shrink-wrapped in such a manner as to prevent water damage to the forms.

- Applications must be inside delivery at Archives Services, 1045 Hansford Street, Charleston, West Virginia.

**Contact for Additional Information:**

For additional information and/or samples of existing forms, please contact:

Frank Whittaker, Senior Buyer  
West Virginia Purchasing Division  
(304) 558-2316

**Liquidated Damages:**

Liquidated damages will be assessed at \$100.00 per day for late delivery, unless written authorization for a later shipping date is issued by the director of state purchasing or designee.

**Form Deficiencies:**

If any forms do not scan properly due to defective materials and/or products used in the form manufacturing process, the Vendor is responsible for having all data normally collected and delivered by the scanning program keyed and blind verified and delivered to the West Virginia Division of Natural Resource within thirty (30) days of receipt by the Vendor of the bad forms. Vendor will be responsible for all costs for keying, shipping, and charge the Vendor the time spent in preparing forms to be shipped to the Vendor. Data format that shall be used will be supplied by the West Virginia Division of Natural Resources. Keyed data will be delivered electronically to the West Virginia Division of Natural Resources. The West Virginia Division of Natural Resources carries a maintenance contract with Harland Technology Services for the NCS Opscan 10. If the scanner needs adjusted to enable scanning the forms provided by the Vendor, and the



**DNR210117****West Virginia Division of Natural Resources' Wildlife Resources Section  
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cost is not covered under the agency's maintenance contract , the Vendor must pay the cost.

Vendor must agree to seventy-two (72) business hours shipment turnaround for reprints of applications deemed unacceptable by joint agreement or unscannable. Vendor shall pay all costs associated with production and delivery of reprints to the West Virginia Division of Natural Resources.

**Testing:**

The apparent low bidder must supply fifty (50) forms, upon request, to the Division of Natural Resources with a litho-coded number on Side One, and scanning grids on front and back that are produced in exactly the same manner as the license applications for testing purposes by the West Virginia Division of Natural Resources. All forms must scan accurately to ensure the forms are compatible with and can be scanned by the Agency's NCS Opscan 10 Scanner.

West Virginia Division of Natural Resources' Wildlife Resources Section  
Purchase of Hunting and Fishing Licenses Sales Forms  
Open End  
**PRICING SHEET**

Item	Estimated Quantity	Description	Unit Price Per Thousand	Amount
1	200,000	West Virginia Sporting License Application, 3-part form.		
2	100,000	West Virginia Additional Sporting License Application, 2-part form.		
		<b>LICENSE REPRINTS</b>		
3	50,000	Reprint of West Virginia Sporting License Application, 3-part form.		
4	100,000	Reprint of West Virginia Sporting License Application, 3-part form.		
5	150,000	Reprint West Virginia Sporting License Application, 3-part form.		
6	200,000	Reprint of West Virginia Sporting License Application, 3-part form.		
7	50,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.		
8	100,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.		
9	150,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.		
10	200,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.		
		<b>TOTALS</b>		

The quantities listed above are for bid evaluation purposes only. Actual quantities may differ.



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BID OPENING DATE: <b>03/10/2010</b>				

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BID OPENING TIME <b>01:30PM</b></p> <p>***** ADDENDUM NO. <b>1</b> *****</p> <p>THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED TECHNICAL QUESTIONS &amp; ANSWERS AND SAMPLES OF THE WEST VIRGINIA HUNTING AND FISHING LICENSE FORMS.</p> <p>COPIES OF THE HUNTING AND FISHING FORMS MAY BE ALSO OBTAINED FROM THE WEST VIRGINIA PURCHASING DIVISION BY CONTACTING THE BID REQUEST LINE AT 304-558-2306.</p> <p>BID OPENING DATE AND TIME HAVE NOT CHANGED.</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; padding: 20px; font-size: 2em; font-weight: bold;">             - NO BID -           </div>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Frank Whittaker*      TELEPHONE: **304-5861026**      DATE: **3/09/2010**

TITLE: **PRES**      FEIN: **0719426**

ADDRESS CHANGES TO BE NOTED ABOVE

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**DNR210117**  
**West Virginia Division of Natural Resources' Wildlife Resources Section**  
**Purchase of Hunting and Fishing Licenses Sales Forms**  
**ADDENDUM NUMBER ONE**

**QUESTIONS AND ANSWERS - LOT 1 SPORTING LICENSE APPLICATION FORM:**

QUESTION 1:

Specs say this is a 3 part set-Overall size 9x11. Is this a snapout form with a glued ½" stub on one of the sides? If not, is it edge glued to form the 3-part set? We need to know where the glued stub is (along which dimension of form)

ANSWER 2:

Yes

QUESTION 2:

Is the actual portion that is scanned in OpScan 10 an overall size 8 ½ x 11?

ANSWER 2:

Yes

QUESTION 3:

Which parts have the scannable lithocode numbering in the 3-part set?

ANSWER 3:

Bottom Please see sample

QUESTION 4:

How many total positions of litho code numbering in the 3-part set?

ANSWER 4:

One

QUESTION 5:

Can we get total number of human readable number positions on each part?

ANSWER 5:

Please see sample

**DNR210117**  
**West Virginia Division of Natural Resources' Wildlife Resources Section**  
**Purchase of Hunting and Fishing Licenses Sales Forms**  
**ADDENDUM NUMBER ONE**

QUESTION 6:

Specs mention colored background—which parts have this colored background?

ANSWER 6:

Colored runs to separate lines through shading

QUESTION 7:

Is this a flood coated color over entire dimension of sheet (front & back) or is it just positioned over select portions of the copy?

ANSWER 7:

Selected portions

QUESTION 8:

Is PLY 2 a 16 LB self-contained CB sheet?

ANSWER 8:

Please see sample

QUESTION 9:

Can we get diagram for positioning etc. of perfs, punch holes, number positions on ply 3 of this form. (Showing license & check tags)

ANSWER 9:

Yes

QUESTION 10:

We assume that only PLY 1 is scanned on front side only.

ANSWER 10:

Yes

**DNR210117**  
**West Virginia Division of Natural Resources' Wildlife Resources Section**  
**Purchase of Hunting and Fishing Licenses Sales Forms**  
**ADDENDUM NUMBER ONE**

**QUESTIONS AND ANSWERS - LOT 2 ADDITIONAL SPORTING LICENSE**

QUESTION 11:

Specs say this is a 2 part set—overall size 9x11. Is this a snapout form with a glued ½” stub on one of the sides? If not, is it edge glued to form the 2-part set? We need to know where the glued stub is (along with dimension of form)

ANSWER 11:

Yes

QUESTION 12:

Is the actual portion that is scanned in OpScan 10 an overall size 8 ½ x 11?

ANSWER 12:

Yes

QUESTION 13:

Which parts have the scannable lithcode numbering in the 2-part set?

ANSWER 13:

Bottom

QUESTION 14:

How many total positions of lithocode number positions on each part?

ANSWER 14:

One

QUESTION 15:

Can we get total number of human readable number positions on each part?

ANSWER 15:

Please see sample

**DNR210117**  
**West Virginia Division of Natural Resources' Wildlife Resources Section**  
**Purchase of Hunting and Fishing Licenses Sales Forms**  
**ADDENDUM NUMBER ONE**

QUESTION 16:

Is PLY 2 a 16 lb self-contained CB sheet?

ANSWER 16:

Yes

QUESTION 17:

We assume that only ply 1 is Scanned on front side only.

ANSWER 17:

Yes

QUESTION 18:

Is there any additional colors printed on this lot to Visually ID this as being different from lot 1—specs only mentioned black.

ANSWER 18:

Yes

QUESTION 19:

Plant wants to know if there are any bar code numbers on these forms.

ANSWER 19:

No

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.

- 1. 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,
2. 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,
3. 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,
4. 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,
5. 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,
6. 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: \_\_\_\_\_ Signed: \_\_\_\_\_
Date: \_\_\_\_\_ Title: \_\_\_\_\_

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



RFQ No. \_\_\_\_\_

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 owned 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: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_