



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

Solicitation

NUMBER
COM06

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BETH COLLINS
304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

Central Printing
 205 Central Ave
 Beckley, WV 25801
 304-252-5303

SHIP TO

DEPARTMENT OF COMMERCE
 1900 KANAWHA BLVD E
 BUILDING 6 RM 525
 CHARLESTON, WV
 25305 304-558-2200

DATE PRINTED
04/21/2014

BID OPENING DATE: 05/07/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
THIS ADDENDUM IS ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC						
***** THIS IS THE END OF RFQ COM06 ***** TOTAL:						<u>\$139,219⁰⁰</u>
05/05/14 10:19:36AM West Virginia Purchasing Division						

SIGNATURE <i>John Fy</i>	TELEPHONE (304)252-5303	DATE 5/2/14
TITLE <i>Gen Mgr</i>	FEIN 550454888	ADDRESS CHANGES TO BE NOTED ABOVE

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: COM06

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Central Printing Co.
Company

[Signature]
Authorized Signature

4/28/14
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

REQUEST FOR QUOTATION
[RFQ Number COM06] [Color Brochure Printing]

7 MISCELLANEOUS:

- 7.2 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the RFQ unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 7.3 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 7.4 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 7.5 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Rick Fazio
Telephone Number: (304) 252-5303
Fax Number: (304) 252-5310
Email Address: office@centralprintingwv.com

Please see Attachment A - Delivery Addresses

Please see Attachment B - Price Sheet

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Central Printing Co.
(Company)

(Authorized Signature)
Clyde Hatcher, Sales
(Representative Name, Title)

(304) 252-5303 (304) 252-5310
(Phone Number) (Fax Number)

4/29/14
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

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(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Central Printing Co.
 Company

[Signature]
 Authorized Signature

4/28/14
 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

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.
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: Central Printing Co.

Signed: [Signature]

Date: 4/29/14

Title: Gen Mng

RFQ No. COM06

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Central Printing

Authorized Signature: [Signature] Date: 5/2/14

State of West Virginia

County of Raleigh, to-wit:

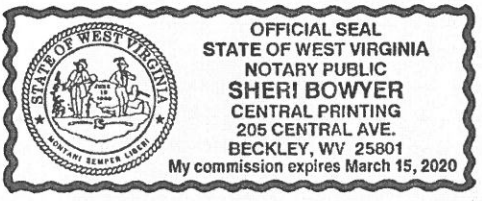
Taken, subscribed, and sworn to before me this 2 day of May, 2014.

My Commission expires March 15, 2020

AFFIX SEAL HERE

NOTARY PUBLIC [Signature: Sheri Bowyer]

Purchasing Affidavit (Revised 07/01/2012)



WV Department of Commerce - Color Brochure Printing

ATTACHMENT B - PRICE SHEET:

3.2.1: Multi-fold Brochure**Items 1-50****PAPER STOCK:** 70 lb. #3 Grade Endurance Text gloss white or equal

Mfg.: _ Anthem Gloss

Weight: 70# Grade: 3

Items 1-10: 14 3/4" x 8 1/2" flat folded to 3 11/16" x 8 1/2" finished size (4-panel with 2 parallel folds).

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price Per Lot
1	5,000	New 14 3/4" x 8 1/2" brochures	4	375	1500
2	10,000	New 14 3/4" x 8 1/2" brochures	11	450	4950
3	25,000	New 14 3/4" x 8 1/2" brochures	16	790	12,640
4	50,000	New 14 3/4" x 8 1/2" brochures	1	1430	1430
5	75,000	New 14 3/4" x 8 1/2" brochures	1	1995	1995
6	5,000	Exact Reprint 14 3/4" x 8 1/2" brochures	1	390	390
7	10,000	Exact Reprint 14 3/4" x 8 1/2" brochures	2	450	900
8	25,000	Exact Reprint 14 3/4" x 8 1/2" brochures	4	790	3160
9	50,000	Exact Reprint 14 3/4" x 8 1/2" brochures	1	1430	1430
10	75,000	Exact Reprint 14 3/4" x 8 1/2" brochures	1	1995	1995

Items 11-20:

15" x 25 1/2" flat folded to 3 3/4" x 8 1/2" finished size (12-panel with 2 vertical folds and 2 parallel folds).

Fold details: bottom folds up 1/3. Top folds down 1/3 to make approximately 15" w x 8 1/2."

Fold in half once and in half again for finished size.

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price Per Lot
11	5,000	New 15" x 25 1/2" brochures	1	490	490
12	10,000	New 15" x 25 1/2" brochures	7	825	5775
13	25,000	New 15" x 25 1/2" brochures	7	1880	13,160
14	50,000	New 15" x 25 1/2" brochures	3	3350	10,500

15	75,000	New 15" x 25 ½" brochures	1	4997	4997
16	5,000	Exact Reprint 15" x 25 ½" brochures	1	490	490
17	10,000	Exact Reprint 15" x 25 ½" brochures	1	825	825
18	25,000	Exact Reprint 15" x 25 ½" brochures	3	1880	5640
19	50,000	Exact Reprint 15" x 25 ½" brochures	1	3350	3350
20	75,000	Exact Reprint 15" x 25 ½" brochures	1	4997	4997

Items 21-30:

11 ¼" x 17" flat folded to 3 ¾" x 8 ½" finished size (6-panel with half fold and letter fold).

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price Per Lot
21	5,000	New 11 ¼" x 17" brochures	1	420	420
22	10,000	New 11 ¼" x 17" brochures	1	595	595
23	25,000	New 11 ¼" x 17" brochures	1	1190	1190
24	50,000	New 11 ¼" x 17" brochures	1	1890	1890
25	75,000	New 11 ¼" x 17" brochures	1	2690	2690
26	5,000	Exact Reprint 11 ¼" x 17" brochures	1	420	420
27	10,000	Exact Reprint 11 ¼" x 17" brochures	1	595	595
28	25,000	Exact Reprint 11 ¼" x 17" brochures	1	1190	1190
29	50,000	Exact Reprint 11 ¼" x 17" brochures	1	1890	1890
30	75,000	Exact Reprint 11 ¼" x 17" brochures	1	2690	2690

Items 31-40:

14" x 17" flat folded to 3 ½" x 8 ½" finished size (8 panel with half fold and 2 parallel folds).

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price
31	5,000	New 14" x 17" brochures	1	395	395
32	10,000	New 14" x 17" brochures	1	670	670
33	25,000	New 14" x 17" brochures	1	1500	1500
34	50,000	New 14" x 17" brochures	1	2760	2760
35	75,000	New 14" x 17" brochures	1	4120	4120
36	5,000	Exact Reprint 14" x 17" brochures	1	395	395
37	10,000	Exact Reprint 14" x 17" brochures	1	670	670

38	25,000	Exact Reprint 14" x 17" brochures	1	1500	1500
39	50,000	Exact Reprint 14" x 17" brochures	1	2760	2760
40	75,000	Exact Reprint 14" x 17" brochures	1	4120	4120

Items 41-50: 11" x 8 1/2" flat folded to 3 2/3" x 8 1/2" finished size (3 panel with letter-fold).

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price
41	5,000	New 11" x 8 1/2" brochures	1	300	300
42	10,000	New 11" x 8 1/2" brochures	1	450	450
43	25,000	New 11" x 8 1/2" brochures	1	775	775
44	50,000	New 11" x 8 1/2" brochures	1	1100	1100
45	75,000	New 11" x 8 1/2" brochures	1	1590	1590
46	5,000	Exact Reprint 11" x 8 1/2" brochures	1	300	300
47	10,000	Exact Reprint 11" x 8 1/2" brochures	1	450	450
48	25,000	Exact Reprint 11" x 8 1/2" brochures	1	775	775
49	50,000	Exact Reprint 11" x 8 1/2" brochures	1	1100	1100
50	75,000	Exact Reprint 11" x 8 1/2" brochures	1	1590	1590

3.3.1: Rack Cards

Items 51-64

4" x 9". Full-color process printing on both sides, with full bleed on both sides.

PAPER STOCK:

Cover: 100 lb. Endurance Cover gloss white, or equal.

Mfg.: _ Anthem Gloss

Weight: 100# Grade: 3

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price
51	500	4" x 9" rack cards	1	220	220
52	1,000	4" x 9" rack cards	2	295	590
53	2,500	4" x 9" rack cards	3	315	945
54	5,000	4" x 9" rack cards	1	370	370

55	10,000	4" x 9" rack cards	2	490	980
56	20,000	4" x 9" rack cards	1	720	720
57	50,000	4" x 9" rack cards	1	1150	1150

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price
58	500	Exact Reprint 4" x 9" rack cards	1	220	220
59	1,000	Exact Reprint 4" x 9" rack cards	1	295	295
60	2,500	Exact Reprint 4" x 9" rack cards	1	315	315
61	5,000	Exact Reprint 4" x 9" rack cards	1	370	370
62	10,000	Exact Reprint 4" x 9" rack cards	1	490	490
63	20,000	Exact Reprint 4" x 9" rack cards	1	720	720
64	50,000	Exact Reprint 4" x 9" rack cards	1	1150	1150

3.4.1: Posters - Single sheet printed with no folds.**Items 65-76**

Paper Stock:

100 lb. #1 grade bright white text. Endurance dull or equal.

Mfg.: _ Anthem Dull

Weight: 100# Grade: 1

Items 65-76: Full-color process printing on one side, with bleed

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price
65	500	Poster 8 1/2" x 11" printed one side with bleed	1	250	250
66	1,000	Poster 8 1/2" x 11" printed one side with bleed	2	275	550
67	2,500	Poster 8 1/2" x 11" printed one side with bleed	1	350	350
68	500	Poster 8 1/2" x 14" printed one side with bleed	1	268	268
69	1,000	Poster 8 1/2" x 14" printed one side with bleed	1	295	295
70	2,500	Poster 8 1/2" x 14" printed one side with bleed	1	335	335
71	500	Poster 11" x 17" printed one side with bleed	1	275	275

72	1,000	Poster 11" x 17" printed one side with bleed	1	305	305
73	2,500	Poster 11" x 17" printed one side with bleed	1	398	398
74	500	Posters 18" x 24" printed one side with bleed	1	378	378
75	1,000	Posters 18" x 24" printed one side with bleed	1	450	450
76	2,500	Posters 18" x 24" printed one side with bleed	1	595	595

3.5.1: Posters - Single sheet printed with no folds.

Items 77-88: Full color process printing on both sides, with bleed.

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price
77	500	Poster 8 1/2" x 11" printed two sides with bleed	1	275	275
78	1,000	Poster 8 1/2" x 11" printed two sides with bleed	1	295	295
79	2,500	Poster 8 1/2" x 11" printed two sides with bleed	1	390	390
80	500	Poster 8 1/2" x 14" printed two sides with bleed	1	298	298
81	1,000	Poster 8 1/2" x 14" printed two sides with bleed	1	378	378
82	2,500	Poster 8 1/2" x 14" printed two sides with bleed	1	475	475
83	500	Poster 11" x 17" printed two sides with bleed	1	315	315
84	1,000	Poster 11" x 17" printed two sides with bleed	1	390	390
85	2,500	Poster 11" x 17" printed two sides with bleed	1	490	490
86	500	Posters 18" x 24" printed two sides with bleed	1	425	425
87	1,000	Posters 18" x 24" printed two sides with bleed	1	490	490
88	2,500	Posters 18" x 24" printed two sides with bleed	1	690	690

GRAND TOTAL

139219

Bid will be awarded based on the estimated amount of lots.

Estimated Quantity of Lots X Cost Per Lot = Extended Price Per Lot

Please complete pricing page in full.