



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

\*709034836 304-528-2791

CHAPMAN PRINTING COMPANY  
 PO BOX 2968

HUNTINGTON WV 25728

VENDOR

DEPARTMENT OF COMMERCE  
 1900 KANAWHA BLVD E  
 BUILDING 6 RM 525

CHARLESTON, WV  
 25305 304-558-2200

SHIP TO

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:
04/30/14 02:48:07PM West Virginia Purchasing Division						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**SOLICITATION NUMBER: COM06****Addendum Number: 01**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

This addendum is to provide answers to vendor submitted questions.

This addendum is also to modify the bid opening date to May 7, 2014 at 1:30 PM, EST.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

## ADDENDUM 1 COM06 RFQ

## Vendor Question:

In order to adequately complete our pricing for this bid, we need to know the would need to know the folding instructions for the rest of the items excluding 15" x 25.5" tri-fold + double parallel fold to 3.75" x 8.5", and the 17" x 11.25" half fold + tri-fold. Could you please provide this information at your earliest convenience? Thank you!

## Answer:

Fold for 14  $\frac{3}{4}$ " x 8  $\frac{1}{2}$ " brochures – 2 parallel folds. Folds in half once from the right, folds again in half from the right to final size 3  $\frac{11}{16}$ " x 8  $\frac{1}{2}$ ".

Fold for 11" x 8  $\frac{1}{2}$ " brochures – letter-fold - right folds  $\frac{1}{3}$  of way to the left, Left folds  $\frac{1}{3}$  of the way to the right for final size 3  $\frac{2}{3}$ " x 8  $\frac{1}{2}$ ".



**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.

*The Chapman Printing Co*  
 \_\_\_\_\_  
 Company

*Jerry H. Maack*  
 \_\_\_\_\_  
 Authorized Signature

*4-30-14*  
 \_\_\_\_\_  
 Date

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



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

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BETH COLLINS 304-558-2157

\*709034836      304-528-2791  
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 HUNTINGTON WV 25728

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

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DATE PRINTED
04/01/2014

BID OPENING DATE: 05/01/2014      BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC  REQUEST FOR QUOTATION (RFQ)  THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF COMMERCE, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PRINT COLOR BROCHURES FOR VARIOUS AGENCIES WITHIN THE DEPARTMENT OF COMMERCE, AT VARIOUS LOCATIONS PER THE ATTACHED SPECIFICATIONS.						
***** THIS IS THE END OF RFQ      COM06 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

**INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: April 16, 2014 at 5:00 PM EST

Submit Questions to: Beth A. Collins  
 2019 Washington Street, East  
 Charleston, WV 25305  
 Fax: (304) 558-3970  
 Email: [beth.a.collins@wv.gov](mailto:beth.a.collins@wv.gov)

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include hand delivery, delivery by courier, or facsimile. The bid delivery address is:

Department of Administration, Purchasing Division  
 2019 Washington Street East  
 Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID  
 BUYER: Beth Collins  
 SOLICITATION NO.: COM 04  
 BID OPENING DATE: 5-7-14  
 BID OPENING TIME: 1:30 pm  
 FAX NUMBER: 304-558-2157 or 304-341-0688

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus \_\_\_\_\_ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE:  Technical  
 Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time: May 1, 2014 at 1:30 PM EST

Bid Opening Location: Department of Administration, Purchasing Division  
 2019 Washington Street East  
 Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**GENERAL TERMS AND CONDITIONS:**

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
  
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
  - 2.1 **"Agency"** or **"Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  - 2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
  - 2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
  - 2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
  - 2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
  - 2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
  - 2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  - 2.8 **"Vendor"** or **"Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:



**Term Contract**

**Initial Contract Term:** This Contract becomes effective on award

and extends for a period of one year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to two successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Reasonable Time Extension:** At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

**Release Order Limitations:** In the event that this contract permits release orders, a release order may only be issued during the time this Contract is in effect. Any release order issued within one year of the expiration of this Contract shall be effective for one year from the date the release order is issued. No release order may be extended beyond one year after this Contract has expired.



**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within days.



- One Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.
- Other:** See attached.
4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fullyexecuted Purchase Order will be considered notice to proceed
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.
- Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.



**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier’s checks, or irrevocable letters of credit. Any certified check, cashier’s check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**WORKERS’ COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers’ compensation insurance and shall provide proof thereof upon request.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

**Commercial General Liability Insurance:** or more.

**Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

- LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.





The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.
10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

- 12. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount  
for

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 13. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
- 14. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.
- 15. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 17. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
- 18. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 19. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
- 20. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
- 21. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 22. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority-owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 23. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 24. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 25. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
- 26. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 27. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 28. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 29. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 30. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 31. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
- 32. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 33. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 34. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 36. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 37. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**38. [RESERVED]**

- 39. CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.
- 40. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

- 41. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.
- 42. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired



by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered

by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 50. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
  - Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).
- 51. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information



to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304)558-9911 for more information.

**52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Commerce, and its agencies: West Virginia Development Office; West Virginia Division of Energy; West Virginia Division of Forestry; West Virginia Division of Labor; West Virginia Division of Natural Resources; West Virginia Division of Tourism; West Virginia Geological and Economic Survey; West Virginia Office of Miners' Health, Safety and Training; WORKFORCE West Virginia; West Virginia Office of Equal Opportunity; West Virginia Department of Commerce Marketing and Communications to establish an open-end contract for Color Brochure Printing.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3, Subsection 1 below.
  - 2.2 **“Pricing Pages” Attachment B** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
  - 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as COM06.
  - 2.4 **“Adobe InDesign”** is a computer software design program as listed in section 3.1 and subsections of 3.1 below.
  - 2.5 **“FTP”** means File Transfer Protocol which is a process by which the digital files can transfer between two computers on the Internet through use of a software program usually called a client as listed in Section 3.1.1.1 below.
  - 2.6 **“PC”** or Personal Computer is a Windows based Computer Platform as listed in Section 3.1.1.1 below.
  - 2.7 **“Macintosh”** is an Apple based Computer platform as listed in Section 3.1.1.1 below.
  - 2.8 **“Basic preflight”** is a quality check through vendor’s software of the furnished artwork and publishing files to assure correct output of the final product as listed in Section 3.1.1.3 below

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- 2.9 **“Trapping”** is a method of adjusting areas where two distinct, adjacent colors meet so that the printing press will cause the colors to be in perfect registration and won't cause white spaces or gaps in color as listed in Section 3.1.1.3 below.
- 2.10 **“Composite printout”** means all graphics, images and text are positioned in place and shows how the final product will appear when printed as listed in Section 3.1.1.5 below
- 2.11 **“Paper stock”** is specified as “text” lighter weight or “cover” heavier weight paper stock as indicated on the pricing sheet Attachment B.
- 2.12 **“Rack Card”** refers to a printed publication that is usually a single card printed one or two sides on heavier paper stock as listed in Section 3.3.

### 3. GENERAL REQUIREMENTS:

**3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below. Contract Items must meet or exceed the mandatory requirements as shown below. Under no circumstances will overruns of the quantity requested be paid for. Under no circumstances can the approved vendor use this product for gain. All publications are the property of the West Virginia Department of Commerce.

- 3.1.1 Full color process offset printing for various types of publications with multiple sizes, bindery and folds, electronic prepress, packing and distribution as per specifications

**3.1.1.1 ARTWORK:** The West Virginia Department of Commerce, Marketing and Communications section will furnish successful vendor with PC formatted digital files in the latest version of Adobe InDesign Software program on CD-ROM and/or uploaded through vendor's FTP (File Transfer Protocol) site. All necessary fonts and artwork will be included and packaged with the digital files by the ordering agency designer and provided to vendor. A sample low resolution print out will be provided to vendor to show layout of publication. Some files may be provided as print quality PDFs. Vendor shall provide any specific PDF job options for print production.

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**3.1.1.2 Vendor must accept files of the following programs:**

Page Layout programs: Adobe InDesign CSS or latest version; QuarkXPress.

Illustration Programs: FreeHand; Adobe Illustrator and Adobe Photoshop CSS or latest versions of all programs.

Document Exchange prepress programs: Adobe Acrobat (.pdf)

Various versions of software may be used; the vendor will be required to have the most current version(s). All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the vendor on both PC - Computers running Microsoft Windows- and Macintosh Computer Platforms.

**3.1.1.3 ELECTRONIC PREPRESS:** Prior to image processing, the vendor shall perform a basic preflight quality check through vendor's software of the furnished artwork and publishing files to assure correct output of the required production image. Any errors, damage or data corruption that might interfere with proper file image processing must be reported to the ordering agency immediately. The vendor shall create or alter any necessary trapping registration, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized to insure press readiness.

**3.1.1.4 PROOFS** – The vendor must provide one set of digital color proofs - press proof or press-match print - with critical color and registration and one composite printout with all graphics, images and text in place, folded as required and trimmed to size within 3 days of vendor's receipt of release order and artwork. If first proof does not meet specified requirements, a revised proof may be requested and must be delivered within 2 days from request to check for quality.

**3.1.1.5 APPROVAL OF PROOFS** - The vendor must not print order prior to receipt of an "OK to Print" by the West Virginia Department of Commerce agency appointed designee or designer. The final product must match approved proof.

A waiver of proof may be allowed by the ordering agency on reprints upon the guarantee of the vendor to provide an

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exact reprint with same quality and style of previous approved order. Proofs and waivers will be approved via signed proof sheet, email or fax by ordering agency appointed designee or designer.

**3.1.1.6 PACKING:** Final order is to be shrink-wrapped in quantities of 100 or 50 per bundle or as specified on each release order.

Smaller boxes may be packed in larger boxes, but final packed box must not weigh over 30 lbs. each. Boxes must meet the stress strength of 200 psi. so they can be stacked and mailed without breakage. Identification labels must be affixed to the ends of each box as to quantity and content per box with a sample brochure taped to outside of box. Boxes must contain equal quantities.

**3.1.1.7 PAPER STOCK:** Paper stock is specified for each item listed. Paper substitution information must be listed on Pricing Sheet **Attachment B**, and be approved by the West Virginia Department of Commerce designee before contract is awarded. Sample of paper must be provided by vendor upon request before final awarding of contract. Same approved paper must be used for the entire length of the contract. If paper is no longer produced, a substitute paper sample must be submitted and approved by the WV Department of Commerce prior to use.

**3.1.2: PRODUCTION COLOR REQUIREMENTS:** Critical high quality color and tight color registration printing is required. Final product must match proof as approved by the West Virginia Department of Commerce, agency designee or designer.

**3.2.1 MULTI-fold Brochure** – Full-color process offset printing on both sides of publication with full bleed on both sides.

PAPER STOCK: 70 lb. Endurance text gloss white paper stock or pre-approved equal.

See Items numbered 1-50 on pricing sheet **Attachment B** for sizes, folds and quantities

**3.3.1: 4" x 9" Rack Card Publication-** Full-color process printing on both sides, with full bleed on both sides.

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**PAPER STOCK:** 100 lb. Endurance cover gloss white paper stock or pre-approved equal.

See items numbered 51-64 on pricing sheet **Attachment B** for sizes and quantities

**3.4.1: Flat Poster with no folds** - Full-color process printing on one side, with bleeds

Paper Stock: 100 lb. #1 grade bright white text paper. Endurance dull or pre-approved equal.

See items numbered 65-76 on pricing sheet **Attachment B** for sizes and quantities

**3.5.1: Flat Poster with no folds** - Full-color process printing on both sides, with bleeds

Paper Stock: 100 lb. #1 grade bright white text paper. Endurance dull or pre-approved equal.

See Items 77-88 on pricing sheet **Attachment B** for sizes and quantities.

#### 4. CONTRACT AWARD:

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Sheet **Attachment B**. All ordering will only be in the quantities listed in the pricing page, **Attachment B**. The award will be made based off the grand total amount in the Pricing Page, **Attachment B**.

**Samples:** A sample brochure and sample of specified paper stock or substitute must be provided by vendor upon request before final awarding of contract to verify that the vendor understands the type of product being requested. The sample must represent the best quality printing of color register, fold, bindery, and trim, specified paper or equal, and overall printing quality.

**4.2 Pricing Sheet Attachment B:** Vendor should complete the Pricing Sheet **Attachment B** by entering unit costs on all items as listed. Do not alter quantities or sizes. Total cost of all items listed must be entered on line that



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says total. Vendor should complete the Pricing Pages in its entirety as failure to do so will result in Vendor's bids being disqualified.

The Pricing Sheet **Attachment B** contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Sheet **Attachment B** to prevent errors in the evaluation. The Pricing Sheet **Attachment B** were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to the following address: [Beth.A.Collins@wv.gov](mailto:Beth.A.Collins@wv.gov)

## 5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Failure to meet printing quality (improper registration, incorrect paper, smudged or smeared printing, off color match, misplaced images or text), or specifications, is justification for cancellation or refusal of the order.

Failure to meet delivery deadline on more than one occasion, without justification of circumstances beyond the vendor's control, i.e., paper shortage, labor strikes, is justification for cancellation or refusal of order or contract.

No spoils will be accepted as part of delivery volume.

Successful vendor is to contact the WV Department of Commerce ordering agency contact immediately upon receipt of each release order to discuss technicalities of job and to verify receipt of order.

- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.



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**6. DELIVERY AND RETURN:**

**6.1. DELIVERY:** F.O.B. Destination — West Virginia destinations as listed on delivery address sheet. Orders may be requested to be shipped to multiple locations as designated on each release order.

**6.1.1.** Deliveries will be accepted between 8:00 a.m. and 3:00 p.m. Monday thru Friday with no deliveries on Holidays or weekends, unless specified by the WV Department of Commerce.

**6.1.2** Before delivery is made, vendor or delivery agent must contact WV Department of Commerce or specified designee at least 48 hours in advance to make arrangements for acceptance of order and verify delivery address. Number of boxes/skids must be known at time of call. Phone numbers, room numbers or contacts will be listed on each release order.

**Deliveries to South Charleston Tourism or WV Department of Commerce, 90 MacCorkle Ave.:** Boxes may be packaged on skids not to exceed 72 boxes per skid or over 6 ft. tall. Pallets must be shrink-wrapped and stacked evenly so that they can be double-stacked without the boxes breaking. Single boxes should weigh no more than 30 pounds.

**DNR/State Park Deliveries to State Park Nitro storage facility:** Before delivery is made, **an e-mail** must be sent to designated contact at WVSP prior to delivery date to make arrangements for delivery. Upon receipt of an e-mail in advance of delivery date, designated contact will advise, via e-mail, in which storage unit these Items are to be placed. Skids must be broken down before drop off. No fork lift is available.

**For all other delivery locations:** Delivery instructions will be provided. Skids may have to be broken down before drop off if a fork lift is not available.

Vendor must deliver five (5) samples of each final product to the WV Department of Commerce, Marketing and Communications designee at 90 MacCorkle Avenue SW, South Charleston, WV 25303, for each contract release order.

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

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Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's delivery location. Vendor must include all freight and delivery charges and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that the Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. The Vendor is only permitted to charge the actual cost of emergency order freight allocated on the attached freight bill.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Material Storage and Return:** Upon completion of each order, all discs, proofs, or material is to be returned to West Virginia Department of Commerce or ordering agency, via company representative or registered mail before payment will be processed. All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the vendor. Upon mutual written agreement by email and in writing by the agency to the vendor, vendor may store the discs, proofs and material until the agency requests the items returned within 30 days.
- 6.6 Delivery Time:** Vendor shall deliver standard orders within 12 working days from receipt of release order and artwork for orders of 5,000 or less; 18 working days from receipt of release order and artwork for orders over 5,000: A contract release order will be provided for each job requested and vendor must not start production of any job prior to receipt of the contract release order. The ship/deliver date indicated on the contract release order is the date product ordered for delivery F.O.B. destination must be delivered to the specified destination. Distribution of final product must be completed from the date of receipt of furnished material including proofing and prepress time as stated above. Vendor shall deliver emergency orders within 10 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

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**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: Larry K. Martin

Telephone Number: 740-350-5748

Fax Number: 304-341-0688

Email Address: Lmartin@Champion-Industries.com

**Please see Attachment A - Delivery Addresses**

**Please see Attachment B - Price Sheet**

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**ATTACHMENT A - DELIVERY ADDRESSES – FOB Destination:**

State Capitol Complex, 1900 Washington Street East, Building (TBD),  
Charleston, WV 25305

WV Division of Tourism, 90 MacCorkle Avenue SW, South Charleston, WV  
25303

WV Dept. of Commerce Marketing and Communications, 90 MacCorkle Avenue  
SW, South Charleston, WV 25303

WV State Parks Storage Facility, #1 Pickens Road, Nitro, WV 25143

WV Division of Natural Resources, 324 Fourth Avenue, South Charleston, WV  
25303

WV Division of Natural Resources, Wildlife Resources Section, Ward Road,  
Route 219, Elkins, WV 26241

WV Division of Forestry, 7 Players Club Drive, Suite 1, Charleston, WV 25311

Division of Forestry – Farmington Office, 1106 Railroad Street, Farmington, WV 26571,  
304-825-6983

Division of Forestry - Romney Office, 1 Depot Street, Romney, WV 26757, 304-822-  
4512

Division of Forestry - Beckley Office, 330 Harper Park Drive, Suite J, Beckley, WV  
25801, 304-256-6775

Division of Forestry - Milton Office, 878 E. Main Street, Rear, P.O. Box 189, Milton,  
WV 25541, 304-743-6186

Division of Forestry - Elizabeth Office, 25 Schoolview Street, Elizabeth, WV 26143,  
(304) 420-4515

Division of Forestry - Clements State Tree Nursery, 624 Forestry Drive, West Columbia,  
WV 25287, 304-675-1820

West Virginia State Park Addresses:

Audra State Park, 8397 Audra Park Rd., Buckhannon, WV 26201-5405

Babcock State Park, 486 Babcock Rd., Clifftop, WV 25831-7240

Beartown State Park, 683 Droop Park Rd., Hillsboro, 24946-9719

Beech Fork State Park, 5601 Long Branch Rd, Barboursville, WV 25504-9624

REQUEST FOR QUOTATION  
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Berkeley Springs State Park, 2 South Washington Street, Berkeley Springs, WV 6-25411  
Berwind Lake WMA, Route 16, Box 38, Warriormine, WV 24894  
Blackwater Falls State Park, 1584 Blackwater Lodge Road, PO Box 490, Davis, WV 26260  
Blennerhassett Island, 137 Juliana Street, Parkersburg, WV 26101  
Bluestone State Park, HC 78, Box 3, Hinton, WV 25951  
Bluestone WMA, HC 65, Box 91, Indian Mills, WV 24935  
Cabwaylingo State Forest, 4279 Cabwaylingo Park Road, Dunlow, WV 25511  
Cacapon Resort State Park, 818 Cacapon Lodge Drive, Berkeley Springs, WV 25411  
Calvin Price State Forest, 4800 Watoga Park Road, Marlinton, WV 24954  
Camp Creek State Park, 2390 Camp Creek Road, Camp Creek, WV 25820  
Canaan Valley State Park, 134 Headquarters Road, Davis, WV 26260  
Carnifex Ferry Battlefield, 1194 Carnifex Ferry Road, Summersville, WV 26651  
Cass Scenic Railroad, 242 Main Street, Cass, WV 24927  
Cathedral State Park, 12 Cathedral Park Drive, Aurora, WV 26705  
Cedar Creek State Park, 2947 Cedar Creek Road, Glenville, WV 26351  
Chief Logan State Park, 12 Cathedral Park Drive, Logan, WV 25601  
Chief Logan Lodge, Hotel & Conference Center , 1000 Conference Center Drive, Logan, WV 25601  
Coopers Rock State Forest, 61 County Line Road, Bruceton Mills, WV 26525  
Droop Mountain Battlefield State Park, 683 Droop Park Rd., Hillsboro, WV 24946-9719  
Fairfax Stone State Park, 1584 Blackwater Lodge Road, PO Box 490, Davis, WV 26260  
Greenbrier River Trail, 426 Gum Cove Road, Buckeye, WV 24924  
Greenbrier State Forest, HC 30, Box 154, Caldwell, WV 24925  
Hawks Nest State Park, 49 Hawks Nest Park Road, PO Box 857, Ansted, WV 25812  
Holly River State Park, 680 State Park Road, Hacker Valley, WV 26222  
Kanawha State Forest, 7500 Kanawha State Forest Dr., Charleston, WV 25314  
Kumbrabow State Forest, RR 219/16, PO Box 65, Huttonsville, WV 26273  
Laurel Lake WMA, HC 70, Box 626, Lenore, WV 25676  
Little Beaver State Park, 1402 Grandview Road, Beaver, WV 25813  
Lost River State Park, 321 Park Dr., Mathias, WV 26812

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

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Moncove Lake State Park, HC 83, Box 73-A, Gap Mills, WV 24941

North Bend State Park/Rail Trail, 202 North Bend Park Road, RR 1, Box 221, Cairo, WV 26337

Panther State Forest, HC 63, Box 923, Panther Creek Rd., Panther, WV 24872

Pinnacle Rock State Park, RR 52, PO Box 1, Bramwell, WV 24715

Pipestem Resort State Park, 3405 Pipestem Drive, RR 20, Box 150, Pipestem, WV 25979

Plum Orchard Lake WMA, 1156 Plum Orchard Lake Road, Scarbro, WV 25917

Prickett's Fort State Park, 106 Overfort Lane, Fairmont, WV 26554

Seneca State Forest, 10135 Browns Creek Rd., Dunmore, WV 24934

Stonewall Jackson Lake State Park, 149 State Park Trail, Roanoke, WV 26447

Stonewall Resort, 940 Resort Dr., Roanoke WV 26447

Tomlinson Run State Park, 84 Osage Rd., PO Box 97, New Manchester, WV 26056

Tu-Endie-Wei State Park Point Pleasant Battlefield, First Street, PO Box 486, Point Pleasant, WV 25550

Twin Falls State Park, RR 97, PO Box 667, Mullens, WV 25882

Tygart Lake State Park, 1240 Paul E. Malone Road, Grafton, WV 26354

Valley Falls State Park, 720 Valley Falls Road, Fairmont, WV 26554

Watoga State Park, 4800 Watoga Park Road, Marlinton, WV 24954

Watters Smith State Park, 831 RR 3, PO Box 296, Lost Creek, WV 26385

**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.: \_\_\_\_\_

Weight: \_\_\_\_\_ Grade: \_\_\_\_\_

**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	105m 4	525	2100
2	10,000	New 14 3/4" x 8 1/2" brochures	71m 11	710	7810
3	25,000	New 14 3/4" x 8 1/2" brochures	54m 16	1350	21600
4	50,000	New 14 3/4" x 8 1/2" brochures	47m 1	2350	2350
5	75,000	New 14 3/4" x 8 1/2" brochures	43m 1	3225	3225
6	5,000	Exact Reprint 14 3/4" x 8 1/2" brochures	103m 1	515	515
7	10,000	Exact Reprint 14 3/4" x 8 1/2" brochures	67m 2	670	1340
8	25,000	Exact Reprint 14 3/4" x 8 1/2" brochures	50m 4	1250	5000
9	50,000	Exact Reprint 14 3/4" x 8 1/2" brochures	44m 1	2200	2200
10	75,000	Exact Reprint 14 3/4" x 8 1/2" brochures	41m 1	3075	3075

**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	217m 1	1085	1085
12	10,000	New 15" x 25 1/2" brochures	151m 7	1510	10570
13	25,000	New 15" x 25 1/2" brochures	111m 7	2775	19425
14	50,000	New 15" x 25 1/2" brochures	97m 3	4850	14550



15	75,000	New 15" x 25 1/2" brochures	87m	1	6525	6525
16	5,000	Exact Reprint 15" x 25 1/2" brochures	210m	1	1050	1050
17	10,000	Exact Reprint 15" x 25 1/2" brochures	147m	1	1470	1470
18	25,000	Exact Reprint 15" x 25 1/2" brochures	103m	3	2575	7725
19	50,000	Exact Reprint 15" x 25 1/2" brochures	92m	1	4600	4600
20	75,000	Exact Reprint 15" x 25 1/2" brochures	84m	1	6300	6300

**Items 21-30:**

11 1/4" x 17" flat folded to 3 3/4" x 8 1/2" 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 1/4" x 17" brochures	127m	1	635	635
22	10,000	New 11 1/4" x 17" brochures	78m	1	780	780
23	25,000	New 11 1/4" x 17" brochures	57m	1	1425	1425
24	50,000	New 11 1/4" x 17" brochures	52m	1	2600	2600
25	75,000	New 11 1/4" x 17" brochures	44m	1	3300	3300
26	5,000	Exact Reprint 11 1/4" x 17" brochures	109m	1	545	545
27	10,000	Exact Reprint 11 1/4" x 17" brochures	67m	1	670	670
28	25,000	Exact Reprint 11 1/4" x 17" brochures	48m	1	1200	1200
29	50,000	Exact Reprint 11 1/4" x 17" brochures	44m	1	2200	2200
30	75,000	Exact Reprint 11 1/4" x 17" brochures	38m	1	2850	2850

**Items 31-40:**

14" x 17" flat folded to 3 1/2" x 8 1/2" 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	130m	1	650	650
32	10,000	New 14" x 17" brochures	96m	1	960	960
33	25,000	New 14" x 17" brochures	77m	1	1925	1925
34	50,000	New 14" x 17" brochures	71m	1	3550	3550
35	75,000	New 14" x 17" brochures	62m	1	4650	4650
36	5,000	Exact Reprint 14" x 17" brochures	111m	1	555	555
37	10,000	Exact Reprint 14" x 17" brochures	82m	1	825	825



38	25,000	Exact Reprint 14" x 17" brochures	65m	1	1625	1625
39	50,000	Exact Reprint 14" x 17" brochures	60m	1	3000	3000
40	75,000	Exact Reprint 14" x 17" brochures	54m	1	4050	4050

**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	99m	1	495	495
42	10,000	New 11" x 8 1/2" brochures	58m	1	580	580
43	25,000	New 11" x 8 1/2" brochures	36m	1	900	900
44	50,000	New 11" x 8 1/2" brochures	30m	1	1500	1500
45	75,000	New 11" x 8 1/2" brochures	26m	1	1950	1950
46	5,000	Exact Reprint 11" x 8 1/2" brochures	79m	1	395	395
47	10,000	Exact Reprint 11" x 8 1/2" brochures	46m	1	460	460
48	25,000	Exact Reprint 11" x 8 1/2" brochures	29m	1	725	725
49	50,000	Exact Reprint 11" x 8 1/2" brochures	23m	1	1150	1150
50	75,000	Exact Reprint 11" x 8 1/2" brochures	20m	1	1500	1500

**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.: \_\_\_\_\_

Weight: \_\_\_\_\_ Grade: \_\_\_\_\_

Item	Printing Lot	Description	Estimated Quantity of Lots	Cost Per Lot	Extended Price	
51	500	4" x 9" rack cards	336m	1	168	168
52	1,000	4" x 9" rack cards	178m	2	178	356
53	2,500	4" x 9" rack cards	82m	3	205	615
54	5,000	4" x 9" rack cards	50m	1	250	250

55	10,000	4" x 9" rack cards	35m	2	350	700
56	20,000	4" x 9" rack cards	27m	1	540	540
57	50,000	4" x 9" rack cards	22m	1	1100	1100

Item	Printing Lot	Description	Estimated Quantity of Lots		Cost Per Lot	Extended Price
58	500	Exact Reprint 4" x 9" rack cards	204m	1	102	102
59	1,000	Exact Reprint 4" x 9" rack cards	109m	1	109	109
60	2,500	Exact Reprint 4" x 9" rack cards	50m	1	125	125
61	5,000	Exact Reprint 4" x 9" rack cards	31m	1	155	155
62	10,000	Exact Reprint 4" x 9" rack cards	22m	1	220	220
63	20,000	Exact Reprint 4" x 9" rack cards	17m	1	340	340
64	50,000	Exact Reprint 4" x 9" rack cards	15m	1	750	750

**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.: \_\_\_\_\_

Weight: \_\_\_\_\_ Grade: \_\_\_\_\_

**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	300m	1	150	150
66	1,000	Poster 8 1/2" x 11" printed one side with bleed	161m	2	161	322
67	2,500	Poster 8 1/2" x 11" printed one side with bleed	80m	1	200	200
68	500	Poster 8 1/2" x 14" printed one side with bleed	328m	1	164	164
69	1,000	Poster 8 1/2" x 14" printed one side with bleed	186m	1	186	186
70	2,500	Poster 8 1/2" x 14" printed one side with bleed	104m	1	260	260
71	500	Poster 11" x 17" printed one side with bleed	268m	1	164	164

72	1,000	Poster 11" x 17" printed one side with bleed	186m	1	186	186
73	2,500	Poster 11" x 17" printed one side with bleed	102m	1	255	255
74	500	Posters 18" x 24" printed one side with bleed	696m	1	348	348
75	1,000	Posters 18" x 24" printed one side with bleed	392m	1	392	392
76	2,500	Posters 18" x 24" printed one side with bleed	208.4m	1	521	521

**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	382m	1	191	191
78	1,000	Poster 8 1/2" x 11" printed two sides with bleed	207m	1	207	207
79	2,500	Poster 8 1/2" x 11" printed two sides with bleed	102m	1	255	255
80	500	Poster 8 1/2" x 14" printed two sides with bleed	526m	1	263	263
81	1,000	Poster 8 1/2" x 14" printed two sides with bleed	295m	1	295	295
82	2,500	Poster 8 1/2" x 14" printed two sides with bleed	156m	1	390	390
83	500	Poster 11" x 17" printed two sides with bleed	526m	1	263	263
84	1,000	Poster 11" x 17" printed two sides with bleed	295m	1	295	295
85	2,500	Poster 11" x 17" printed two sides with bleed	156m	1	390	390
86	500	Posters 18" x 24" printed two sides with bleed	1150m	1	575	575
87	1,000	Posters 18" x 24" printed two sides with bleed	694m	1	694	694
88	2,500	Posters 18" x 24" printed two sides with bleed	338.8m	1	847	847

**GRAND TOTAL**

**\$ 183,504<sup>00</sup>**

**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.**

**Please note these are only estimated quantities, these are not guaranteed orders to be placed.**

**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.

The Chapman Printing Company  
(Company)

Jerry H. Martin  
(Authorized Signature)

Larry H. Martin Account Rep.  
(Representative Name, Title)

740-350-5748      304-341-0688  
(Phone Number)      (Fax Number)

4-30-14  
(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.

**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.

*The Chapman Printing Company*  
\_\_\_\_\_  
Company

*Jeremy H. [Signature]*  
\_\_\_\_\_  
Authorized Signature

4-30-14  
\_\_\_\_\_  
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: The Chapman Printing Co.

Signed: *Jason B. Minter*

Date: 4-30-14

Title: Account Rep.

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 exceeds 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: The Chapman Printing Company  
Authorized Signature: [Signature] Date: 4-30-14

State of WEST VIRGINIA

County of KANAWHA, to-wit:

Taken, subscribed, and sworn to before me this 30<sup>th</sup> day of APRIL, 2014

My Commission expires 5-18, 2017

**AFFIX SEAL HERE**

**NOTARY PUBLIC** [Signature]

*Purchasing Affidavit (Revised 07/01/2012)*

