



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
CSE12057

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

\*615103411      304-489-1978  
 THOMAS E GUTHRIE INVESTIGATIONS, LLC  
 96 OAKBROOK DR  
 MINERAL WELLS WV 26150

SHIP TO

HEALTH AND HUMAN RESOURCES  
 CHILD SUPPORT ENFORCEMENT  
 ROOM 147  
 350 CAPITOL STREET  
 CHARLESTON, WV  
 25301-3703      304-558-1649

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/14/2011				

BID OPENING DATE: 09/29/2011      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. TO MOVE THE BID OPENING DATE FROM 9/22/2011 TO 9/29/2011. 3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.  EXHIBIT 10  REQUISITION NO.: CSE12057  ADDENDUM ACKNOWLEDGEMENT  I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.  ADDENDUM NO.'S: ✓ NO. 1 ..... <i>YES.</i> NO. 2 ..... NO. 3 ..... NO. 4 ..... NO. 5 .....  I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

RECEIVED  
 2011 SEP 22 PM 3:16  
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Thomas E Guthrie</i>	TELEPHONE (304) 489-1978	DATE 09/19/11	
TITLE PRIVATE INVESTIGATOR PROCESS SERVER	35-2379529	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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VENDOR

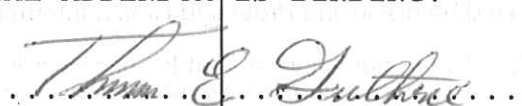
\*615103411      304-489-1978  
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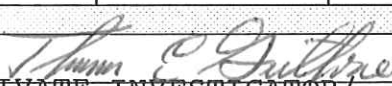
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 25301-3703      304-558-1649

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09/14/2011				

BID OPENING DATE: 09/29/2011      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             SIGNATURE            THOMAS E. GUTHRIE INVESTIGATIONS, LLC            COMPANY            09/19/11            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: right;">END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
	(304) 489-1978	09/19/11	
TITLE		ADDRESS CHANGES TO BE NOTED ABOVE	
PRIVATE INVESTIGATOR PROCESS SERVER	35-2379529		

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**304-558-0067**

**VENDOR**  
 \*615103411 304-489-1978  
**THOMAS E GUTHRIE INVESTIGATIONS, LLC**  
 96 OAKBROOK DR  
 MINERAL WELLS WV 26150

**SHIP TO**  
**HEALTH AND HUMAN RESOURCES**  
**CHILD SUPPORT ENFORCEMENT**  
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**CHARLESTON, WV**  
**25301-3703 304-558-1649**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/14/2011				

BID OPENING DATE: **09/29/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		990-52-01-001		
OPEN END CONTRACT FOR PROCESS SERVERS PER ATTACHED						
***** THIS IS THE END OF RFQ CSE12057 ***** TOTAL:						\$40.00
						WOOD COUNTY

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Thomas E Guthrie</i>	TELEPHONE (304) 489-1978	DATE 09/19/11
TITLE PRIVATE INVESTIGATOR/ PROCESS SERVER	35-2379529	ADDRESS CHANGES TO BE NOTED ABOVE

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**Department of Health and Human Resources**

**Bureau for Child Support Enforcement**

**Request for Quotation (RFQ) CSE12057**

**Addendum # 1**

**ADD**

THIS RFQ SHOULD INCLUDE All 55 counties. Refer to the revised Attachment C to this Addendum.

**Question:** Is there another page for Attachment C in the above RFQ? I count only 39 counties on the page, not 55.

**Response:** There are now 55 counties in need of service of process. Refer to the revised Attachment C to this Addendum

**Question:** ...let me know if Raleigh was left off by accident...

**Response:** Raleigh is now listed on the revised Attachment C to this Addendum

**Question:** This RFQ, is it for in state or out of state process service:

**Response:** It is for the 55 counties in West Virginia listed in the revised Attachment C to this Addendum

<u>REG</u>	<u>COUNTY</u>	<u>LOCAL OFFICE</u>	<u>ANNUAL QTY</u>
6	Greenbrier	Lewisburg	318
6	Hampshire	Romney	10
6	Hardy	Moorefield	6
6	Monroe	Union	106
6	Mineral	Keyser	10
6	Pendleton	Franklin	1
6	Pocahontas	Marinton	85
6	Randolph	Elkins	50
6	Tucker	Parsons	10
7	Fayette	Fayetteville	60
7	Wyoming	Pineville	45
7	McDowell	Weich	115
7	Mercer	Princeton	829
7	Raleigh	Beckley	668
7	Summers	Hinton	91
8	Berkeley	Martinsburg	23
8	Jefferson	Charles Town	150
8	Morgan	Berkeley Springs	18
9	Barbour	Phillippi	37
9	Doddridge	West Union	51
9	Harrison	Clarksburg	914
9	Upshur	Buckhannon	10
9	Marion	Fairmont	232
9	Calhoun	Grantsville	2
9	Gilmer	Glenville	8
9	Lewis	Weston	28
9	Taylor	Grafton	140

<u>REG</u>	<u>COUNTY</u>	<u>LOCAL OFFICE</u>	<u>ANNUAL QTY</u>
1	Brooke	(Weirton)	77
1	Hancock	Weirton	135
1	Marshall	Moundsville	819
1	Ohio	Wheeling	375
1	Tyler	(New Martinsville)	200
1	Wetzel	New Martinsville	481
1	Monongalia	Morgantown	370
1	Preston	Kingwood	100
2	Braxton	Wood	36
2	Wirt	Elizabeth	30
2	Wood	Parkersburg	675
2	Pleasants	St. Marys	25
2	Ritchie	Harrisville	45
2	Roane	Spencer	30
2	Jackson	Ripley	48
2	Mason	Point Pleasant	48
2	Nicholas	Summersville	38
2	Webster	Webster Springs	27
3	Cabell	Huntington	112
3	Putnam	Winfield	100
3	Wayne	Wayne	235
4	Clay	(State Office / Other)	<10
4	Kanawha	(State Office / Other)	<10
5	Boone	Foster	36
5	Lincoln	Hamlin	25
5	Logan	Logan	127
5	Mingo	Williamson	179
6	Grant	Petersburg	10

REVISED Attachment C