



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
 ISCL0054

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

*122104356 800-325-9942
 FORMS WORLD INC
 10000 WATSON ROAD
 SUITE I L8
 ST LOUIS MO 63126

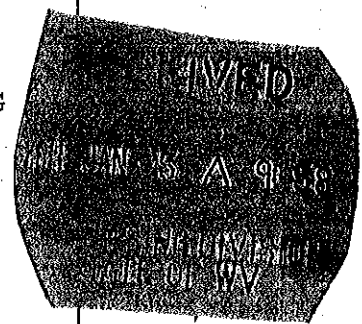
DEPARTMENT OF ADMINISTRATION
 IS&C - DATA CENTER MANAGER
 BUILDING 6, ROOM B110
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

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DATE PRINTED 12/10/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/05/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	FM		395-50		TOTAL \$ 233,896.00
<p>ROLLED PAPER</p> <p><i>* WE ARE bidding The Paper AS "Dock Delivered" NOT "Inside Delivered." SPECIFICATIONS did NOT include "inside delivery"</i></p> <p>REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ROLLED PAPER FOR THE DATA CENTER PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS CONTAINED IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS MONDAY, DECEMBER 20, 2010 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.</p> <p>EXHIBIT 10 <i>* WE ARE Bidding ALL OR NOTHING</i></p> <p>ADDENDUM ACKNOWLEDGEMENT <i>* NOT ITEM BY ITEM</i></p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO</p>						

Handwritten signature: J. Hansen



SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *J. Hansen* TELEPHONE: 800 325 9942 DATE: 1/4/11
 TITLE: President FEIN: 431073979 ADDRESS CHANGES TO BE NOTED ABOVE

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



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<p>WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON 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</p>						

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<p>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 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>						

SIGNATURE			SEE REVERSE SIDE FOR TERMS AND CONDITIONS			TELEPHONE		DATE	
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				NOTICE		
<p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: ISCL0054</p> <p>BID OPENING DATE: 01/05/2011</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): <i>Lindsay Ford</i></p>						

SIGNATURE			TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE			

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ ISCL0054 ***** TOTAL:						#233,896.80

Shirley Ford
 1-4-11

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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Specifications for Continuous Forms

A. Paper Specifications

1. Form Sizes:
 - A. 12" x 8.5" (WxL), includes 0.5" on each side for pin feed holes.
Horizontal smooth edge perforation should occur every 8.5"
 - B. 9.5" x 11 (WxL), includes 0.5" on each side for pin feed holes.
Horizontal smooth edge perforation should occur every 11"
 - C. 9.5" x 11 (WxL), includes 0.5" on each side for pin feed holes.
Horizontal smooth edge perforation should occur every 11". Additional horizontal clean edge perforation should occur 3.5" from the bottom of every 11" page.

The following specifications pertain to all form sizes (A, B, and C above) unless noted.

2. Blank stock, minimum 84 bright, #4 grade
3. No vertical perforations.
4. No mill or roll splices.
5. 1-ply roll paper, with 80% minimum chemical wood pulp, with no ground wood.
6. Basis weight: 20-pound paper for form size A
20-pound paper for form size B
24-pound paper for form size C.
7. Horizontal perforations:
 - Sizes A & B : 8-10 edge tied perfs between pages with tensile strength of 4-14 pounds per linear inch.
 - Size C: 8-10 edge tied perfs between pages with tensile strength of 4-14 pounds per linear inch PLUS 50 tie perf/linear inch for intra-page clean perf.
8. Moisture content: 3.7 - 5.3%
9. Must perform trouble free on the following equipment:
 - Roll Systems Inc. Unwinder Model 800152
 - Roll Systems Inc. Folder/Job Separator Model 80037
 - Roll Systems Inc. Cutter/Trimmer/Stacker Models 503176, 503410, 500777
 - IBM InfoPrint4000 Printers Model ID1/ID2
 - Pitney Bowes Flowmaster FL80 Inserter
10. Must meet standards listed for the InfoPrint4000 in *IBM Forms Design Reference Manual* Publication G544-3921-12. This publication can be found online at <http://www.elink.ibm.link.ibm.com/publications/servlet/pbi.wss?PAG=C11&SSN=07JJS.0006691253372&TRI=TXI&WRD=&PBL=p544-3921-17&LST=ALL&RPP=10&BTN%3DSRH.x=12&BTN%3DSRH.y=11> or by contacting Cathy McClung at cathy.c.mcclung@wv.gov. Note: This publication contains minimum specifications for the printer only. Some specifications in this document were further tightened to meet the minimum specifications of the other equipment listed and to be compatible with our specific environment.

B. Roll Specifications

1. Each roll to be smoothly spooled on a 6" core.
2. Roll diameter must be 47-50",
3. Each roll must be thoroughly vacuumed to remove paper dust and chads.

4. Each 6" core must be flush with the sides of the paper roll.
5. The direction of the unwind must be clearly stamped on the top and sides of each roll.

C. Packaging/Palletizing Specifications

1. Three (3) or four (4) rolls must be packaged upright on a single pallet, all in the same unwind direction.
2. Each pallet must be no larger than 40" x 51".
3. Each pallet of 3 or 4 rolls must be double strapped through the roll cores and singled strapped through the roll cores and looped across the top of the rolls.
4. Metal strapping material is prohibited
5. A moisture barrier must be present between the pallet and the bottom of the rolls, preferably a flat sheet of poly-wrap.
6. The rolls must be poly-wrapped together as a unit. The poly-wrap must encompass the sides, top and bottom to form a complete moisture barrier.
7. The rolls must not be openly exposed once they have been wrapped on the pallet.

D. Delivery Requirements

1. Estimated volume of paper to be used:
 Size A: 12" x 8.5" ---- 780,000 sheets per month, with scheduled shipments of half the volume, delivered each on or near the 15th and 30th of each month.
 Size B: 9.5" x 11" ---- 1,750,000 sheets per month, with scheduled shipments of half the volume, delivered each on or near the 15th and 30th of each month.
 Size C: 9.5" x 11" (+ additional perf described above) ---- 100,000 sheets per year. Deliveries will be scheduled. (roll unwind direction: top of form leading out)
2. Shipments may be increased or decreased by the customer as necessary. Orders requested in excess of normal ship dates are to be delivered within 15 days of ARO.
3. All pre-scheduled deliveries are to be made Monday thru Friday between 8:00 AM and 2:00 PM.
4. Failure to deliver in a timely manner could result in the cancellation of the contract.
5. Bidder must provide pricing in the chart below in price per thousand sheets (PM) for each paper size.

* WE ARE BIDDING "ALL OR NOTHING", NOT ITEM BY ITEM. JDF

- 1285
- 9511

Size	Price per 1000 (PM)	Annual sheet volume (1000's)	Total annual cost
A (rolled)	\$ 7.63	x 9360	\$ 71,416.80
B (rolled)	\$ 7.68	x 21000	\$ 161,280.00
C (rolled)	\$ 12.00	x 100	\$ 1,200.00
			\$ 233,896.80

* ALL OR NOTHING BID

* FORMS WORLD INC

IS bidding the paper AS "Dock" Delivered.

"INSIDE DELIVERY" IS NOT INCLUDED. SPECIFICATIONS did NOT "INSIDE DELIVERY." SPECIFY

Lindsay French

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. ISCL0054

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: Forms WORLD INC

Authorized Signature: * Lindsay Ford Date: 12-22-10

State of Missouri

County of Jefferson, to-wit:

Taken, subscribed, and sworn to before me this 22nd day of December, 2010

My Commission expires _____, 20__

AFFIX SEAL HERE



LISA A. HOFFMANN
NOTARY PUBLIC
My Commission Expires
March 23, 2012
Jefferson County
Commission #08414870

[Signature]