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GENERAL MANAGER

ATL EAST TAG & LABEL

WEST CHESTER PA

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

1244 WEST CHESTER PIKE STE 407

800-245-9441

19382

## Request for Quotation

REQ NUMBER

DNR211135

APRIL 7, 2011

ADDRESS CHANGES TO BE NOTED ABOVE

ADDRESS CORRESPONDENCE TO ATTENTION OF

FRANK WHITTAKER

304-558-2316

DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION 324 4TH AVENUE

SOUTH CHARLESTON, WV 304-558-3397

SHIP

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TELEPHONE

800-245-9441



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GENERAL MANAGER

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

# Request for Quotation

DNR211135

**RFQ NUMBER** 

PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER 304-558-2316

\*308115721 800-245-9441 ATL EAST TAG & LABEL 1244 WEST CHESTER PIKE STE 407

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WEST CHESTER PA

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DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION 324 4TH AVENUE

SOUTH CHARLESTON, WV 25303 304-558-3397

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DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION 324 4TH AVENUE

SOUTH CHARLESTON, WV 25303 304-558-3397

DATE PRINTED TERMS OF SALE SHIP VIA FOB FREIGHT TERMS 03/09/2011 NET 30 DAYS BEST WAY - TRUCK DESTINATION DELIVERED BID OPENING DATE: 04/12/2011 **BID OPENING TIME** 01:30PM CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT 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. 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. 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, ELECTRONIC MEDIUM SUCH AS CD-ROM. REV. 05/26/2009 NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE ELEPHONE DATE

GENERAL MANAGER

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

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800-245-9441 ATL EAST TAG & LABEL 1244 WEST CHESTER PIKE STE 407

WEST CHESTER PA 19382

DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION 324 4TH AVENUE

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# Wildlife Resources Section Hunting & Fishing License Stamps

The West Virginia Division of Natural Resources is requesting bids for the purchase of hunting and fishing license stamps to be used with the paper license application sales. All items are to 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.

# **General Specifications:**

#### Stamp Size & Numbering:

Each stamp will be 1" wide by 2" long. Each class of stamp shall be numbered sequentially beginning with the number 1 and will have the like number to be printed on the backing strip from which each stamp is pulled. Type Style: Midget Gothic, approximately 1/8". Guarantee of sequential numbering and missing or duplicate numbers must be provided.

#### Sheets:

Stamps to be printed on 6 ½" X 11" sheets. The class, name, and year of stamps will be printed at the top of each strip. 20 stamps per sheet, 10 stamps per strip where indicated and 10 stamps per sheet, 5 stamps per strip where indicated. Each sheet of stamps will have a vertical perforation enabling the separating of a sheet into two equal strips of stamps. Each backing strip will contain 3-ring binder holes on the left side to fit standard 3-ring binder. There will be no printing on back side of sheets. The stamps will be die cut on sheet making removal of each stamp easy, and there will be no removal of waste from around stamps. Wording on the stamps identifying the class of stamp, year, and price will be of no more than two colors with background colors used being of 29 different color coded inks to be selected at time of printing.

#### Material:

Stamps to be made of pressure sensitive waterproof latex impregnated 62 lb pli-a-print material or equal. Must be treated or coated on reverse side as necessary to prevent bleeding through of adhesive on the back side of stamps. Stamps must be able to be signed in ink without fading, smudging or smearing. Proof(s) must be furnished upon request prior to award.

# DNR21135 Wildlife Resources Section Hunting & Fishing License Stamps

#### Quantities:

Quantities listed in the requisition are approximations only, based on the estimates supplied by the State Spending Unit. It is understood and agreed upon that the contract shall cover the actual quantities ordered for delivery each year during the term of the contract. These annual quantities will be close to those shown in the initial purchase order, at least within 80%.

## Packaging:

Shrink wrap. Both wraps and boxes must contain the beginning and ending numbers within the license class and first and last number must be visible in each wrap. All boxes to be sealed with securify tape that contains the manufacturer's name to prevent unauthorized entry into boxes.

## **Delivery of Proofs and Stamps:**

Stamps must be delivered to the Division of Natural Resources, Hunting and Fishing License Unit, 324 Fourth Ave, South Charleston, West Virginia 25303. Stamps must be delivered inside the building at a specified location to be determined upon arrival of the delivery vehicle. In instances where delivery of stamps is not as required, the spending unit may access liquidated damages in the amount of one (1%) per day to be deducted from the total purchase order.

# Overruns may be accepted but will not be paid for.

# Wording on stamps to be provided:

Information to be printed on stamps will be provided by Michael Ingram, Manager of the Hunting & Fishing License Unit. This information could change annually due to changes in license prices, new or discontinued stamps, and change in license year.

# DNR21135 Wildlife Resources Section Hunting & Fishing License Stamps

# Damaged Items:

Damaged or defective items must be replaced at no additional expense to Wildlife Resources,

#### DNR211135-Division of Natural Resources Wildlife Resources Section Hunting Fishing License Stamps

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Delivery must be made within thirty (30) days of order.

Item No:	Quantity SHEETS	Description	Unit Price Per / SHEET	Amount
	SHEE 13	CLASS A 2012 RESIDENT HUNTING AND TRAPPING STAMP 20 STAMPS	Seal alternatives are accompanies and seal of the seal	CONTRACTOR STATE OF THE STATE O
1	1.600	PER SHEET, 10 STAMPS PER STRIP	.2975	476.00
(1-0) 100 11 11 11 11 11 11 11 11 11 11 11 11	1,000	CLASS B 2012 RESIDENT FISHING STAMP 20 STAMPS PER SHEET 10	PROGRAMMO AND SAME SAME PARTY OF THE SAME SAME SAME SAME SAME SAME SAME SAM	
2	3,000	STAMPS PER STRIP	.2975	892.50
nasnamananannina	NAMES AND ADDRESS OF THE PARTY	CLASS X 2012 SPORTSMAN STAMP 20 STAMPS PER SHEET, 10 STAMPS	Angele and the second s	
3	4,500	PER STRIP	.2975	1,338.75
Economic Company	1,000	CLASS XJ 2012 JR. SPORTSMAN STAMP 20 STAMPS PER SHEET, 10	TIME TO SERVICE AND PROPERTY AND ADDRESS OF THE PERSON OF	
4	500	STAMPS PER STRIP	.2975	148.75
OR STANDARD MATERIAL CONTROL OF SECURITY ACCUSATION		CLASS O 2012 RESIDENT TROUT STAMP 20 STAMPS PER SHEET, 10		
5	4,500	STAMPS PER STRIP	.2975	1,338.75
ELINEST NEW YORK	Transmit were a service	CLASS I 2012 NONRESIDENT NATIONAL FOREST STAMP 20 STAMPS	120 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
6	500	DER SHEET 10 STAMPS PER STRIP	.2975	148.75
COLUMN CO		CLASS A-1 2012 SMALL ARMS-PISTOL STAMP 20 STAMPS PER SHEET,	00	170 50
7	600	10 STAMPS PER STRIP	.2975	178.50
eggelsete welt-verd være	AND ADDRESS OF STREET	CLASS E 2012 NONRESIDENT HUNTING & TRAPPING STAMP 10 STAMPS		714 00
8	2,400	PER SHEET, 5 STAMPS PER STRIP	.2975	714.00
ne anno marked and announced by	Committee of the commit	CLASS EE 2012 NONRESIDENT BEAR HUNTING STAMP 10 STAMPS PER	2075	71 /0
9	240	SHEET, 5 STAMPS PER STRIP	.2975	71.40
Control of the Administration	ĺ	CLASS H 2012 NONRESIDENT SMALL GAME 6-DAY HUNTING STAMP 10		
10	240	STAMPS PER SHEET, 5 STAMPS PER STRIP	.2975	71,40
AMERICAN SECURITARISMENTALISMENT (ST. S. C. S	eljanos anacamentalis and anaca	CLASS DS 2012 BEAR DAMAGE STAMP 10 STAMPS PER SHEET, 5	2075	357.00
11	1,200	STAMPS PER STRIP	.2975	337.00
MATERIAL PARTY OF STREET	T	CLASS OO 2012 NONRESIDENT TROUT STAMP 20 STAMPS PER SHEET,	0075	238.00
12	800	10 STAMPS PER STRIP	.2975	230.00 
AND THE PERSON NAMED IN		CLASS RB 2012 RESIDENT ADDITIONAL DEER-ARCHERY STAMP 20	2075	297.50
13	1,000	STAMPS PER SHEET, 10 STAMPS PER STRIP	.2975	
(SISS) RESEMBLICATIVE PROPERTY CONT.		CLASS RG 2012 RESIDENT ADDITIONAL DEER-GUN STAMP 20 STAMPS	.2975	357.00
14	1,200	PER SHEET, 10 STAMPS PER STRIP		THE PERSON NAMED IN COLUMN 2 I
av		CLASS RRB 2012 NONRESIDENT ADDITIONAL DEER ARCHERY STAMP	.2975	71.40
15	240	20 STAMPS PER SHEET, 10 PER STRIP CLASS RRG 2012 NONRESIDENT ADDITIONAL DEER-GUN STAMP 20	anni marin antantantan marin mari	
		STAMPS PER SHEET, 10 STAMPS PER STRIP	.2975	89.25
16	300	CLASS UU 2012 NONRESIDENT ARCHERY DEER STAMP 20 STAMPS PER		CANADA TO THE CONTRACTOR OF TH
•		SHEET, 10 STAMPS PER STRIP	.2975	71.40
17	240	CLASS VV 2012 NONRESIDENT MUZZLE LOADER DEER STAMP 20	THE RESERVE THE PROPERTY OF TH	cree suprementation to the control of the control o
	242	STAMPS PER SHEET, 10 STAMPS PER STRIP	.2975	71.40
18	240	CLASS WW 2012 NONRESIDENT TURKEY STAMP 20 STAMPS PER	Security of the second security of the second section of the second seco	PROPERTY AND DESCRIPTIONS OF THE PROPERTY OF T
	0.40	SHEET, 10 STAMPS PER STRIP	.2975	71.40
19	240	CLASS F 2012 NONRESIDENT FISHING STAMPS 20 STAMPS PER SHEET,	1	
20	500	10 STAMPS PER STRIP	.2975	148.75
20	500	CLASS CS 2012 RESIDENT CONSERVATION STAMP 20 STAMPS PER	The state of the s	
24	4,000	SHEET 10 STAMPS PER STRIP	.2975	1,190.00
21	4,000	CLASS CS/LE 2012 NONRESIDENT CONSERVATION STAMP 20 STAMPS		
22	2,000	DED SHEET 10 STAMPS PER STRIP	.2975	595.00
22	2,000	CLASS N 2012 RESIDENT ANTERLESS DEER STAMP 20 STAMPS PER		000 50
23	3.000	ISHEET 10 STAMPS PER STRIP	,2975	892.50
COMPLETE SECTION		CLASS NN 2012 NONRESIDENT ANTERLESS DEER STAMP 20 STAMPS		1/0 75
24	500	DEP SHEET 10 STAMPS PER STRIP	.2975	148.75
NAMES OF THE OWNERS OF THE OWNER,	MI CHEROMETER PROPERTY AND AND ADDRESS OF THE PERSON NAMED AND	CLASS XXJ 2012 NONRESIDENT JR. SPORTSMAN STAMP 20 STAMPS	0075	71.40
25	240	IDED SHEET 10 STAMPS PER STRIP	.2975	71.40
	al management of the second	CLASS BG 2012 RESIDENT BIG GAME STAMP 20 STAMPS PER SHEET,	2075	71 10
26	240	10 STAMPS PER STRIP	.2975	71.40
	**************************************	ICLASS RM 2012 RESIDENT ADDITIONAL DEER-MUZZLE LOADER 20	.2975	119.00
27	400	ETAMPS DER SHEET 10 STAMPS PER STRIP	. 47/3	TTA.00
and a second	a Commence de la comp	CLASS RRM 2012 NONRESIDENT ADDITIONAL DEER-MUZZLE LOAD 10	2075	71 /^
28	240	ISTAMPS PER SHEET, 5 STAMPS PER STRIP	.2975	71.40
		**************************************	#	<b>E</b>
20		CLASS LL 2012 NONRESIDENT 1-DAY FISHING STAMP 20 STAMPS PER SHEET, 10 STAMPS PER STRIP	.2975	595.00

### DNR211135-Division of Natural Resources Wildlife Resources Section Hunting Fishing License Stamps

Delivery must be made within thirty (30) days of order.

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ş	i 1	30.000	OFFERIO	AND REPORT OF THE PROPERTY OF	Section and the second section of the section of th
- 8				Charles led afrons account to the second sec	

	Section of the section of	PROFESSIONAL PROFE	,在大型大型工作,在一个大型工作,在一个大型工作,在一个大型工作,在一个大型工作,在一个大型工作,在一个大型工作,在一个大型工作,在一个大型工作,在一个大型工作	
-		Quantity	REORDER OPTIONS:	Total Amount
		100	Single Class Stamp Sheets	\$769.40/LOT
	*947.4608.09477.022.242.740			\$855.00/LOT
	A REAL PROPERTY AND A STATE OF THE SECOND	500	Single Class Stamp Sheets	\$995.00/LOT

# 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.

author	rizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid quired business taxes, provided that such information does not contain the amounts of taxes paid nor any other information ed by the Tax Commissioner to be confidential.
Dv cul	omission of this certificate. Bidder agrees to disclose any reasonably requested information to the Purchasing Division and
require agains	r understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the ements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty st such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency lucted from any unpaid balance on the contract or purchase order.
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.
5.	Application is made for 3.5% resident vendor preference was is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United sarmed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four the area mmediately preceding the date on which the bid is submitted; or,
4.	Application is made for 5% resident version preference for the leason the ked:  Bidder meets either the requirement of both sure livisions (1) and (2) or subdivision (1) and (3) as stated above; 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 non-esident vendor with an affiliate or subsidiary which maintains its headquarters of principal place of busines. Within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contrast, 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 preteding submission of this bid; 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,
	preceding the date of this certification; <b>or</b> , 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; <b>or</b> ,
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
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\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No.	DNR211135

Purchasing Affidavit (Revised 12/15/09)

## 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:	ATL-EAST TAG AND I	LABEL COMPANY
Authorized Signature:	Plus	Date: 4/8/11
State of PA		
County of Cheste	, to-wit:	
Taken, subscribed, and swo	orn to before me this da	y of <u>Opril</u> , 2011.
My Commission expires	3/1/2012	, 20
AFFIX SEAL HERE		NOTARY PUBLIC Serginia / assman
		COMMONINE AND OF DELINION AND AND AND AND AND AND AND AND AND AN
		COMMONWEALTH OF PENNSYLVANIA  Notarial Scal  Virginia R. Glassman, Notary Public  West Chester Boro, Chester County
	The state of the s	My Commission Expires Mar. 1, 2012