



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

DCH13001

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

PAUL REYNOLDS  
304-558-0468

V  
E  
N  
D  
O  
R

~~Jacqueline DeFrancesco~~

~~Sheridan Books~~

The Sheridan Press  
450 Fame Avenue  
Hanover, PA 17331

Joyce Coulter  
Sales Representative

S  
H  
I  
P  
T  
O

DIVISION OF CULTURE & HISTORY

CULTURAL CENTER  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/24/2012				

BID OPENING DATE:

06/13/2012

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-50		
PRINTING: MAGAZINES						
THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DIVISION OF CULTURE AND HISTORY, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PRINT "GOLDENSEAL" MAGAZINE PER THE ATTACHED SPECIFICATIONS.						
EXHIBIT 3						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON 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.						
UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.						
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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

RECEIVED

2012 JUN 11 AM 10:41

WV PURCHASING  
DIVISION



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

DCH13001

PAGE

2

ADDRESS CORRESPONDENCE TO ATTENTION OF

PAUL REYNOLDS  
304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

DIVISION OF CULTURE & HISTORY

CULTURAL CENTER  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0300 558-0220

S  
H  
I  
P  
T  
O

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/24/2012				

BID OPENING DATE:

06/13/2012

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.						
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.						
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.)						
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.						
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.						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

DCH13001

PAGE

4

ADDRESS CORRESPONDENCE TO ATTENTION OF

PAUL REYNOLDS  
304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
RS  
H  
I  
P  
T  
O

DIVISION OF CULTURE &amp; HISTORY

CULTURAL CENTER  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/24/2012				

BID OPENING DATE:

06/13/2012

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----						
ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT:						
(1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE						
THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF						
THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND						
THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT						
THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE						
AGENCIES THAT MAY REQUIRE REGISTRATION.						
***** THIS IS THE END OF RFQ DCH13001 ***** TOTAL:						
_____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**SCOPE:** The Division of Culture and History is requesting bids for the quarterly publication of GOLDENSEAL magazine. Each quarterly publication may consist of 15,000 magazines that include 72 interior pages and have a trimmed size of 8-1/2" x 11".

**INTENT:** GOLDENSEAL magazine is a highly visible publication that is sold to the public by subscription and through newsstand sales and has received many years of broad acceptance. The successful vendor shall work with the Division of Culture and History's GOLDENSEAL staff to produce a very high quality publication.

**VENDOR QUALIFICATIONS:** Potential vendors must be affiliated either with the Printing Industry Association of the South (PIAS) or Printing Industries of America/Graphic Arts Technical Foundation (PIA/GATF) now known as Printing Industries of America. Vendor must have five years experience in the magazine printing business and shall indicate a named list that they have published at least ten (10) similar publications of at least fifty (50) pages within the past five (5) years. Successful vendor must register with the WV Purchasing Division and WV Secretary of State's office and pay appropriate fees to them.

**COVER PAPER:** Cover Stock, 8 pt., coated both sides, subject to approval of editor. Outside front and back cover to be varnished, except for area on back cover where address is printed, if necessary.

**TEXT PAPER:** 72 book pages, 60# semi-gloss text, subject to advance approval of editor. Number of pages may vary.

**PAPER SUBSTITUTIONS:** Editor requires 30-days advance written notice prior of paper substitutions and such written notice must be accompanied by printed samples of proposed substitute paper stock, subject to editor's written approval.

**COVER INK:** Front and back inner and outer covers to be four-color process plus 1 PMS color, varnish as specified above, full bleed off all four (4) sides.

**TEXT INK:** 72 text pages to be black, plus 1 PMS color throughout; halftone and screen bleeds off one (1) to four (4) sides throughout. Four-color process on text pages optional, at price specified.

**QUANTITY:** Base bid to be supplied on 15,000 copies per quarterly issue. Overruns may be accepted, but are not billable.

**COMPOSITION:** Typesetting, layout, and design to be provided by the editor as "PageMaker," "Quark" or "In Design" software files from a Macintosh computer system. These files will be provided on recordable compact disks (CD-Rs), or uploaded to the vendor's website via the Internet.

**HALFTONES & COLOR SEPARATIONS:** To average 100 b/w in each issue; color separations optional at price specified. All to be printed with 150-line screen.

**COLOR QUALITY:** When used, critical color required and must be color corrected if necessary at printer's expense to match quality of original print, transparency, or slide. Random focus must be used on all color photos.

**PRINT QUALITY:** Excellence of production, printing, and assembly of the magazine and high overall quality is of extreme importance. In submitting bids, printers represent that they have inspected sample issues of GOLDENSEAL. Failure to meet these standards, as determined by the editor upon delivery of each issue, will result in a negotiated discount of the total invoice, refused delivery, or if negotiations are unsuccessful, cancellation of this contract. (See also **CANCELLATIONS** below.)



**DESIGN AND ART:** The editor will provide design and layout as indicated under "Composition" above. All original copy, art, photos, computer disks or cartridges, negatives, etc. are the property of GOLDENSEAL and must be returned promptly, at printer's expense.

Cover design is created and provided by magazine, including typography, masthead, and back cover map. Printer adjusts for color and overall printing quality.

**PROOFS:** The printer must provide a final "blueline" or equivalent high-resolution proof, and other proofs as necessary at no additional charge, including shipping. A chromalin of the cover at full size and proofs for any additional four-color work must also be submitted for approval.

**EDITORIAL ALTERATIONS:** During the final proof stage of magazine production, editor reserves the right to make minor changes and adjustments on up to twenty (20) pages of text at no additional charge. These may include changes in the use of spot color, single character or single word text changes, photo trapping adjustments, minor corrections to the positioning of graphic elements, etc.

Major corrections may be billed at the printer's actual hourly cost and must be itemized on the invoice for each specific instance. Major corrections include photo substitutions, extensive text revisions, page redesigns, etc.

**BINDING:** Perfect bound.

**COUPON INSERT:** Print coupon insert front and back in black ink on 75# white return postcard, trimmed to 8-½" x 7", perforated and scored, bound into magazines, one each. Coupon design to be provided for each of four (4) issues covered by the one (1) year contract.

**MAILING:** Magazines to be labeled, sorted, and delivered to the Charleston Post Office by printer according to standard postal regulations and within normal postal hours. The editor will supply the mailing list via e-mail or computer disk. The GOLDENSEAL mailing list is the confidential and exclusive property of GOLDENSEAL magazine, and is to be used only as authorized by the editor. The printer must provide advanced Zip-plus-4 sortation, according to U.S. Postal Service second class/periodicals regulations, using CASS (Coding Accuracy Support System) and PAVE (Pre-sort Accuracy Verification) certified software. The ability to provide advanced mailing services is of the essence in this contract.

**SPECIAL PACKING:** All unmailed copies must be packed in boxes weighing a maximum of 25 pounds each. These boxed magazines and the receipt for mailed copies must be delivered to editor on the mailing day. Postage will be paid directly by the magazine. An itemized bill with charges outlined is required following delivery of the magazines. Additional charges, including reimbursement for shipping or delivery of drop shipments, should be invoiced separately and itemized.

**DELIVERY TIME:** Total production time for each issue not to exceed three (3) calendar weeks, notwithstanding weekends and holidays, from delivery of design and art through date of mailing and delivery of all unmailed copies to GOLDENSEAL office. Production schedule to be agreed upon between editor and printer, consistent with keeping GOLDENSEAL on schedule for publication in early March, early June, early September and early December.

Timeliness is of the essence in this contract. According to West Virginia State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of \$200 per calendar day for failure to provide the specified deadline for delivery of Goldenseal on the mailing day. This clause shall in no way be considered exclusive and shall not limit the State or Division of Culture and History's right to pursue

any other additional remedy to which the State or Division may have legal cause for action including further damages against the vendor.

7

**SUBCONTRACTOR:** Subcontracting all or part of this contract is prohibited, except by advance written approval of the editor.

**CANCELLATIONS:** The editor reserves the right to notify the West Virginia Division of Purchasing and request a cancellation of the contract for failure to deliver the magazine according to the contract specifications, failure to deliver the expected print quality, failure to adhere to postal regulations and guidelines, failure to meet delivery deadlines, or for unauthorized use of the GOLDENSEAL mailing list.

**TIMELINE AND RENEWAL:** Services shall begin July 1, 2012, and extend until June 30, 2013. This contract may be renewed upon mutual written consent, submitted to the Purchasing Director/Editor of GOLDENSEAL at least 75 days prior to expiration. Such renewal shall be in accordance with the terms and conditions of the original contract and shall be limited to two (2) consecutive one (1) year periods.

Bidder shall provide the pricing for the publication of GOLDENSEAL magazine in accordance with the specifications and the terms and conditions stated herein.

**BASE PRICE:**

15,000 copies of GOLDENSEAL, as specified .....	\$ <u>16,791.95</u>
15,000 coupon inserts as specified above .....	<u>483.25</u>

**Additions or subtractions to base price of GOLDENSEAL:**

—additional copies, per 1,000.....	<u>684.25</u>
—decrease copies, per 1,000 .....	( <u>684.25</u> )
—additional coupon inserts, per 1,000.....	<u>16.75</u>
—decrease coupon inserts, per 1,000 .....	( <u>16.75</u> )
—decrease pages by one (1) eight-page signature in text (total 64 pages).....	( <u>1,213.50</u> )
—additional for substitution of one (1) eight-page color signature in text .....	<u>479.25</u>
—additional for substitution of one (1) four-page color signature in text.....	<u>641.00</u>
—additional for color separations for color photos in text, each .....	<u>50.00</u>
—additional for photo duotones in text, each .....	<u>22.00</u>
—hourly fee that vendor will charge for major changes or minor changes due to editorial alterations on any pages over 20.....	<u>60.00</u>

**EACH ISSUE WILL BE PAID AT THE BASE PRICE, ADJUSTED ACCORDING TO THE ITEMIZED ADDITIONS OR SUBTRACTIONS SCHEDULE ON THIS PAGE.**

**BIDDER MUST COMPLETE NEXT PAGE**

**HYPOTHETICAL ISSUE:** The preceding sections call for 15,000 copies of a magazine of 72 pages, 9 plus cover, with 100 halftones. Actual issues printed under this contract will vary in their make-up and in the quantity ordered. Using the base price and the itemized additions and subtractions to the base which you have entered in the preceding section, please price the following hypothetical issue of GOLDENSEAL. This example is similar to actual recent issues or anticipated future issues:

<b>BASE PRICE</b> for 15,000 copies with perfect binding, as on previous page.	\$ <u>16,791.95</u>
Hypothetical number of pages: 72.....	_____
Hypothetical number of copies ordered: 14,500 .....	_____
Subtract cost of 500 copies .....	<u>( 342.13 )</u>
Coupon insert in all copies. Cost of 15,000 coupons.....	<u>483.25</u>
Subtract cost of 500 coupons .....	<u>( 8.38 )</u>
Photo Duotones. Add cost for three (3) photo duotones .....	<u>66.00</u>

**Editorial Alterations**

Twenty-five (25) pages of minor changes (additional charge for 5 pages above maximum 20), based on hourly rate .....	<u>15.00</u>
Add one page (1) of major change (example: reposition one (1) photograph, substitute one (1) paragraph of text), based on hourly rate .....	<u>35.00</u>

<b>TOTAL PRICE FOR HYPOTHETICAL ISSUE</b> .....	<u>17,040.69</u>
---	------------------

**Note to vendors:** Bid will be awarded on the basis of hypothetical issue.



## 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: The Sheridan Press

Signed: Kevin Ram

Date: June 6, 2012

Title: Pricing Manager

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

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 exceeds 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: The Sheridan Press

Authorized Signature: Marcin Ram Date: June 6, 2012

State of Pennsylvania

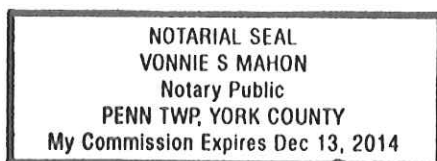
County of York, to-wit:

Taken, subscribed, and sworn to before me this 6<sup>th</sup> day of June, 2012.

My Commission expires December 13, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC Vonnie S. Mahon



# THE SHERIDAN PRESS



Printing and Publishing Services

450 Fame Avenue  
Hanover, Pennsylvania 17331  
717-632-3535  
FAX 717-633-8900

A Sheridan Group Company

June 8, 2012

Mr. Paul Reynolds  
Department of Administration Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

Dear Mr. Reynolds,

On behalf of the employees of The Sheridan Press, I am pleased to provide the request for quotation for the publication "Goldenseal Magazine".

As a full-service printer, we offer everything from comprehensive front-end services — Composition, Editorial Services, Electronic Deliverables, Preflight — to Print and Bind, Distribution/Mailing, Back Issue Fulfillment and Warehousing, Subscriber Services, and a variety of items in the world of technology.

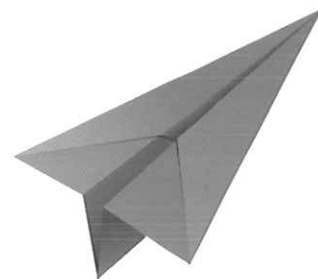
Thank you in advance for your time and consideration. We hope that we can begin a strong working relationship now and for many years to come.

As you review our materials, please know that we welcome any questions. I can be reached at: 1-800-352-2210 ext. 8137 or email: [jcoulter@tsp.sheridan.com](mailto:jcoulter@tsp.sheridan.com)

Respectfully submitted,

Joyce M. Coulter  
Sales Representative  
The Sheridan Press

Offering over 425 years  
of combined experience in  
journal, magazine, book,  
and catalog printing.



## COMPANIES OF THE SHERIDAN GROUP

### Five Facilities; a Universal Reputation for Printing Excellence

Unparalleled Service and Unfailing Print Quality is our promise. Our customers depend on it, and rely on us for a full range of supporting services as well.

The Sheridan Group is the parent company to five printing facilities in the United States. Each of these companies has a market specialty – scholarly journals, magazines, catalogs or books. We are a leading provider of a full range of printing and publishing services to publishers, associations, university presses, and catalog merchants.

Each Sheridan Group company operates in adherence to these guiding principles:

- Our companies are focused on exceeding our customers' individual needs.
- We are proactive in responding to customer needs.
- We are progressive in the use of technology.



**The Sheridan Group, Hunt Valley, MD**  
*Parent Company*

**The Sheridan Press, Hanover, PA**  
*Journal and Reprint Offset and Digital Printing*

**Dartmouth Journal Services, Waterbury, VT**  
*Composition, Editorial, and Content Preparation Services*

**Dartmouth Printing Company, Hanover, NH**  
*Journal and Magazine Offset Printing*

**Sheridan Books, Inc., Ann Arbor and Chelsea, MI**  
*Book Offset Printing*

**The Dingley Press, Lisbon, ME**  
*Catalog Offset Printing*

**SHERIDAN**  
Journal Services



**THE SHERIDAN PRESS**



**DARTMOUTH JOURNAL SERVICES**



**DARTMOUTH PRINTING COMPANY**



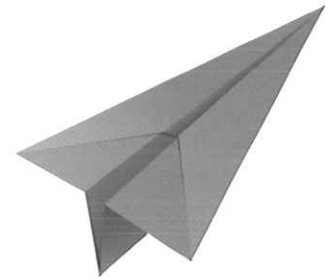
450 Fame Avenue, Hanover, Pennsylvania 17331  
717.632.3535 Fax 717.633.8900

Pilgrim Five, Suite 5, 5 Pilgrim Park Road, Waterbury, Vermont 05676  
802.244.1457 Fax 802.244.1453

69 Lyme Road, Hanover, New Hampshire 03755  
603.643.2220 Fax 603.643.5408

[www.sheridan.com](http://www.sheridan.com)

Save Time, Cut Costs, and  
Dedicated to Sound  
Environmental Practices  
and Behaviors.



## ENVIRONMENTAL PRACTICES OF THE SHERIDAN GROUP

### Responsible, Proactive, and Progressive Actions – Consistently.

The Sheridan Group companies are responsible and proactive in their approach to protect the environment. Each location identifies and implements environmentally friendly practices as appropriate.

We strive to keep our environmental impact as small as possible. We meet or exceed the requirements of all applicable environmental laws and regulations in our business activities. Additionally, we routinely review our operations in an effort to continuously reduce our environmental impact.

#### Environmental Practices:

##### Energy Conservation:

- ▶ Incandescent lighting replaced with fluorescent lighting
- ▶ Remote proofing available to customers
- ▶ Electronic invoicing and payment encouraged

##### Recycling / Reuse:

- ▶ Recycle 100% scrap paper, wooden skids, cardboard, ink, plates
- ▶ Non-trash office waste collected and recycled
- ▶ Toner cartridges recycled
- ▶ Electronic equipment / computers donated or recycled
- ▶ Solvents sent out for recycle or use of onsite solvent recycling system

##### Materials – Paper & Other:

- ▶ All paper supplied from mills and/or distributors that follow responsible forestry practices (FSC or SFI)
- ▶ Web ink delivered in ~3,000 lb. totes, which are returned and refilled

##### Emissions / Waste Streams:

- ▶ All harmful effluents (silver, harmful plate processing chemicals, alcohol) have been eliminated
- ▶ Cloths cleaned and recycled by a vendor in compliance with environmental standards

These represent just a few in a growing list of practices to which all TSG companies adhere. All TSG companies have either **achieved FSC Chain of Custody certification**, or are pursuing certification.

**SHERIDAN**  
Journal Services



THE SHERIDAN PRESS

DARTMOUTH JOURNAL SERVICES

DARTMOUTH PRINTING COMPANY

450 Fame Avenue, Hanover, Pennsylvania 17331

717.632.3535 Fax 717.633.8900

Pilgrim Five, Suite 5, 5 Pilgrim Park Road, Waterbury, Vermont 05676

802.244.1457 Fax 802.244.1453

69 Lyme Road, Hanover, New Hampshire 03755

603.643.2220 Fax 603.643.5408

[www.sheridan.com](http://www.sheridan.com)



Our Postal Experts Work  
With You to Ensure  
Postal Compliance and  
Minimize Postage Costs.



## MAILING SERVICES

### Mailing: Confidence at a Critical Stage.

Mailing is the final and most important step in the process of getting your journals into your customer's hands.

Our postal experts guide you toward the most efficient and economical mailing options.

Your Sheridan Postal Expert Will:

- ▶ Determine the class of mail and any necessary paperwork / form submissions.
- ▶ Advise of available mailing options.
- ▶ Evaluate discounts available through the post office.
- ▶ Provide estimated postage costs and cost comparisons.
- ▶ Assist with all mail-related problems or concerns.
- ▶ Immediately inform you of postal changes and the associated impact.
- ▶ Coordinate mailings with the postal office to ensure timely delivery.

## BACK-ISSUE FULFILLMENT

### Service Beyond Distribution.

We are happy to manage your back-issue program, saving you the hassles and the storage issues. We have a 50,000 square foot warehouse in which to securely and conveniently store your over-copies, reducing your shipping costs, and taking storage dilemmas out of your hands.

Our economical back-issue fulfillment program features:

- ▶ Standard 3-day turnaround for back-issue fulfillment from receipt of labels/instructions.
- ▶ Rush-order fulfillment.
- ▶ Back-issue inventory maintenance and reports.

Our goal is to make your experience profitable and worry-free!

Call 1-800-352-2210 to talk to your Sheridan Sales Representative today!

**SHERIDAN**  
Journal Services



THE SHERIDAN PRESS

DARTMOUTH JOURNAL SERVICES

DARTMOUTH PRINTING COMPANY

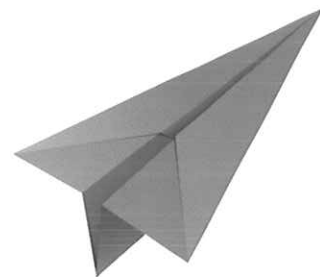
450 Fame Avenue, Hanover, Pennsylvania 17331  
717.632.3535 Fax 717.633.8900

Pilgrim Five, Suite 5, 5 Pilgrim Park Road, Waterbury, Vermont 05676  
802.244.1457 Fax 802.244.1453

69 Lyme Road, Hanover, New Hampshire 03755  
603.643.2220 Fax 603.643.5408

[www.sheridan.com](http://www.sheridan.com)

Speed, Quality, and Economy  
are the Hallmarks of  
Sheridan's Digital Print  
Operations.



## SHERIDAN DIGITAL PRINT

### Short Runs. Quick Turns. Affordable Solutions.

When your journal, special interest publication, offprint, or reprint runs fall into the 25 to 500 quantity range, Sheridan Digital Print is the fast and affordable solution. Sheridan Digital Print offers a fully electronic process by which print-ready files are submitted to one of our sophisticated toner-based digital printing presses.

We feature **high quality B&W and color reproduction**, with many automated processes allowing for quick schedules.

#### State-of-the-Art Equipment and Technology

The Sheridan Press is dedicated to providing superior quality and exceptional service in the digital print arena. We continue to expand our capabilities through new technologies, top-of-the-line equipment, and always-improving workflows.

#### Digital Print Benefits:

- ▶ Reduced Time-To-Market
- ▶ Content Management
- ▶ Online Ordering
- ▶ Print-On-Demand
- ▶ Custom Publishing
- ▶ Virtual Warehouse
- ▶ Mailing and Fulfillment
- ▶ Dedicated Customer Service
- ▶ Mail Line
- ▶ Precise high quality black and color reproduction

Whatever your short-run need, Sheridan Digital has a custom-made solution for you.

**SHERIDAN**  
Journal Services



**Mixed Sources**  
Product group from well-managed  
forests, controlled sources and  
recycled wood or fiber  
www.fsc.org Cert no. SW-COC-02828  
© 1996 Forest Stewardship Council



THE SHERIDAN PRESS

DARTMOUTH JOURNAL SERVICES

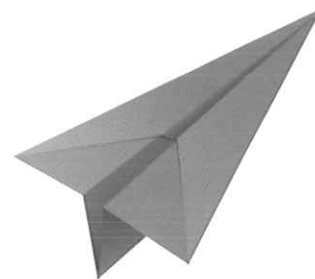
DARTMOUTH PRINTING COMPANY

450 Fame Avenue, Hanover, Pennsylvania 17331  
717.632.3535 Fax 717.633.8900 [www.sheridanpress.com](http://www.sheridanpress.com)

Pilgrim Five, Suite 5, 5 Pilgrim Park Road, Waterbury, Vermont 05676  
802.244.1457 Fax 802.244.1453 [www.dartmouthjournals.com](http://www.dartmouthjournals.com)

69 Lyme Road, Hanover, New Hampshire 03755  
603.643.2220 Fax 603.643.5408 [www.dpc-nh.com](http://www.dpc-nh.com)

A Digital Edition with a Future...



# SHERIDAN Dynamic Editions

Sheridan Dynamic Editions has everything you would expect from a full-bodied digital edition offering – page flipping, video/audio/Flash capability, hyperlinks, and a few bells and whistles you might not expect...

Your advertisers can capitalize on features that extend and enhance their brand presence and purchasing power like never before. You can supply them with **valuable analytics** about the effectiveness of their ads. Your readership will enjoy a content-enhanced multi media experience.

Sheridan Dynamic Editions feature **digital subscription management**, with a wide range of options for handling reader subscription, registration, and payment processes automatically. Sheridan Dynamic Editions represent a "dynamic" solution in the truest sense of the word. Their platform is compatible with **iPhone and Kindle**. Readers have access to a broad array of **social media** formats. **Dynamic archives** are **fully searchable**.

Sheridan Dynamic Editions also offer an **article text view option** and **article translation services**.

And importantly, your Sheridan Dynamic Editions issues serve as cost-effective permanent archives.



But what does the future hold for Sheridan Dynamic Editions? Plenty. Look for more information on these exciting advanced features:

- ▶ Custom Digital Publishing
- ▶ Digital Media Kits
- ▶ Web Content Management Systems

Best of all, Sheridan Dynamic Editions is unquestionably the most affordable way to convert your print editions into dynamic online publications. Nicely priced, customizable, powerful options for today and tomorrow, and Sheridan handles the file conversions for you!

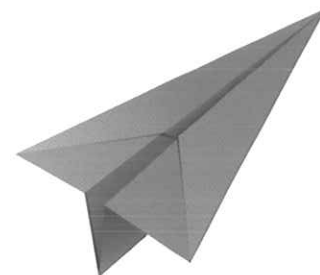
**Contact your Sheridan Press Sales Representative soon.**  
**Make *your* digital editions *Dynamic*!**



THE SHERIDAN PRESS

450 Fame Avenue, Hanover, Pennsylvania 17331  
717.632.3535 Fax 717.633.8900 [www.sheridan.com](http://www.sheridan.com)

Maximize Reach and Revenue  
through Multiple Mobile Platforms.  
Suddenly, Your Content  
Is Everywhere.



## SHERIDAN MOBILE PRODUCT SUITE

### Achieve Multiple Mobile Experiences through Diverse Delivery Options

The Sheridan Technology Lab introduces a range of mobile products developed to span emerging mobile content access needs.

Content dissemination channels continue to evolve rapidly with each new development in communications technology. As smart mobile devices start to overtake desktop and laptop computers as the desired means of accessing content, Sheridan has been developing products to fit each need.

Here are just a few of these technologies, designed to deliver greater reach, and help you harness revenue opportunities in this changing media landscape.

Look to Sheridan for thorough, timely solutions and consultative guidance.

Talk with your Sheridan Sales Representative or reach us through [sheridan.com/contact](http://sheridan.com/contact) to start the discussion!

A Versatile and Growing Product Line:

- ▶ **Sheridan Mobile Alerts**  
A content discovery application for iOS and Android devices, giving users notice of and access to article abstracts.
- ▶ **Sheridan Mobile Full-Text**  
A robust application delivering full-text article content, Sheridan Mobile Full-Text features a range of interactive options such as multi-media and social media. As a means to deliver important supplemental content along with full-text, Mobile Full-Text is Sheridan's most comprehensive and customizable mobile application.
- ▶ **Sheridan Mobile Editions**  
Mobile Editions are Dynamic Editions of publication issues, formatted to iOS and Android platforms.
- ▶ **Sheridan Mobile ePrints**  
Mobile ePrints are mobile-optimized article ePrints, viewable on a wide-range of mobile phones and tablets, as well as desktop and laptop computers. Developed to help drive publisher sales of high demand article content, Mobile ePrints provide security option settings for expiration date, number of users or web hits, and print control.
- ▶ **Sheridan Print-to-Mobile QR Codes**  
Sheridan QR Codes give publishers a tool to include enhanced content in print publications. Read by smart mobile devices equipped with scanner software, the code provides access to the information that is linked to it, such as websites, additional content, videos, surveys, or special promotions.

**SHERIDAN**  
Journal Services



THE SHERIDAN PRESS

DARTMOUTH JOURNAL SERVICES

DARTMOUTH PRINTING COMPANY

450 Fame Avenue, Hanover, Pennsylvania 17331  
717.632.3535 Fax 717.633.8900

Pilgrim Five, Suite 5, 5 Pilgrim Park Road, Waterbury, Vermont 05676  
802.244.1457 Fax 802.244.1453

69 Lyme Road, Hanover, New Hampshire 03755  
603.643.2220 Fax 603.643.5408

[www.sheridan.com](http://www.sheridan.com)