



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 |
| ISCK0004   |

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| PAGE |
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| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| KRISTA FERRELL<br>304-558-2596         |

RFQ COPY

TYPE NAME/ADDRESS HERE

Husky Envelope  
1225 E. West Maple Rd.  
Walled Lake, MI 48390

DEPARTMENT OF ADMINISTRATION  
IS&C - DATA CENTER MANAGER  
BUILDING 6, ROOM B110  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0135 304-558-5914

|              |               |          |        |               |
|--------------|---------------|----------|--------|---------------|
| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
| 07/16/2009   |               |          |        |               |

BID OPENING DATE:

08/05/2009

BID OPENING TIME 01:30PM

| LINE   | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT       |
|--|----------|-----|----------|-------------|------------|--------------|
| 0001   | 1        | EA  |          | 310-42      | 16.34/m    | \$ 78,432.00 |
| ENVELOPE SIZE: 9.5" X 4.125" WITH DIAGONAL SEAMS   |          |     |          |             |            |              |
| REQUEST FOR QUOTATION<br>(RFQ)<br>OPEN END CONTRACT  |          |     |          |             |            |              |
| THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH SPECIAL DOUBLE WINDOW ENVELOPES PER THE ATTACHED SPECIFICATIONS.   |          |     |          |             |            |              |
| TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS JULY 28, 2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED. |          |     |          |             |            |              |
| QUESTIONS CONCERNING THE PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.  |          |     |          |             |            |              |
| EXHIBIT 3  |          |     |          |             |            |              |
| LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON   |          |     |          |             |            |              |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|                     |              |                                   |
|---------------------|--------------|-----------------------------------|
| SIGNATURE           | TELEPHONE    | DATE                              |
| <i>Cliff Bessie</i> | 248-624-7070 | 7/29/09                           |
| TITLE               | FEIN         | ADDRESS CHANGES TO BE NOTED ABOVE |
| Contract Admin      | 382524594    |                                   |

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

RECEIVED  
2009 JUL 31 AM 9:35  
WV PURCHASING  
DIVISION

## 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."

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### 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



# Quotation Request //

## US Government Printing Office

Dallas Regional Office  
1100 Commerce Street, Room 731  
Dallas TX 75242-

**JACKET:547-068**

Quotations Due By: *10:00 AM CENTRAL TIME*  
(Eastern Time) 11:00 AM on 07/29/2009

Submit Fax Quotes to: (214) 767-4101

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

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**TITLE:** ENVELOPES

**QUANTITY:** 2,000 = 1000 each of two different envelopes See description. +/- none.

**TRIM SIZE:** 4-1/8 x 9-1/2"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 07/29/2009

Deliver complete (to arrive at destination) by 08/07/2009

F.O.B. destination

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**DESCRIPTION:**

Item 1: 1,000 No. 10 window envelopes, open side, high cut, diagonal seams, with a suitable full gummed flap, printing face only in black ink with a return address in the upper left corner. Die-cut a 4-1/2 x 1-1/8" window with rounded corners located 7/8" from the left edge and 1/2" from the bottom. Cover window with a suitable transparent panel glued to the inside. Adequate gripper margins. Copy is type and a rule.

Item 2: 1,000 No. 10 envelopes, open side, high cut, diagonal seams, with a suitable full gummed flap, printing face only in black ink as a Business Reply Envelope. Bleeds top Copy is type, rules, and barcodes.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. Two previously printed envelopes to use as manuscript copy. Item 1: Contractor to set 5 lines of type and a rule. Item 2: Contractor to set 14 lines of type, 2 square outline rules and 3 barcodes. Contractor to match samples for type size, style, format, etc Contractor is responsible for accuracy of typesetting.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* V20, Writing Envelopes, White, Basis Size 17 X 22" Basis Weight 24

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil  
Black

**PRINT PAGE:** One Side Only

**MARGINS:**

See description.

**PACKING:**

Box each item separately. Separately boxed items may be placed in the same shipping container.

Box in units of env std Pack suitable per shipping container.

**DISTRIBUTION:**

U S. Probation

Attn: Sandra Guerra

106-B Federal Building, 33 East Twohig Street  
San Angelo, TX 76903

-----2,000 envelopes (1,000 each of 2 different envelopes). INSIDE DELIVERY REQUIRED.

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.



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Walled Lake, MI 48390

DEPARTMENT OF ADMINISTRATION  
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BUILDING 6, ROOM B110  
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| 07/16/2009   |               |          |        |               |

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| <p>AWARD 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> <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> |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|                    |                                   |         |
|--------------------|-----------------------------------|---------|
| SIGNATURE          | TELEPHONE                         | DATE    |
| <i>[Signature]</i> | 248-624-7010                      | 7/29/09 |
| TITLE              | ADDRESS CHANGES TO BE NOTED ABOVE |         |
| Contract Admin     | 382524594                         |         |

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



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|---|----------|-----|----------|-------------|------------|--------|
| <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 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>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEN</p> |          |     |          |             |            |        |

|                |  |              |  |                                   |
|----------------|--|--------------|--|-----------------------------------|
| SIGNATURE      |  | TELEPHONE    |  | DATE                              |
| [Signature]    |  | 248 624-7070 |  | 7/29/09                           |
| TITLE          |  | FEN#         |  | ADDRESS CHANGES TO BE NOTED ABOVE |
| Contract Admin |  | 302524594    |  |                                   |

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| <p>TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION<br/>PURCHASING DIVISION<br/>BUILDING 15<br/>2019 WASHINGTON STREET, EAST<br/>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> |          |     |          |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|                     |                                   |         |
|---------------------|-----------------------------------|---------|
| SIGNATURE           | TELEPHONE                         | DATE    |
| <i>Shawn Rexice</i> | 248 624 7070                      | 7/29/09 |
| TITLE               | ADDRESS CHANGES TO BE NOTED ABOVE |         |
| Contract Admin      | 382524594                         |         |

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| ADDRESS CORRESPONDENCE TO ATTENTION OF |
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RFQ COPY

TYPE NAME/ADDRESS HERE

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Husky Envelope  
1225 E. West Maple Rd.  
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DEPARTMENT OF ADMINISTRATION  
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| LINE   | QUANTITY | UOP | CAT NO | ITEMNUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|------------|------------|--------|
| BUYER: KRISTA FERRELL-FILE 21  |          |     |        |            |            |        |
| RFQ. NO.: ISCK0004   |          |     |        |            |            |        |
| BID OPENING DATE: 08/05/2009   |          |     |        |            |            |        |
| BID OPENING TIME: 1:30 PM  |          |     |        |            |            |        |
| PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:<br>248-624-5990 |          |     |        |            |            |        |
| CONTACT PERSON (PLEASE PRINT CLEARLY):<br>Allison Reske  |          |     |        |            |            |        |
| ***** THIS IS THE END OF RFQ ISCK0004 ***** TOTAL: \$78,432.00   |          |     |        |            |            |        |

|                |  |   |  |                                   |  |         |  |
|----------------|--|---|--|-----------------------------------|--|---------|--|
| SIGNATURE      |  | SEE REVERSE SIDE FOR TERMS AND CONDITIONS |  | TELEPHONE                         |  | DATE    |  |
| [Signature]    |  |   |  | 248-624-7070                      |  | 7/29/09 |  |
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