



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

# Solicitation

NUMBER
TAX14008

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-2306

\*122104356 800-325-9942  
 FORMS WORLD INC  
 PO BOX 6930  
 ST LOUIS MO 63129

STATE TAX DIVISION  
 BUILDING 7, LOADING DOCK  
 CALIFORNIA AVE  
 CHARLESTON, WV  
 25301 304-558-3940

DATE PRINTED
01/16/2014

BID OPENING DATE: 02/19/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE WEST VIRGINIA TAX DIVISION TO ESTABLISH AN OPEN-END CONTRACT TO PROVIDE LAND BOOK SHEETS (BLUE) AND PERSONAL PROPERTY BOOK SHEETS (GREEN) PER THE ATTACHED SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS.						
0001	1	EA	966-50	PRINTING - LAND BOOK SHEETS (BLUE) ROLLS	38.03/m	19,015.00
				STC 12:21		
0002	1	EA	966-50	PRINTING - LAND BOOK SHEETS (BLUE) BOXED	38.03/m	19,015.00
				STC 12:21B		
0003	1	EA	966-50	PRINTING - PERSONAL PROPERTY BOOK SHEETS (GREEN)	38.03/m	15,212.00
				STC 12:22		
02/11/14 12:19:11PM West Virginia Purchasing Division						

SIGNATURE: <i>Patricia Jasch</i>	TELEPHONE: 314-821-1266	DATE: 2-6-14
TITLE: Vice President	FEIN: 43-1073979	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia  
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 Purchasing Division  
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**Solicitation**

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-2306

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 FORMS WORLD INC  
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DATE PRINTED
01/16/2014

BID OPENING DATE: 02/19/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ TAX14008 ***** TOTAL:						<u>53,242.00</u>

SIGNATURE <i>Patricia Jacob</i>	TELEPHONE 314-821-1266	DATE 2-6-14
TITLE Vice President	FEIN 43-1073979	ADDRESS CHANGES TO BE NOTED ABOVE

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

REQUEST FOR QUOTATION  
[TAX14008] [STC 12:21 LAND BOOK SHEETS (BLUE) & STC 12:22 PERSONAL  
PROPERTY BOOK SHEETS (GREEN)]

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- 7.3 **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.
- 7.4 **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: Patricia Tasch  
Telephone Number: 314-821-1266  
Fax Number: 314-821-8199  
Email Address: Pat@FormsWorld.com

TAX14008  
Pricing Page

Quantity	Description	Unit Price	Extended Price
500,000	STC 12:21 Land Book Sheets (Blue) Rolled	\$ 38.03/m	\$ 19,015.00
500,000	STC 12:21 Land Book Sheets (Blue) Boxed	\$ 38.03/m	\$ 19,015.00
400,000	STC 12:22 Personal Property Sheets (Green) Rolled	\$ 38.03/m	\$ 15,212.00
		<b>Total</b>	<b>53,242.00</b>

\* Quantities are used only for evaluation purposes to compare bids

\*\*\*\*\* Please sign and complete ALL of the information below. \*\*\*\*\*

Vendor's Name Forms World Inc

Vendor's Address P.O. Box 6930

Authorized signature for Vendor Patricia Tasch

Authorized printed name for Vendor PATRICIA TASCH

Vendor's Phone/Fax # 314-821-1266 FAX 314-821-8199

Vendor's Email address: Pat@FORMSWORLD.com

\*\*\*\*\* The Vendor with the Lowest Total meeting specifications will be awarded the contract. \*\*\*\*\*

**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.

Forms World Inc  
(Company)

Patricia Tasch  
(Authorized Signature)

Patricia Tasch Vice President  
(Representative Name, Title)

314-821-1266      314-821-8199  
(Phone Number)                      (Fax Number)

2-6-14  
(Date)

RFQ No. TAX14008

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

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

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: FORMS World Inc

Authorized Signature: Patricia Jacob Date: 2-5-14

State of Missouri

County of Jefferson, to-wit:

Taken, subscribed, and sworn to before me this 5<sup>th</sup> day of January, 2014.

My Commission expires 3-23-16, 20    .

**AFFIX SEAL HERE**



LISA A. HOFFMANN  
My Commission Expires  
March 23, 2016  
Jefferson County  
Commission #12414570

**NOTARY PUBLIC**

[Signature]

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



Rev. 07/12

## 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: Forms World Inc      Signed: Patricia Jacob  
 Date: 2-6-14      Title: Vice President

Does Not Apply to us.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: TAX14008**

**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 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.

Forms World Inc  
Company

Patricia Jasch  
Authorized Signature

2-6-14  
Date

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





P.O. Box 6930  
St. Louis, MO 63123

Office: 314-821-1266 or 800-325-9942

Fax: 314-821-8199

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

Est. 1974

State of West Virginia  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305

February 6, 2014

Evelyn,

Forms World has provided your paper needs for your land book and personal property book for well over 8 years. Our goal at Forms World is to provide the best quality paper at the best price. Over the years, we have experienced quite a few complications with the Colonial paper. Our last shipment was a repeat issue with using this paper. Colonial mill will only run your paper when they have a full mill run. In addition we never know when we will not be able to purchase this paper as there has been talk of the mill no longer making this paper.

Your order was placed on November 20, 2013 with my manufacturer and they placed the order with the mill to get paper in house. This time we had an eight week wait to get paper from the mill. Once in house, we started production of your order. As this paper comes on huge rolls, there is no sign of paper splicing or other issues, until we start producing. During production it was discovered that the mill run was spliced multiple times. Your order should have been a total of 20 rolls. We actually ended up sending you 30 rolls as we did not want you to have any problem running and discover hidden splicing. We started new rolls every time we came upon a splice so that your production people would have no splicing to deal with.

We would like to offer you an option to use a paper that is readily available. This is a stock paper for our manufacturer, KDM. This paper would save you over 50% in cost. I have included with my bid, a bid for the proposed new paper and samples for consideration.

Forms World does realize that you will get more bidders with our proposed change in paper, and we hope you will consider that it was Forms World that made this suggestion. As mentioned before, it is our goal to provide the best quality and pricing for you needs.

With Regards,

Patricia A. Tasch  
Vice President  
Forms World Inc.



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\*122104356 800-325-9942  
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SHIP TO

STATE TAX DIVISION  
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0001	1	EA	966-50	PRINTING - LAND BOOK SHEETS (BLUE) ROLLS	\$ 17.36	8680.00
				STC 12:21		
0002	1	EA	966-50	PRINTING - LAND BOOK SHEETS (BLUE) BOXED	\$ 17.36	8680.00
				STC 12:21B		
0003	1	EA	966-50	PRINTING - PERSONAL PROPERTY BOOK SHEETS (GREEN)	\$ 17.36	6944.00
				STC 12:22		

SIGNATURE <i>Patricia Jacob</i>	TELEPHONE 314-821-1266	DATE 2-6-14
TITLE Vice President	FEIN 43-1073979	ADDRESS CHANGES TO BE NOTED ABOVE

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



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V E N D O R	*122104356	800-325-9942
	FORMS WORLD INC	
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	ST LOUIS MO 63129	

S H I P T O	STATE TAX DIVISION	
	BUILDING 7, LOADING DOCK	
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	CHARLESTON, WV 25301	304-558-3940

DATE PRINTED
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ TAX14008 ***** TOTAL:						<u>24,304.00</u>

SIGNATURE <i>Patricia Joseph</i>	TELEPHONE 314-821-1266	DATE 2-6-14
TITLE Vice President	FEIN 43-1073979	ADDRESS CHANGES TO BE NOTED ABOVE

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TAX14008  
Pricing Page

Quantity	Description	Unit Price	Extended Price
500,000	STC 12:21 Land Book Sheets (Blue) Rolled	\$ 17.36/m	\$ 8680.00
500,000	STC 12:21 Land Book Sheets (Blue) Boxed	\$ 17.36/m	\$ 8680.00
400,000	STC 12:22 Personal Property Sheets (Green) Rolled	\$ 17.36/m	\$ 6944.00
		<b>Total</b>	<b>24,304.00</b>

\* Quantities are used only for evaluation purposes to compare bids

\*\*\*\*\* Please sign and complete ALL of the information below. \*\*\*\*\*

Vendor's Name Forms World Inc

Vendor's Address P.O. Box 6930

Authorized signature for Vendor Patricia Tasch

Authorized printed name for Vendor Patricia Tasch

Vendor's Phone/Fax # 314-821-1266 FAX 314-821-8199

Vendor's Email address: Pat@FormsWorld.com

\*\*\*\*\* The Vendor with the Lowest Total meeting specifications will be awarded the contract. \*\*\*\*\*