



Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
27 — Miscellaneous

Proc Folder: 32517

Doc Description: Addendum #4: To modify original solicitation.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2014-11-13	2014-11-20 13:30:00	CRFQ 0802 DMV1500000001	5

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

RR Donnelley & Sons Co

101 Carriage PT STE 307

Hurricane, WV 25526

304-757-6673

11/20/14 12:31:36PM

West Virginia Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey

(304) 558-0094

melissa.k.pettrey@wv.gov

Signature X

FEIN #

361004130

DATE

11/19/14

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US		MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	8 1/2 X 14, 2 Part Perferated, Driver's License Renewal	372000.00000	PM	132.40/PM	49,252.80

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

8 1/2 X 14, 2 Part Perferated, Driver's License Renewal

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	9 X 11, 2 Part Perforated, Vehicle License Renewal	1400000.00000	PM	126.15/PM	176,610.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

9 X 11, 2 Part Perforated, Vehicle License Renewal

INVOICE TO		SHIP TO	
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US		MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	8 1/2 X 12,1 Part cut-sheet Post Card	40000.00000	PM	3,050.00/PM	122,000.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

8 1/2 X 12,1 Part cut-sheet Post Card

INVOICE TO		SHIP TO	
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US		MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Fast Forward Services Driver's Licenses Renewal	1.00000	EA	* 00180/EA	* 00180

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Fast Forward Services Driver's Licenses Renewal

INVOICE TO		SHIP TO	
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US		MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Fast Forward Services Vehicle Registration Renewal	1.00000	EA	* 00180/EA	* 00180

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Fast Forward Services Vehicle Registration Renewal

INVOICE TO	SHIP TO
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Hourly Cost for Composition Changes, Drivers License.	1.00000	EA	105.00/EA	105.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Hourly Cost for Composition Changes, Driver's License.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Hourly Cost for composition changes, Vehicle Registration	1.00000	EA	105.00/EA	105.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Hourly Cost for composition changes, Vehicle Registration Renewal

INVOICE TO	SHIP TO
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Hourly Cost for data processing changes, Driver's License	1.00000	EA	120.00/EA	120.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Hourly Cost for data processing changes, Driver's License Renewal

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Hourly Cost for data processing changes, Vehicle Regist.	1.00000	EA	120.00/EA	120.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Hourly Cost for data processing changes, Vehicle Registration Renewal

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cost for destroying stock, Driver's License Renewal	1.00000	EA	.00390/EA	.00390

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Cost for destroying stock, Driver's License Renewal

INVOICE TO	SHIP TO
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cost for destroying stock, Vehicle Registration Renewal	1.00000	EA	.00390/EA	.00390

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Cost for destroying stock, Vehicle Registration Renewal

TOTAL Bid: \$ 348,312.82

DMV1500000001	Document Phase Final	Document Description Addendum #4: To modify original solicitation.	Page 7 of 7
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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:

October 22, 2014 at 10:00 AM, EST.

Location: 5707 MacCorkle Ave. SE

Suite 200

Charleston, WV 25317

Further directions needed please contact senior buyer, Beth A. Collins

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. Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: **October 27, 2014 at 5:00 PM, EST**

Submit Questions to: **Beth A. Collins, senior buyer**
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: beth.a.collins@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication 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 submitted electronically through wvOASIS or 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 electronic submission via wvOASIS, 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

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.
10. **ALTERNATES:** Any model, brand, or specification listed in this Solicitation 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. **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.
13. **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.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **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 Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, 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 contract award 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.

17. **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.

REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Division of Motor Vehicles to establish an open-end contract for providing composition, and manufacturing of driver license and vehicle renewals from concept through finished documents including mailing for the Division of Motor Vehicles per the attached specifications.
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 **“DMV”** means the Division of Motor Vehicles.
 - 2.3 **“SFTP”** means Secure File Transfer Prodigal.
 - 2.4 **“PMS”** means Pantone Matching System.
 - 2.5 **“CDL”** means Commercial Driver’s License.
 - 2.6 **“AAMVA”** means American Association of Motor Vehicle Administration.
 - 2.7 **“OCR (Extended Font)”** means is an extended version of Optical Character Recognition Font.
 - 2.8 **“OCR-A-Font”** means Optical Character Recognition Font.
 - 2.9 **“DOT”** means Department of Transportation.
 - 2.10 **“USPS-NCOA”** means United States Postal Service, National Change of Address.
 - 2.11 **“USPS-CASS”** means United States Postal Service, Certified Sorting System.
 - 2.12 **“DPI”** means Dots Per Inch.
3. **GENERAL REQUIREMENTS:**

**REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS**

- 3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.2 SPECIFICATIONS FOR DRIVER LICENSE RENEWALS

3.2.1 FORMS PACKAGE MAKEUP

- 3.2.1.1 The Two Driver's License Renewal Forms are two separate mailers; one for CDL and one for standard Class E must consist of 28# white ledger paper and measure 8 ½ inches wide X 14 inches long.
- 3.2.1.2 Form must have a full width horizontal perforation of 3 ½ inches from the bottom.
- 3.2.1.3 Form will be folded 5 inches from the bottom and 5 ¼ inches from the top of the form to create the finished mail piece.
- 3.2.1.4 To prevent unintentional opening during mailing, any method may be used to seal the mailer, however, mailer must be sealed on all four sides.
- 3.2.1.5 Form must contain PMS534 (Blue to match CDL-1) on the front and back. PMS5747 (Green to match DS-23P) on the front and back. (Duplex).

3.2.2 FORMS IMAGING

- 3.2.2.1 Imaging must be in black toner at a minimum of 300 X 300 DPI, non-magnetic ink OCR extended font, size 12, laser quality and scanable by equipment designated by West Virginia Division of Motor Vehicles.
- 3.2.2.2 Imaging will be contained on both the front and back of the form (Duplex).
- 3.2.2.3 On a monthly basis, West Virginia Division of Motor Vehicles will send a SFTP the driver license files (CDL and Class E) to the vendor for data processing and imaging purposes. A record layout of the files that will be

REQUEST FOR QUOTATION DRIVER LICENSE AND REGISTRATION RENEWALS

used is attached (Exhibit A). The files will not be altered by the vendor unless approved by West Virginia Division of Motor Vehicles. Data on the files will not be reproduced or sold for any purposes. Driver License renewal information will not be reproduced or sold for any purpose. Security of all information is a major component and all inventories of pre-printed and printed mailers/renewal cards will be maintained in a secure environment to alleviate any opportunity of fraud.

- 3.2.2.4 The vendor must supply evidence of back-up production facilities in at least one separate geographic location from the primary production facility with the same printing, data processing, imaging, and mailing capabilities as the primary production facility. Vendor must designate production facility and must notify West Virginia Division of Motor Vehicles prior to any changes in the facility location.

3.2.3 TESTING AND PROOFS

- 3.2.3.1 Vendor must provide each month within 10 days of receipt at least 3 data print proofs from each class and one class showing a motorcycle endorsement from the live production tape showing the successful reading of all live data fields. Data print proofs may be sent electronically.
- 3.2.3.2 Vendor must provide, within 5 working days of the monthly mailing a proof with drafted perforation, fold, cut and bleed lines, as well as and any additional print registration marks, locations of barcodes and glue spots on both sides of the forms prior to production. An e-mailed electronic proof file is acceptable, provided no major changes in composition have been made since the last production print run. No changes shall be made without West Virginia Division of Motor Vehicles approval.
- 3.2.3.3 Vendor must provide with their bid at least 2 samples of driver license renewal forms or similar types of manufacture and composition that the vendor has produced for other states or companies. Similar samples

**REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS**

should represent monthly production/mailings at a minimum volume of 100,000 pieces.

3.2.4 PROCESSING

- 3.2.4.1 The Driver License Form must be duplex variable imaged, folded, and sealed in a single production manufacturing process to assure 100% matching of the finished mail piece.
- 3.2.4.2 West Virginia Division of Motor Vehicles representatives shall be permitted, by appointment, to visit the contractor's plant before or during the time the mail pieces are produced.
- 3.2.4.3 Vendor must guarantee 100% mail out.
- 3.2.4.4 Vendor must have a quality control plan in place.
- 3.2.4.5 All processing, including layout, design, data processing, lithograph printing, imaging, finishing, and mail sorting must be done in the same plant/facility location. It will be acceptable for the vendor to purchase printed supplies from a subcontractor. West Virginia Division of Motor Vehicles must be notified in advance of any changes in plant location.
- 3.2.4.6 If a mailing is not processed correctly and the problem is determined to be the fault of the vendor, the repeat mailing and postage will be the responsibility of the vendor.
- 3.2.4.7 The vendor will provide to the DMV after the monthly mailing a report detailing number of record received, number of records printed, and number of records mailed. Number of records received, printed and mailed must be in agreement. Numbers must agree with the monthly invoice.

3.2.5 DELIVERY AND MAILING

- 3.2.5.1 DMV will SFTP driver license files on or before the seventh day of the month.

**REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS**

- 3.2.5.2** All regular Driver License Renewals must be mailed by the last working day of the month, unless that day is a holiday, in which case the mailing will occur on the next to the last working day of the month.
- 3.2.5.3** The vendor must provide the DMV with Audit Verification of the quantity printed 48 hours prior to mailing. Vendor must also provide a report which must include the number received and the number printed. If the number does not match the DMV is to be notified immediately.
- 3.2.5.4** The vendor must mail all Driver License Renewals at the lowest possible postage rate. In order to ensure that the lowest possible postage rate is used, the vendor must be a licensed user of CASS Certified Sorting Software. Vendor should provide certification of their current USPS CASS certification along with their bid.
- 3.2.5.5** The vendor will work with the DMV to determine the most cost effective Change of Address, Address Correction Requested, and FAST forward options. The vendor will be reimbursed for actual costs associated with Move Update Requirements.
- 3.2.5.6** The DMV will provide the postage, but the vendor must provide a monthly report of postage used and the remaining available balance with each invoice. It will be the responsibility of the vendor to have at least a three-month supply of postage available for the mailings. Additional postage money shall be requested by a separate invoice from the vendor. The cost of postage for the mail that cannot be presorted and metered is to be added to the vendor's monthly invoice.

**REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS**

3.2.6 CHANGES TO COMPOSITION AND/OR IMAGING

The DMV changes the scheduling information contained in the renewal form almost on a monthly basis. See blue shaded area on example provided (Exhibit B).

3.2.6.1 Any changes to the above specifications must be in writing and mutually agreed on by the vendor and the DMV.

3.2.6.2 DMV will provide InDesign, and build files for any composition changes to the renewal mailer (Initial prints in PMS 5351, PMS 5747). Vendor will be required to accommodate to changes on a monthly or, at a minimum, quarterly basis without extra fee.

3.2.6.3 Any changes to the Driver License Renewal form requested by the DMV that result in the destruction of existing inventories of stock will be reimbursed by DMV. In the event stock destruction is required, the DMV will only reimburse the vendor for up to a three month supply of stock.

3.3 SPECIFICATIONS FOR VEHICLE LICENSE RENEWALS

3.3.1 FORMS PACKAGE MAKE UP

3.3.1.1 The Vehicle Registration Renewal Package shall be inserted by the vendor.

3.3.1.2 The registration renewal package shall be 11 inches long and 9 inches wide and shall be a two part form shall be printed on 32# white ledger paper. One part is the registration card and the other is the instructions. There will be a perforated line 3 inches up from the bottom of the form separating the two. Sample is attached (Exhibit C).

3.3.1.3 The registration renewal card must detach from the rest of the form at the perforation.

**REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS**

- 3.3.1.4 The registration renewal card will be a two part form that is 9 inches long and 3 inches high; there will be a vertical perforation 3 ½ inches from the left hand edge. The left side will be 3 inches by 3 ½ inches. The right side of the card will be 3 inches by 5 ½ inches.
 - 3.3.1.5 Name of the vehicle owner must appear on one line.
 - 3.3.1.6 A sample of the registration card and production/layout requirements are attached (Exhibit C). Vendor must reproduce each registration renewal card according to the attached file layout (Exhibit D).
 - 3.3.1.7 Renewal package must contain a business reply envelope that will hold the 3 inch by 9 inch registration card without folding the card. The business reply envelope must contain a blue stripe that is 2 inches long and ¼ inch high on both sides of the envelope. The strip must be located in the center of the envelope on the top.
 - 3.3.1.8 Information above the 3 inch perforation will be static laser for each monthly run. Any changes to the above information except the required personal property tax receipt dates will be authorized with a change order.
 - 3.3.1.9 Annually in November, the required personal property tax receipt dates will change.
 - 3.3.1.10 The DMV reserves the right to change the forms design and or colors.
 - 3.3.1.11 The vendor has the option of bidding the Vehicle Registration Renewal as either a self-mailer or an envelope carrier.
- 3.3.2 BAR CODE**
- 3.3.2.1 A barcode will be placed on the back of the owner's portion of the vehicle registration. The barcode will be placed in an area starting at the bottom of the card and extending up one inch.

REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS

- 3.3.2.2 The barcode will be a 2-D PDF 417 and comply with “Bar Code Data Encoding Requirements – AAMVA International Specifications – Motor Vehicle Documents”, including the data elements listed in Annex B, “Registration Documents”. AAMVA specifications for vehicle registration bar code can be located on the AAMVA web-site at www.aamva.org.

3.3.3 FORMS IMAGING

- 3.3.3.1 Imaging must be in black toner (minimum 300 x 300 DPI), non –magnetic ink, and laser quality and scan-able by equipment designated by the DMV.
- 3.3.3.2 Imaging will be contained on both the front and back of the entire registration renewal notice (duplex).
- 3.3.3.3 On a monthly basis, the DMV will SFTP the file to the vendor for data processing and imaging purposes. The file may not be altered unless approved by the DMV. Data on the file will not be reproduced or sold for any purpose. Security of all information is a major component and all inventories of pre-printed and printed mailers/registration cards must be maintained in a secure environment to alleviate any opportunity for fraud.
- 3.3.3.4 Vendor must be able to image OCR-A font with a read rate equal to, or greater than 99.5%. Scan line must be readable on a Unisys NDP500 Remittance processor, OCR Reader.
- 3.3.3.5 Vendor must supply evidence of back up production facilities in at least one separate geographic location from the primary production facility with the same printing, data processing, imaging and mailing capabilities as the primary production facility.

3.3.4 TESTING AND PROOFS

- 3.3.4.1 Vendor must confirm with the DMV the number of records received each month before any work begins.

**REQUEST FOR QUOTATION
DRIVER LICENSE AND REGISTRATION RENEWALS**

- 3.3.4.2** Vendor must provide at least one data print proof of each monthly form, each registration class and one proof from each class containing two-year registration. Data proofs must come from the live production tape showing the successful reading of all live data fields. Data proofs may be sent electronically.
- 3.3.4.3** Vendor must provide a print proof of both sides of the form prior to live production. No change will be made without DMV approval. The print proof may be transmitted electronically.
- 3.3.4.4** When any changes to the composition of the vehicle renewal occur, the vendor must provide at least a live production sample or an electronic production sample no later than the 15th of each month. If any composition change affects the scan line the vendor must provide at least 50 live production samples containing the scan line for reading on DMV designated scanning equipment. Prior to the initial mailing the vendor will provide 250 live production cards containing the scan line to be read on DMV designated scanning equipment.
- 3.3.4.5** Vendor should provide with their bid at least 2 (two) vehicle license renewal forms produced for other states or similar samples of this type of manufacture and composition produced for other states or companies. Samples should represent monthly production/mailings at a volume of a minimum of 100,000 pieces.
- 3.3.4.6** Any changes to the composition and/or design must be approved by DMV.

3.3.5 PROCESSING

- 3.3.5.1** DMV representatives shall be permitted, by appointment, to visit the vendor's plant/facility before or during the time the mail pieces are produced.
- 3.3.5.2** Vendor must guarantee 100% mail out. Proof of a quality control plan to ensure quality control procedures

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are in place and followed shall be provided with the bid response.

3.3.5.3 All processing, including layout, design, data processing, lithograph printing, imaging, finishing and mail sorting, must be done in the same plant/facility location. It will be acceptable for the vendor to purchase printed supplies from a subcontractor which will include envelopes and blank stock. DMV must be notified in advance of any changes in plant location.

3.3.5.4 The vendor will provide to the DMV after the monthly mailing a report detailing the number of records received, number of records printed and number of records mailed. Number of records received, printed and mailed must be in agreement. Numbers must also agree with the monthly invoice.

3.3.5.5 If mailing is not processed correctly and the problem is determined to be the fault of the vendor, the repeat mailing and postage will be the responsibility of the vendor, or the cost shall be reimbursed to the DMV for manually updating the records.

3.3.6 DELIVERY AND MAILING

3.3.6.1 The DMV will provide live production files on or before the seventh day of the month. The exception will be for the miscellaneous renewals and there will be two additional files for a total of three for the month of May.

3.3.6.2 All monthly renewals will be mailed by the last working day of the month, unless that day is a holiday in which case the mailing will occur on the next to the last day of the month. EXAMPLE: If the renewal is for the month of March, the mailing would have to be mailed out to the customer at the end of January. This allows the customer nearly a month to process their renewal with the DMV.

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3.3.6.3 The vendor must mail all forms at the lowest possible postage rate. In order to ensure that the lowest possible postage rate is used, the vendor must be a licensed user of CASS Certified Sorting software, and must provide their current USPS CASS certification along with the bid.

3.3.6.4 Upon award of the contract the vendor will work with the DMV to determine the most effective alternative to the USPS Move Update Requirements. This may include National Change of Address Service, Address Correction Requested, and FAST Forward options. The vendor will be reimbursed for actual additional costs associated with Move Update Requirements. Vendor will not be permitted to change the address on the registration renewal card.

3.3.6.5 The DMV will provide the postage but the vendor must provide a monthly report of postage used and remaining available balance with each invoice. It will be the responsibility of the vendor to have at a minimum of a (3) three-month supply of postage available for the mailings. Additional postage money shall be requested by a separate invoice from the vendor. The cost of postage for mail that cannot be presorted and metered is to be added to the vendor's monthly invoice.

3.3.7 PROJECT MANAGEMENT

3.3.7.1 The vendor must assign a full-time project manager in the production facility to handle all aspects of the project on a daily basis. Vendor must provide a detailed explanation of a project management structure along with the bid.

3.3.7.2 DMV shall be notified immediately if there are any changes to project personnel or changes to project management structure.

3.3.8 CHANGES TO COMPOSITION AND/OR IMAGING

3.3.8.1 The DMV periodically changes the design of artwork on the envelope in addition to the renewal form itself. Any changes to the above specifications must be in

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writing and mutually agreed on by the vendor and the DMV.

3.3.8.2 Changes requested by the DMV to the composition will be reimbursed at an hourly rate. Changes to data processing (imaging changes to record layout or changes to data processing) will be reimbursed at an hourly rate. Both of these changes are considered a one-time charge for each change made and are to be charged as a separate line item on the invoice.

3.3.8.3 Any changes to the renewal form or mailer requested by the DMV that results in the destruction of existing inventories of stock will be reimbursed. In the event stock destruction is required, the DMV will only pay for up to three month supply of stock.

3.3.9 MOVE UPDATE

3.3.9.1 The DMV is asking in this RFQ for the vendor to compare vehicle customer data base files to the USPS NCOA Move update or equivalent software. The vendor must determine using the vehicle file information and the NCOA or equivalent software those customers whose address has changed. The successful vendor will provide the DMV with a list of those addresses that have changed and using that list the vendor will print and mail a postcard to the DMV customers.

3.3.9.2 An electronic file containing approximately 95,000 to 120,000 records will be sent monthly to the vendor's secure SFTP site. The Division estimates that 1.4 million records will be processed per year. The file is a sequential file and will consist of the vehicle owners name, address, city, state, zip code and title number of the vehicle. Data on the files will not be reproduced or sold for any purposes.

3.3.9.3 The change of address mailing data files will be sent to the vendor 90 days before the vehicle license file is sent to the vendor for data processing and imaging purposes.

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3.3.9.4 The successful vendor will send an electronic report each month of the new addresses. The report will contain the name, street address, city, state, zip code and vehicle title number. The vendor will also submit a second report of the number of post cards printed and mailed. The number of post cards mailed and printed will be equal to the number of changes on the report.

3.3.9.5 The vendor will print and mail for the DMV a postcard to the customer's new address. A postcard sample is attached (Exhibit E). Specifications for the postcard shall be:

SIZE:	8 ½ X 12" CUT SHEET
PAPER	WHITE 80# UNCOATED SMOOTH COVER.
PRINTS	BLACK & RED PMS 185 ON FACE/BLACK ON BLACK, NO BLEEDS (laser friendly inks are a must)
PERF	12" LONG, 4 ¼ FROM EDGE (fold perforated first, tear off later)
QUANTITY	20,000 SHEETS YIELD 40,000 POST CARDS. 8 ½" X 12" SHEETS ARE DUPLEX LASER IMAGED SHEETS ARE FOLDED TO 4 ¼" X 12", FUGUTIVE GLUE SEALED, AND CENTER TRIMMED TO A FINISHED SIZE OF 4 ¼" X 6".

3.3.9.6 The vendor must mail all postcards at the lowest possible postage rate. The cost of postage to mail the postcards and number of postcards mailed must appear on the monthly invoice on a separate line.

3.3.9.7 Vendor will not change any address on the DMV file.

3.3.9.8 Vendor will return the file immediately after checking the address changes to the DOT secure web site. Web site address will be given to the vendor upon award.

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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.

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

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within please refer to specifications working days after orders are received. Vendor shall deliver emergency orders within please refer to specifications 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.
- 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.

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 location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate

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charge with the original freight bill attached to the invoice.

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 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

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7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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: Michael J. Ross
Telephone Number: 304-757-6673
Fax Number: 304-757-6295
Email Address: Michael.Ross@rrd.com

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document 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 or 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. **"Award Document"** 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 contract holder.
 - 2.6. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 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 _____ and extends for a period of One (1) 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 should be submitted to the Purchasing Division 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 (2) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed Thirty-six (36) months in total. 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.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery 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.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will 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 fully executed Award Document 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 100% of contract total. The performance bond must be 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 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.

☐ **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:** In the amount of _____ or more.

☐ **Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.

☐☐☐☐☐

- 12. 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 Award Document, upon receipt.
- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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 also 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.
- 17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 18. 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.
- 19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable law.
- 20. 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.

- 21. 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.
- 22. 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.
- 23. 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.
- 24. 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.
- 25. 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.
- 26. 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.
- 27. 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.
- 28. 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.

29. 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>.

30. 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. and the competitive bidding laws found West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-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. 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. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information 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.

31. 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.

- 32. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document 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.
- 33. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer 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 Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer 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 or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer 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.
- 34. 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.
- 35. 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.

- 36. 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.
- 37. 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.
- 38. 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.
- 39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an 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.
- 40. 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.

- 41. 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.

- 42. 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 hearth, 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:
- c. 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

- d. 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.

43. 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.

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, 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, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

RR DONNELLEY & SONS CO
(Company)

Michael J. Ross Senior Account Representative
(Authorized Signature) (Representative Name, Title)

304-757-6673 304-757-6295 11/19/14
(Phone Number) (Fax Number) (Date)

ATASET: MV.CDLIS.TESTPGM
MEMBER: MVRENLY

LEVEL: 01.00
USERID: HW#E850

DATE: 14/08/22

TIME: 09:32
PAGE: 01 OF 02

MVRENLY

START COL	1	2	3	4	5	6	7	8	MOD FLAGS
8	01	RENEWAL-PRINT-LINE-1A.							
12	05	FILLER	PIC X(7)	VALUE	SPACES.			000100000	
12	05	RENEWAL-NOTES-1A	PIC X(46)	VALUE	SPACES.			00002000000	
12	05	FILLER	PIC X(16)	VALUE	SPACES.			00003000000	
8	01	RENEWAL-PRINT-LINE-1.						00004000000	
12	05	FILLER	PIC X(7)	VALUE	SPACES.			00005000000	
12	05	RENEWAL-NOTES	PIC X(46)	VALUE	SPACES.			00006000000	
12	05	FILLER	PIC X(16)	VALUE	SPACES.			00007000000	
8	01	RENEWAL-PRINT-LINE-2.						00008000000	
12	05	FILLER	PIC X(7)	VALUE	SPACES.			00009000000	
12	05	RENEWAL-TYPE-PRT	PIC X(20)	VALUE	SPACES.			00010000000	
12	05	RENEWAL-YEARS-PRT	PIC X(37)	VALUE	SPACES.			00011000000	
12	05	FILLER	PIC X(9)	VALUE	SPACES.			00012000000	
8	01	RENEWAL-PRINT-LINE-3.						00013000000	
12	05	FILLER	PIC X(7)	VALUE	SPACES.			00014000000	
12	05	RENEWAL-FEE: \$'	PIC X(14)	VALUE	SPACES.			00015000000	
12	05	RENEWAL-FEE-PRT	PIC X(5)	VALUE	SPACES.			00016000000	
12	05	FILLER	PIC X(3)	VALUE	SPACES.			00017000000	
12	05	FILLER	PIC X(1)	VALUE	SPACES.			00018000000	
12	05	EXPIRED RENEWAL FEE:	PIC X(22)	VALUE	SPACES.			00019000000	
12	05	EXP-RENEWAL-FEE-PRT	PIC X(5)	VALUE	SPACES.			00020000000	
12	05	FILLER	PIC X(8)	VALUE	SPACES.			00021000000	
8	01	RENEWAL-PRINT-LINE-4.						00022000000	
12	05	FILLER	PIC X	VALUE	SPACES.			00023000000	
12	05	LAST-NAME-LINE-PRT	PIC X(6)	VALUE	SPACES.			00024000000	
12	05	FILLER	PIC X(17)	VALUE	SPACES.			00025000000	
12	05	FILLER	PIC X(9)	VALUE	SPACES.			00026000000	
12	05	LIC-NO-SEVEN-PRT1	PIC X(7)	VALUE	SPACES.			00027000000	
12	05	FILLER	PIC X(13)	VALUE	SPACES.			00028000000	
12	05	EXP-DATES-PRT	PIC X(10)	VALUE	SPACES.			00029000000	
12	05	FILLER	PIC X(9)	VALUE	SPACES.			00030000000	
8	01	RENEWAL-PRINT-LINE-5.						00031000000	
12	05	FILLER	PIC X	VALUE	SPACES.			00032000000	
12	05	FILLER	PIC X(5)	VALUE	SPACES.			00033000000	
12	05	DRIVER-SEX-PRT	PIC X(2)	VALUE	SPACES.			00034000000	
12	05	FILLER	PIC X(3)	VALUE	SPACES.			00035000000	
12	05	DRIVER-WEIGHT-PRT	PIC X(2)	VALUE	SPACES.			00036000000	
12	05	FILLER	PIC X	VALUE	SPACES.			00037000000	
12	05	DR-FT-PRT	PIC X	VALUE	SPACES.			00038000000	
12	05	FILLER	PIC X(2)	VALUE	SPACES.			00039000000	
12	05	DR-IN-PRT	PIC X	VALUE	SPACES.			00040000000	
12	05	FILLER	PIC X(2)	VALUE	SPACES.			00041000000	
12	05	EYES-DESCR-PRT	PIC X	VALUE	SPACES.			00042000000	
12	05	FILLER	PIC X(2)	VALUE	SPACES.			00043000000	
12	05	DOB-MONTH-PRT	PIC X(2)	VALUE	SPACES.			00044000000	

EXHIBIT B

DATASET: MV.CDLIS.TESTPGM
MEMBER: MVRENLY

LEVEL: 01 00
USERID: HW#E850

DATE: 14/08/22
TIME: 09:32
PAGE: 02 OF 02

MVREN

START
COL

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8

MOD
FLAGS

12	05	FILLER	PIC X	VALUE	SPACES	
12	05	DOB-DAY-PRT	PIC 9(2)	VALUE	ZEROES	00550000
12	05	FILLER	PIC X	VALUE	SPACES	00550000
12	05	DOB-YEAR-PRT	PIC 9(2)	VALUE	ZEROES	00570000
12	05	FILLER	PIC X	VALUE	SPACES	00580000
12	05	DR-RESTR-PRT	PIC X(6)	VALUE	SPACES	00590000
12	05	FILLER	PIC X(35)	VALUE	SPACES	00600000
8	01	RENEWAL-PRINT-LINE-6.				00610000
12	05	FILLER	PIC X	VALUE	SPACES	00620000
12	05	FILLER	PIC X(13)	VALUE	SPACES	00630000
12	05	SOC-SEC-SLASHES-PRT	PIC X(11)	VALUE	SPACES	00640000
12	05	FILLER	PIC X(47)	VALUE	SPACES	00650000
8	01	RENEWAL-PRINT-LINE-7.				00660000
12	05	FILLER	PIC X	VALUE	SPACES	00670000
12	05	FILLER	PIC X(4)	VALUE	SPACES	00680000
12	05	NAME-LINE-PRT2	PIC X(32)	VALUE	SPACES	00690000
12	05	FILLER	PIC X(35)	VALUE	SPACES	00700000
8	01	RENEWAL-PRINT-LINE-8.				00710000
12	05	FILLER	PIC X	VALUE	SPACES	00720000
12	05	FILLER	PIC X(4)	VALUE	SPACES	00730000
12	05	PR-STREET-ADDRESS-PRT	PIC X(26)	VALUE	SPACES	00740000
12	05	FILLER	PIC X(41)	VALUE	SPACES	00750000
8	01	RENEWAL-PRINT-LINE-9.				00760000
12	05	FILLER	PIC X	VALUE	SPACES	00770000
12	05	FILLER	PIC X(4)	VALUE	SPACES	00780000
12	05	DRIVER-CITY-PRT	PIC X(15)	VALUE	SPACES	00790000
12	05	FILLER	PIC X(5)	VALUE	SPACES	00800000
12	05	DRIVER-STATE-PRT	PIC X(2)	VALUE	SPACES	00810000
12	05	FILLER	PIC X(5)	VALUE	SPACES	00820000
12	05	DRIVER-ZIP-PRT	PIC X(5)	VALUE	SPACES	00830000
12	05	FILLER	PIC X(1)	VALUE	SPACES	00840000
12	05	DRIVER-ZIP-EXT-PRT	PIC X(4)	VALUE	SPACES	00850000
12	05	FILLER	PIC X(33)	VALUE	SPACES	00860000
						00870000
						00880000
						00890000
						00900000
						00910000
						00920000

You may choose either a NOT FOR FEDERAL or FOR FEDERAL USE card.

☐ "NOT FOR FEDERAL IDENTIFICATION" RENEWAL REQUIREMENTS

1 CURRENT LICENSE/ID CARD

Or provide ONE proof of identity from LIST (1) below. See LIST (4) below if your name has changed.

2 PROOF OF WV RESIDENCY

Provide ONE proof of WV residency from LIST (3) below with name and physical address. If your address has changed you must provide TWO proofs.

3 THIS RENEWAL MAILER

Bring this renewal mailer when you go to your nearest DMV regional office.

☐ "FOR FEDERAL

EXHIBIT C

REQUIREMENTS

1 PROOF OF IDENTITY

(You must provide ONE)

- An original or certified copy of a United States issued birth certificate (U.S. Department of State and U.S. Military birth certificates ARE acceptable, hospital birth certificates and Bureau of Census records are NOT acceptable)
- Valid, unexpired U.S. Passport or official U.S. Passport card
- If foreign born, valid, unexpired Permanent Resident card issued by U.S. Citizenship and Immigration Services (USCIS)

3 PROOF OF WV RESIDENCY

(You must provide TWO items from this list with your legal name and physical address. Termination notices cannot be used.)

- WV utility bills (not more than 60 days old)
- County tax records with a WV street address
- WV mortgage documents, WV homeowner insurance documents for a WV residence, or proof of WV home ownership
- WV W-2 form that is not more than 18 mo. old (the same W-2 may be used as your ONE required proof of Social Security Number)
- WV Weapons Permit
- A valid WV vehicle registration card
- WV Voter's Registration card
- WV Homestead Tax Exemption
- Proof of WV public assistance
- Residential rental or lease agreement
- WV DMV Affidavit of West Virginia Residency

- Original Social Security card in your current legal name

- Original Wage and Tax Statement (W-2) or payroll stub with the applicant's employer name and employer ID number, as well as the applicant's name, address, and full Social Security number (A photocopy of a W-2 is not acceptable. You may use the same W-2 as one proof of WV residency, provided it is not more than 18 months old)

- 1099 form with applicant's full Social Security number and legal name

4 PROOF OF ANY LEGAL NAME CHANGE

THAT HAS OCCURRED SINCE YOUR ORIGINAL BIRTH CERTIFICATE WAS ISSUED TO YOU.

DMV MUST BE ABLE TO ESTABLISH A LINK BETWEEN ANY NAME CHANGES. CALL 1-800-642-9066 TO CLARIFY WHICH PROOF OF NAME CHANGE DOCUMENT(S) YOU WILL NEED TO BRING TO DMV IN ORDER TO OBTAIN YOUR CDL YOU MAY BE REQUIRED TO PROVIDE ALL OR SOME OF THE FOLLOWING PROOF:

- Certified marriage certificate (Souvenir documents or Minister's copies are not acceptable)
- Original or certified copy of a birth certificate with amended legal name
- Court Order with legal name/name change
- Certified divorce decree(s) with any legal name change

**** This card is sent to the applicant's address via USPS in 10-15 business days. A temporary license is issued at the time the application is processed for use during the production and shipping of this card.**

NON-U.S. Citizens: To renew your WV CDL, you must provide: (1) a valid Permanent Resident Card; (2) a valid Social Security card; and (3) two proofs of West Virginia residency.

ALL PERSONS applying for or renewing a WV CDL must pass a vision screening. See your eye doctor if you have doubts about your vision before you try to renew to avoid delays.



Commercial Driver's License (CDL) Renewal

Are you a U.S. Citizen? ☐ Would you like to register to vote? ☐ Do you wish to be an Organ Donor? ☐ (By checking you understand I am giving DMV's consent to release my personal information to designated organ donation recipients)

--	--	--	--	--	--

SEX	WEIGHT	HEIGHT	EYES	BIRTHDAY			CODE
				MONTH	DAY	YEAR	

Email Address: _____ Phone Number: _____

Important Information on Obtaining a New License

- 1.) Make ANY necessary changes to this form. You must provide the necessary documentation.
- 2.) Answer all questions on the back of this form.
- 3.) If you have a Hazardous Materials Endorsement you must re-take the written test. If the backside of this notice does not indicate that the test has been passed, the Hazardous Materials Endorsement will not be renewed. Present this notice to the CDL Examiner for testing.
- 4.) If your license is more than six months expired, you will be required to pass the written and road skills exams for both a regular license and a commercial driver's license and endorsements before you can obtain a valid commercial driver's license.

DO NOT MAIL THIS FORM. TAKE IT AND ALL REQUIRED DOCUMENTS TO ONE OF THE DMV REGIONAL OFFICES. FOR OFFICE LOCATIONS AND HOURS CALL 1-800-642-9066 OR VISIT WWW.DMV.WV.GOV.

Commercial Driver's Licensing Checklist

- ☐ Proof of Identity document (or CDL if applicable)
- ☐ Proof of Social Security number (if applicable)
- ☐ Proof of WV residency document(s)
- ☐ Proof of ANY legal name change (if applicable)
- ☐ I'm aware I must PASS a vision screening to renew my CDL.
- ☐ I HAVE self certified the type of commerce I operate under while using my commercial driver's license.
- ☐ A valid DOT Medical Certificate card (valid for no less than thirty (30) days.)
- ☐ CDL Hazardous Materials Endorsement Holders Only:
I have passed the test and this renewal has been completed and certified by the examiner.
- ☐ I have completed all questions on the return portion and have all applicable documents required for designations and/or endorsements I wish to have on my license.

Notice:

The Federal Motor Carrier Safety Administration (FMCSA), now requires all commercial driver's license (CDL) holders to self-certify what type of commerce they operate under while using their CDL and to also maintain a valid DOT medical certification.

Individuals who fail to maintain their medical certification will have their license status downgraded to a regular Class E driver's license until their medical certification has been updated. Commercial drivers who have had their CDL downgraded due to an expired medical examination certificate will have a two (2) year window to acquire a valid medical examination certificate and upgrade back to a CDL. If a driver has been downgraded longer than two (2) years, retesting is required for both the written and road skills tests in order to requalify for a CDL.

As of 5/21/14 all DOT physicals must be performed and certified by a physician that has been board certified by the National Registry of Certified Examiners. To locate a board certified physician near you, visit the FMCSA website at:

<http://nationalregistry.fmsca.dot.gov>

www.dmv.wv.gov | 1-800-642-9066

CDL Renewal Enclosed • OPEN IMMEDIATELY

PRESORTED
FIRST-CLASS MAIL
US POSTAGE PAID
WV DIVISION OF
MOTOR VEHICLES

RETURN SERVICE REQUESTED

WV Division of Motor Vehicles
5707 MacCorkle Avenue, SE
PO Box 17710
Charleston, WV 25317-7710



HAZARDOUS MATERIALS ENDORSEMENT HOLDERS:

To retain a HAZ/MAI endorsement, you must first complete a fingerprint and background check, from the Transportation Security Administration. You should contact the Transportation Security Administration (TSA) Help Desk at 1-877-429-7746, or visit their website at www.tsa.gov to pay the \$89.25 fee to start the fingerprint and background check process. All fees are non-refundable. After contacting TSA, you must call one of the locations that provide fingerprinting to schedule an appointment. The locations are listed on their website. When visiting the fingerprinting office, you must bring your driver's license and Social Security card. Once you have received your approval letter in the mail from TSA stating you have passed the background check, you can return to the DMV Regional Office to test for a HAZ/MAI endorsement and renew your CDL. Please bring your approval letter from TSA when you come in to renew.

CDL CLASSES A, B, AND C RENEWALS:

You are required to provide a valid DOT Medical Certificate card when renewing your license. UNLESS, you are employed by a city, county, state, or federal government agency. In place of the Medical Certificate card you may provide a letter on the employing agency's letterhead verifying your employment and stating that you are exempt from the DOT Longform Physical requirement, and that a CDL is required to perform your job. County school bus drivers may provide their current school bus certification card in place of a letter.

ALL APPLICANTS MUST PROVIDE RESPONSES BELOW

Do you have any conditions which may affect your ability to operate a motor vehicle? Check YES or NO to all of the following:

- ☐ Any Seizures or Unconsciousness
- ☐ Emotional or Mental Illness
- ☐ Alcohol or Drug Problems
- ☐ Any physical condition requiring special equipment to drive
- ☐ Diabetes requiring insulin or medication
- ☐ Visual/Medical conditions affecting your ability to drive safely

Child Support Compliance Law

- ☐ Do you owe a child support obligation?
- ☐ Do you owe a child support obligation more than six months in arrears?
- ☐ Are you the subject of a child support related warrant, subpoena, or Court order?

List all states/jurisdictions you have been licensed in during the past ten years:

STATE _____	LICENSE NUMBER _____
STATE _____	LICENSE NUMBER _____
STATE _____	LICENSE NUMBER _____

(X)

LICENSE APPLICANT SIGNATURE

DATE

You MUST Self-Certify YOUR Qualification Status Below

INTERSTATE DRIVER

- ☐ NON-EXCEPTED (NI) - I meet the qualification requirements of Part 391 of the Federal Motor Carrier Safety Regulations.
- ☐ EXCEPTED (EI) - I am exempt from the qualification requirements of Part 391 of the Federal Motor Carrier Safety Regulations.

INTRASTATE DRIVER

- ☐ NON-EXCEPTED (NI) - I meet the qualification requirements of the West Virginia Motor Carrier Safety Regulations.
- ☐ EXCEPTED (EI) - I am exempt from the qualification requirements of West Virginia Motor Carrier Safety Regulations.

GOVERNMENT EMPLOYEE

- ☐ I certify I am employed by the _____ State of West Virginia or _____ City or _____ County or _____ Town of _____ to operate a motor vehicle and, because of such employment, I am exempt from the qualification requirements of a DOT Medical Certificate contained in Part 391 of the Federal Motor Carrier Safety Regulations.

CDL HAZARDOUS MATERIALS ENDORSEMENT TEST WAS PASSED

Examiner Name _____

Unit _____

Date _____

Stamp of Approval: _____

You may choose either a NOT FOR FEDERAL or FOR FEDERAL USE card.

☐ "NOT FOR FEDERAL IDENTIFICATION" RENEWAL REQUIREMENTS

1 CURRENT LICENSE/ID CARD

Or provide ONE proof of identity from LIST (1) below. See LIST (4) below if your name has changed.

2 PROOF OF WV RESIDENCY

Provide ONE proof of WV residency from LIST (3) below with name and physical address. If your address has changed you must provide TWO proofs.

3 THIS RENEWAL MAILER

Bring this renewal mailer when you go to your nearest DMV regional office.

OR

☐ "FOR FEDERAL IDENTIFICATION" RENEWAL REQUIREMENTS

1 PROOF OF IDENTITY

(You must provide ONE)

- An original or certified copy of a United States issued birth certificate (U.S. Department of State and U.S. Military birth certificates ARE acceptable, hospital birth certificates and Bureau of Census records are NOT acceptable)
- Valid, unexpired U.S. Passport or official U.S. Passport card
- If foreign born, valid, unexpired Department of Homeland Security (DHS) document(s)

3 PROOF OF WV RESIDENCY

(You must provide TWO items from this list with your legal name and physical address. Termination notices cannot be used.)

- WV utility bills (not more than 60 days old)
- County tax records with a WV street address
- WV mortgage documents, WV homeowner insurance documents for a WV residence, or proof of WV home ownership
- WV W-2 form that is not more than 18 mo. old (the same W-2 may be used as your ONE required proof of Social Security Number)
- WV Weapons Permit
- A valid WV vehicle registration card
- WV Voter's Registration card
- WV Homestead Tax Exemption
- Proof of WV public assistance
- Residential rental or lease agreement
- WV DMV Affidavit of West Virginia Residency

2 PROOF OF SOCIAL SECURITY NUMBER

(You must provide ONE)

- Original Social Security card in your current legal name
- Original Wage and Tax Statement (W-2) or payroll stub with the applicant's employer name and employer ID number, as well as the applicant's name, address, and full Social Security number (A photocopy of a W-2 is not acceptable. You may use the same W-2 as one proof of WV residency, provided it is not more than 18 months old)
- 1099 form with applicant's full Social Security number and legal name

4 PROOF OF ANY LEGAL NAME CHANGE

THAT HAS OCCURRED SINCE YOUR ORIGINAL BIRTH CERTIFICATE WAS ISSUED TO YOU.

DMV MUST BE ABLE TO ESTABLISH A LINK BETWEEN ANY NAME CHANGES. CALL 1-800-642-9066 TO CLARIFY WHICH PROOF OF NAME CHANGE DOCUMENT(S) YOU WILL NEED TO BRING TO DMV IN ORDER TO OBTAIN YOUR LICENSE OR ID CARD. YOU MAY BE REQUIRED TO PROVIDE ALL OR SOME OF THE FOLLOWING PROOF DOCUMENTS:

- Certified marriage certificate (Souvenir documents or Minister's copies are not acceptable)
- Original or certified copy of a birth certificate with amended legal name
- Court Order with legal name/name change
- Certified divorce decree(s) with any legal name change

**** This card is sent to the applicant's address via USPS in 10-15 business days. A temporary license is issued at the time the application is processed for use during the production and shipping of this card.**

NON-U.S. Citizens: To renew any WV Driver's license or ID card, you must provide: (1) valid DHS documents establishing your length of legal presence; (2) a valid Social Security card; and (3) two proofs of West Virginia residency.

ALL PERSONS applying for or renewing a driver's license must pass a vision screening. See your eye doctor if you have doubts about your vision before you try to renew to avoid delays.



Driver's License Renewal

Are you a U.S. Citizen? ☐ Would you like to register to vote? ☐ Do you wish to be an Organ Donor? ☐ (By checking any of these boxes, you are consenting to DMV's collection, use, and disclosure of your information for the purposes of the Motor Vehicle Code, Chapter 48, of the West Virginia Code.)

--	--	--	--	--	--

SEX	WEIGHT	HEIGHT	EYES	BIRTHDAY			CODE
				MONTH	DAY	YEAR	

Email Address: _____ Phone Number: _____

Important Information on Obtaining a New License

- 1.) Make ANY necessary changes to this form. You must provide the necessary documentation.
- 2.) Answer all questions on the back of this form.
- 3.) If your license is more than six months expired, you will be required to pass a driver's license test before you can obtain a valid driver's license.

DO NOT MAIL THIS FORM. TAKE IT AND ALL REQUIRED DOCUMENTS TO ONE OF THE DMV REGIONAL OFFICES. FOR OFFICE LOCATIONS AND HOURS CALL 1-800-642-9066 OR VISIT WWW.DMV.WV.GOV.

Licensing Checklist

- ☐ Proof of identity document (or Driver's License if applicable)
- ☐ Proof of Social Security number (if applicable)
- ☐ Proof of WV residency document(s)
- ☐ Proof of ANY legal name change (if applicable)
- ☐ I am aware I must PASS the Vision Screening to renew my driver's license
- ☐ Updates have been made and I have supporting documents
- ☐ I have completed all questions on the return portion and have any applicable documents required for endorsements and designations I wish to have on my license.

Notice

Driver's license and ID card requirements have been updated since your last card issuance. You may now choose between a card that is either "FOR FEDERAL IDENTIFICATION" or "NOT FOR FEDERAL IDENTIFICATION".

The required documents for each card are outlined inside this mailer. If you have any questions about the requirements, please call 1-800-642-9066.

www.dmv.wv.gov | 1-800-642-9066

Driver's License Renewal Enclosed • OPEN IMMEDIATELY

PRESORTED
FIRST-CLASS MAIL
US POSTAGE PAID
WV DIVISION OF
MOTOR VEHICLES

RETURN SERVICE REQUESTED

WV Division of Motor Vehicles
5707 MacCorkle Avenue, SE
PO Box 17710
Charleston, WV 25317-7710



Volunteer for Life...Check YES!

By checking yes on your driver's license renewal application to organ donation, you can give someone a very special gift; your organs and tissues to people who need to have the gift of healthy organs to stay alive. If you have any questions about how organ donation works, call one of the following organizations:

CORE 1-800-366-6777 DONATE LIFE 1-804-782-4920
LIFELINE OF OHIO 1-800-525-5667 KODA 1-800-525-3456

Drivers AGES 55 and Older:

The American Assoc. for Retired Persons 55 and older (\$5 Alive) mature driving classes are scheduled monthly throughout WV. This program could reduce your auto insurance premiums. For more info write AARP at PO Box 11572, Charleston, WV 25339, or call 1-888-227-7669.



FOR ADA INQUIRIES:

OUT-OF-STATE CALLERS DIAL 1-304-926-3499
IN STATE CALLERS DIAL 1-800-642-9066
HEARING IMPAIRED CALLERS DIAL 1-800-742-6991

The West Virginia Division of Motor Vehicles will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, activities, and services.

ALL APPLICANTS must provide responses to all questions below:

1.) Do you have any conditions which may affect your ability to operate a motor vehicle? Check YES or NO to all of the following:

- ☐ Any Seizures or Unconsciousness
- ☐ Emotional or Mental Illness
- ☐ Alcohol or Drug Problems
- ☐ Any physical condition requiring special equipment to drive
- ☐ Diabetes requiring insulin or medication
- ☐ Visual/Medical conditions affecting your ability to drive safely

2.) Child Support Compliance Law

- ☐ Do you owe a child support obligation?
- ☐ Do you owe a child support obligation more than six months in arrears?
- ☐ Are you the subject of a child support related warrant, subpoena, or Court order?

3.) Do you qualify for/wish to obtain any of the following endorsements/designations on your driver's license?

- ☐ Registered Organ Donor
 - ☐ Hearing Impaired (Medical proof is required)
 - ☐ Diabetic (Medical proof is required)
 - ☐ U.S. Veteran Designation
- This designation is available to qualifying U.S. Veterans. To learn more call 1-800-642-9066 or visit www.dmv.wv.gov.

(X)

LICENSE APPLICANT'S SIGNATURE

DATE

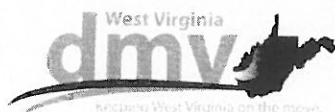


EXHIBIT D

Charleston, WV 25317-7710

LASSES A & G
NOW RENEW ONLINE

<https://go.wv.gov/selfservice>



0000001 01 AV C.378 **AUTO 1 1 0401 26033-142878 _C01-P0001-1'2

BAR CODE HERE

SAMPLE NAME
0000 ROCK LICK ROAD
CAMERON WV 26033-1428

3-D
BAR

YOUR REGISTRATION WILL EXPIRE SOON!

Follow the instructions below for renewal requirements and renew your registration in person or by mail.
Call 1-800-642-9066 if you have any questions.

- 1 A motor vehicle liability policy must be in place in order to renew your vehicle registration.** You must complete the **Statement of Insurance** section on the back of the registration card below or enclose a copy of your **Certificate of Insurance** with this renewal as proof of coverage. Verify that the Vehicle Identification Number (VIN) on the **Certificate of Insurance** matches the VIN on the registration card. If they do not match, the DMV or Law Enforcement may not be able to confirm your vehicle liability policy. (Motorboats and trailers are exempt from this requirement.)
- 2 If any of the information on this mailer is incorrect, you must notify the DMV.** If you have had a change of address, you may cross out the information to be corrected and clearly write in the correct information. If your name or VIN number needs corrected, call the DMV for further instructions.
- 3 Please enclose the correct fee via check or money order made payable to WV DMV.** The renewal fee is shown on the return portion below. **DO NOT** send cash. If you pay by check, and the check is returned due to insufficient or uncollected funds, the DMV reserves the right to collect the funds electronically for the amount of check plus a \$10.00 uncollected funds penalty.
- 4 WV Law requires that you provide proof that you have paid your personal property taxes before DMV can renew your registration.** You must enclose a copy of your Personal Property Tax receipt with this renewal. The DMV will not return your copy/proof of Personal Property Taxes unless you enclose a self addressed and stamped envelope. For the proper tax year receipt required, see the explanation below:
 - **January 1st- April 30th**
Renewals Require Proof of Personal Property Taxes Paid for:
Second half (or full year) 2012
First Half (or full year) 2013
 - **May 1st - December 31st**
Renewals Require Proof of Personal Property Taxes Paid for:
Second half (or full year) 2013
 - **If you did not owe Personal Property Taxes for any or either of these years you will need an Affidavit of Assessor (DMV-178-TR), supplied by your County Sheriff or Assessor.** Contact your County Sheriff or Assessor with any questions regarding your Personal Property Taxes.
- 5 If your vehicle is registered at 55,000 pounds or more, you must enclose proof that you paid the Federal Highway Use Tax with a copy of your IRS Form 2290, Schedule 1, validated by the IRS.**

THERE IS MORE INFORMATION FOR ALL MOTORISTS
TO READ ON THE REVERSE SIDE OF THIS NOTICE.

RETURN BOTH CARDS BELOW WITH ANY ADDITIONAL DOCUMENTS REQUIRED. DMV WILL PROCESS YOUR REGISTRATION RENEWAL AND RETURN THE REGISTRATION CARD WITH YOUR NEW DECAL.

0000001 04		
WEST VIRGINIA		
REGISTRATION CARD		
RENEWAL		
EXPIRATION DATE	CLASS	
MONTH DAY YEAR		
XX XX XX	X	

THIS IS THE PLATE NUMBER OR BOAT NUMBER ASSIGNED TO THE LISTED OWNER(S) AND VEHICLE, BOAT, OR TRAILER ON THIS REGISTRATION CARD.			
XXXXXX			
VEHICLE / BOAT / TRAILER IDENTIFICATION NUMBER XXXXXXXXXXXXXXXXXXXX			
MAKE / BODY	MODEL YEAR	WEIGHT / LENGTH	TITLE NUMBER AND DATE
XXXX XX	XX	XXXX XXXX	XXXXXX XX/XX/XX
THE OWNER(S) OF THE ABOVE DESCRIBED VEHICLE / BOAT / TRAILER ARE:			
SAMPLE NAME 0000 ROCK LICK ROAD CAMERON WV 26033-1428			
The owner(s) signature must appear on the back of this registration card.			

DID
YOU

- Complete the Statement of Insurance or enclose a certificate of insurance and verify that the VINs match?
- Enclose your Personal Property Tax Receipt or DMV-178-TR and, if applicable, your IRS Form 2290 Sched 1?
- Enclose the correct fees as a check or money order made payable to WV DMV? ****DO NOT SEND CASH**
- Verify that the owner(s) name(s), address, and VIN numbers are correct on the registration card?

XX XX XX	XX XX XX	X	XXXXXX
MONTH DAY YEAR	MONTH DAY YEAR	CLASS	PLATE / BOAT NUMBER
TITLE DATE EXPIRATION DATE			

DO NOT separate these cards!
The DMV will process your renewal request and your registration card will be returned with your NEW decal.

MAILING CODE GOES HERE

XXXX XX XXXX XXXXXX
XX XXXXXXXXXXXXXXXX XXX

SAMPLE NAME
0000 ROCK LICK ROAD
CAMERON WV 26033-1428

057040

REGISTRATION RENEWAL FEE: ☐ 1 YEAR \$30.00 ☐ 2 YEARS \$60.00

0000001 04

0231

What ALL West Virginia Motorists Should Know...

Your NEW Registration Card and Decal

When you receive your new registration card and decal(s) in the mail, be sure to sign the back of the registration card. If there are multiple owners, only one will need to sign the back of the registration card. The registration card must be kept with the vehicle, motorcycle, boat, or trailer it describes or carried by the person driving or hauling it.

Always place your new decal in the same location of the expired one. On license plates the decal goes on the bottom right corner of the plate. For boats, you will receive two decals. The decals are to be displayed on each side of the boat (within 6 inches) immediately following the registration number. **Registration decals should always be visible and unobstructed.**

West Virginia Online Insurance Verification Program (WVOLV)

Driving without motor vehicle liability insurance is against the law. Insurance companies are now linked up with the WV DMV through WVOLV to verify your insurance policy electronically. Once you have provided the information for your policy, DMV can upload the information into WVOLV to keep your information current and up to date. This process is a streamlined way to verify your policy information for registration renewals, at traffic stops, and for crash investigations. Additionally, this process helps the DMV to identify those who do not have insurance coverage, which will reduce the number of uninsured motorists on the roadway with you. **Please be sure that the information that you provide the DMV is correct, and that the VIN number on your policy matches the VIN number on your registration card.**

Important Laws to Follow

Wireless Communication Devices (§17C-14-15)



Talking, texting, and/or the use of a wireless communication device in hand while operating a motor vehicle is against the law. For more information visit www.justdrivewv.com.

Seat Belts (§17C-15-49 and §17C-15-46)



A person may not operate a motor vehicle if any passenger in the back seat under eighteen years of age, and any passenger in the front seat of the passenger vehicle is restrained by a safety belt meeting applicable federal motor vehicle safety standards. As a general rule, children under age eight are required by law to ride in federally approved child passenger safety seats. The type of seat a child must ride in is determined by various factors such as height, weight, and age.

Impaired Driving (§17C-5-2)



Driving impaired by alcohol, controlled substances, and/or drugs is against the law. A Blood Alcohol Content (BAC) higher than .05 may result in the revocation of your driver's license. A BAC of .08 or higher is legally drunk in the state of WV. If a driver is requested, by law enforcement, to take a Breathalyzer test and they refuse they will have their driver's license revoked. Not only is it possible for a driver who is driving impaired to have their license revoked, but they may face fines and jail time.

Littering (§22-15A-4)

Littering is against the law and carries penalties of fines, community service, and/or jail time if convicted. Drivers who are convicted of violating the litter law shall have three points assessed against their driver's license.

0401-01-00-000001-0001-0000002

OWNER'S STATEMENT OF INSURANCE (ONLY REQUIRED FOR MOTOR VEHICLES)

I hereby state, subject to the penalties set forth in §17A and §17D of WV Law Code, that there is a motor vehicle liability insurance policy in effect for the described vehicle in accordance with WV State Law, WV Motor Vehicle Code. I understand that driving without motor vehicle liability insurance is against the law, and that if I cancel my motor vehicle liability insurance policy I understand that I must return my license plate the WV DMV. The details of my policy are as follows:

NAME OF INSURANCE COMPANY:	
NAME OF INSURANCE AGENT:	
POLICY NUMBER (INCLUDE ANY DASHES OR SPACES):	NAIC NUMBER:

Owner's
Signature (X)

PLEASE NOTIFY THE WV DMV IF:

- (1) Your address changes
- (2) Your legal name changes
- (3) Your license plate is lost or stolen
- (4) You sell the vehicle / boat / trailer
- (5) Your plate is to be transferred to another motor vehicle
- (6) You cancel your motor vehicle liability insurance policy
- (7) You are involved in a crash resulting in \$500 or more in damages

* Classes B and X are subject to an axle load limit of 20,000 pounds per single axle and 34,000 pounds per tandem axle.

Owner's Signature (X)

www.dmv.wv.gov
1-800-642-9066



EXHIBIT E

Registration Renewal Layout

```

01 REG-LINE01.
  05 LINE01-TWO-UP OCCURS 2 TIMES.
    10 FILLER PIC X(01).
    10 REG-EXDATE1.
      15 RG-EXMM-1 PIC X(02).
      15 FILLER PIC X(01).
      15 RG-EXDD-1 PIC X(02).
      15 FILLER PIC X(01).
      15 RG-EXYY-1 PIC X(02).
    10 FILLER PIC X(02).
    10 REG-CLASS-1 PIC X(03).
    10 FILLER PIC X(01).
    10 REG-AREA-1 PIC X(01).
    10 FILLER PIC X(02).
    10 REG-LITERAL PIC X(10).
    10 FILLER PIC X(09).
    10 CONST-LITERAL PIC X(21).
    10 FILLER PIC X(21).
01 REG-LINE02.
  05 LINE02-TWO-UP OCCURS 2 TIMES.
    10 FILLER PIC X(01).
    10 CONST-LITERAL-TWO PIC X(21).
    10 DATE-LITERAL.
      15 FILLER PIC X(09).
    10 DATE-FILLER.
      15 REG-RENEW-CODE PIC X(01).
      15 FILLER PIC X(02).
      15 REG-TITLE-DATE-1.
        20 PR-ORGTITMO-1 PIC X(02).
        20 PR-ORGTITDY-1 PIC X(02).
        20 PR-ORGTITYR-1 PIC X(02).
        20 FILLER PIC X(02).
    10 DATE-FILLER2.
      15 REG-EXDATE2.
        20 RG-EXMM-2 PIC XX.
        20 FILLER PIC X.
        20 RG-EXDD-2 PIC XX.
        20 FILLER PIC X.
    10 DATE-FILLER2.
      15 REG-EXDATE2.
        20 RG-EXMM-2 PIC XX.
        20 FILLER PIC X.
        20 RG-EXDD-2 PIC XX.
        20 FILLER PIC X.
        20 RG-EXYY-2 PIC XX.
        20 FILLER PIC XX.
    10 REG-CNT-LITERAL.
      15 REG-CLASS-2 PIC XXX.
      15 FILLER PIC XX.
      15 REG-LICENSE-NO-1 PIC X(8).
      15 FILLER PIC X.
      15 REG-RENEW-CODE1 PIC X.
      15 FILLER PIC X.
    10 REG-CNT.
      15 REG-LIC-SERV3 PIC X(4).
      15 FILLER PIC X(7).
01 REG-LINE03.

```

		mthflyot
05	LINE03-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(18).
	10 REG-LICENSE-NO-2	PIC X(8).
	10 FILLER	PIC X(05).
	10 REG-AREA-2	PIC X(01).
	10 FILLER	PIC X(47).
01	REG-LINE04.	
05	LINE04-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(01).
	10 REG-DAMAGE-LIT-1	PIC X(19).
	10 FILLER	PIC X(59).
01	REG-LINE05.	
05	LINE05-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(8).
	10 REG-VIN-1	PIC X(20).
	10 FILLER	PIC X(3).
	10 REG-OPSCAN-DATA.	
	15 REG-OP-CLASS	PIC XXX.
	15 REG-OP-TITLE	PIC X(7).
	15 REG-OP-LICENSE	PIC X(10).
	15 REG-OP-YR	PIC X(4).
	15 REG-OP-AMT	PIC 9999999.
	10 FILLER	PIC X(15).
01	REG-LINE07.	
05	LINE07-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-MAKE-1	PIC XXXX.
	10 FILLER	PIC XX.
	10 REG-YR-1	PIC XX.
	10 FILLER	PIC X(5).
	10 REG-WEIGHT-1	PIC ZZZZZZ.
	10 FILLER	PIC X.
	10 REG-TITLE-1	PIC X(7).
	10 FILLER	PIC XXX.
	10 REG-MAKE-2	PIC XXXX.
	10 FILLER	PIC XX.
	10 REG-YR-2	PIC XX.
	10 FILLER	PIC X(5).
	10 REG-WEIGHT-2	PIC ZZZZZZ.
	10 FILLER	PIC XX.
	10 REG-TITLE-2	PIC X(7).
	10 FILLER	PIC X(01).
	10 REG-DAMAGE-LIT-2	PIC X(19).
01	REG-LINE08.	
05	LINE08-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-BODY-1	PIC XX.
	10 FILLER	PIC X(7).
	10 FILLER	PIC X(3).
	10 REG-LIC-SERV1	PIC X(4).
	10 FILLER	PIC X(3).
	10 REG-TITLE-DATE-2.	
	15 PR-ORGTITMO-2	PIC XX.
	15 FILLER	PIC X.
	15 PR-ORGTITDY-2	PIC XX.
	15 FILLER	PIC X.
	15 PR-ORGTITYR-2	PIC XX.
	10 FILLER	PIC XXX.
	10 REG-BODY-2	PIC XX.
	10 FILLER	PIC X(7).
	10 FILLER	PIC X(4).
	10 REG-VIN-2	PIC X(20).

	10 FILLER	mthflyot PIC X(15).
01	REG-LINE09.	
	05 LINE09-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-NAME-1	PIC X(25).
	10 REG-HYPHEN-1	PIC X.
	10 FILLER	PIC X(4).
	10 REG-NAME-2	PIC X(25).
	10 REG-HYPHEN-2	PIC X.
	10 FILLER	PIC X(22).
01	REG-LINE10.	
	05 LINE10-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-NAME-1-CONT	PIC X(25).
	10 FILLER	PIC X(5).
	10 REG-NAME-2-CONT	PIC X(25).
	10 FILLER	PIC X(23).
01	REG-LINE11.	
	05 LINE11-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-ADDRESS-1	PIC X(26).
	10 FILLER	PIC XXXX.
	10 REG-ADDRESS-2	PIC X(26).
	10 FILLER	PIC X(22).
01	REG-LINE12.	
	05 LINE12-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(01).
	10 REG-CITY-1	PIC X(20).
	10 FILLER	PIC X(02).
	10 REG-CNTY-1	PIC X(04).
	10 FILLER	PIC X(04).
	10 REG-CITY-2	PIC X(20).
	10 FILLER	PIC X(02).
	10 REG-CNTY-2	PIC X(04).
	10 FILLER	PIC X(22).
01	REG-LINE13.	
	05 LINE13-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(13).
	10 REG-STATE-1	PIC X(02).
	10 FILLER	PIC X(02).
	10 REG-ZIP-1	PIC X(05).
	10 REG-ZIP-DASH-1	PIC X(01).
	10 REG-ZIP-FOUR-1	PIC X(04).
	10 FILLER	PIC X(16).
	10 REG-STATE-2	PIC X(02).
	10 FILLER	PIC X(02).
	10 REG-ZIP-2	PIC X(05).
	10 REG-ZIP-DASH-2	PIC X(01).
	10 REG-ZIP-FOUR-2	PIC X(04).
	10 FILLER	PIC X(22).
01	REG-LINE14.	
	05 LINE14-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(36).
	10 MESSAGE-LITERAL	PIC X(21).
	10 FILLER	PIC X(3).
	10 REG-LIC-SERV2	PIC X(4).
	10 FILLER	PIC X(15).
01	REG-LINE15.	
	05 LINE15-TWO-UP	OCCURS 2 TIMES.
	10 FILE-DATE-LITERAL.	
	15 FILLER	PIC X(01).
	15 FILE-DATE-LIT	PIC X(22).

15 TRAILER-FILE-DATE	mthflyot PIC X(08).
15 REG-FEE-LITERAL.	
20 RECORD-LITERAL	PIC X(10).
20 TOTAL-REC-COUNT	PIC X(10).
10 REG-FEE	PIC \$\$,\$\$\$.99.
10 FILLER	PIC X(4).
10 REG-SEQ-NO	PIC X(6).
10 FILLER	PIC X(8).

TO OPEN
FOLD ALONG DOTTED LINES AND TEAR

DR69100

EXHIBIT F

TO OPEN
FOLD ALONG DOTTED LINES AND TEAR

DL47016

Signature

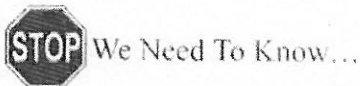
Please change my address to the
one on the other side of this card

Signature

Please change my address to the
one on the other side of this card

WEST VIRGINIA DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SOUTHEAST
POST OFFICE BOX 17710
CHARLESTON, WEST VIRGINIA 25317-7710

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
WV DIVISION
MOTOR VEHICLES



The Post Office has notified us that
you may have changed your
address. Did you forget to tell us?
We need to know so we can update
our vehicle registration files. Please
fill out the inside of this card,
giving us permission to change
your address.

0000001 01 AB 0.527 **AUTO 1 0 0803 24605-131810 -C01-I



FRYE, CRAIG A
110 HILLCREST DR
BLUEFIELD, VA 24605-1318

See inside for instructions

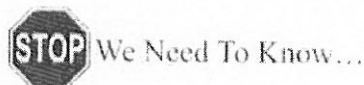
If we do not have your current
mailing address you will not
receive your vehicle renewal
notification.

THANK YOU

TO OPEN
FOLD ALONG DOTTED LINES AND TEAR

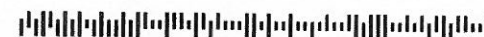
WEST VIRGINIA DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SOUTHEAST
POST OFFICE BOX 17710
CHARLESTON, WEST VIRGINIA 25317-7710

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
WV DIVISION
MOTOR VEHICLES



The Post Office has notified us that
you may have changed your
address. Did you forget to tell us?
We need to know so we can update
our vehicle registration files. Please
fill out the inside of this card,
giving us permission to change
your address.

0001057 01 MB 0.553 **AUTO 2 1 0803 20124-232804 -C01-I



WATSON, MARY LOUISE
6204 MAPLE RUN CT
CLIFTON, VA 20124-2328

See inside for instructions

If we do not have your current
mailing address you will not
receive your vehicle renewal
notification.

THANK YOU

TO OPEN
FOLD ALONG DOTTED LINES AND TEAR

Please help us update our files by following the instructions below.

It's as easy as 1-2-3

1. Please tear off the section below.
2. Sign your name in space provided on back of card.
3. Drop it in the mailbox.

This will help us serve you better in getting your vehicle renewal to you in a timely manner.

This notice will apply to your vehicle renewal only.

If you don't contact us, your vehicle renewal can't be delivered to you.

THANK YOU

FRYE, CRAIG A
110 HILLCREST DR
BLUEFIELD, VA 24605-1318



PLEASE SIGN BACK OF CARD

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 99 CHARLESTON, WV

POSTAGE WILL BE PAID BY ADDRESSEE



WEST VIRGINIA DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SOUTHEAST
POST OFFICE BOX 17710
CHARLESTON, WEST VIRGINIA 25317-9901

04WVS070180

00000001

Please help us update our files by following the instructions below.

It's as easy as 1-2-3

1. Please tear off the section below.
2. Sign your name in space provided on back of card.
3. Drop it in the mailbox.

This will help us serve you better in getting your vehicle renewal to you in a timely manner.

This notice will apply to your vehicle renewal only.

If you don't contact us, your vehicle renewal can't be delivered to you.

THANK YOU

WATSON, MARY LOUISE
6204 MAPLE RUN CT
CLIFTON, VA 20124-2328



PLEASE SIGN BACK OF CARD

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 99 CHARLESTON, WV

POSTAGE WILL BE PAID BY ADDRESSEE



WEST VIRGINIA DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SOUTHEAST
POST OFFICE BOX 17710
CHARLESTON, WEST VIRGINIA 25317-9901

04WVS070180

0001057

SOLICITATION NUMBER: DMV1500000001

Addendum Number: 01

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 issued for the following:

1. To provide a copy of the mandatory pre-bid sign in sheet.

The bid opening date will remain the same of November 11, 2013 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

SIGN IN SHEET

Request for Proposal No. DMV 150006

PLEASE PRINT

Page 1 of 1Date: 10/22/14

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>DMV</u>		PHONE <u>304-926-2520</u>
Rep: _____		TOLL
Email Address: <u>Zoe.e.bender@wv.gov</u>		FREE
		FAX
Company: <u>R R DONNELLEY</u>	<u>101 CARRIAGE WAY STE 307</u>	PHONE <u>304-757-6673</u>
Rep: <u>Michael J. Ross</u>	<u>HURRICANE, WV 25526</u>	TOLL
Email Address: <u>Michael.Ross@rrd.com</u>		FREE
		FAX <u>304-757-6295</u>
Company: <u>DMV</u>	<u>1317 Hensford St</u>	PHONE <u>558-0002</u>
Rep: _____	<u>Charleston, WV 25301</u>	TOLL
Email Address: <u>Steven.E.Monroe@WV.GOV</u>		FREE
		FAX
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
		FAX
Company: _____		PHONE
Rep: _____		TOLL
Email Address: _____		FREE
		FAX

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 01

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 checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" 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.

RR DONNELLEY & SONS CO
Company
Michael J. Rao
Authorized Signature
11/19/14
Date

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

SOLICITATION NUMBER: DMV1500000001

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as DMV1500000001 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To publish vendor questions and responses.
2. To modify Line Item 6 from the original solicitation, which read; "Hourly Cost for data processing changes in Driver's License."
Line Item 6 now reads;" Hourly Cost for Composition Changes, Driver's License."
3. The bid opening has been extended to 11/18/2014 at 1:30 p.m.
4. To change Buyer contact information.

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

SEE ATTACHED DOCUMENTATION:

Vendor Question;

Line item 8 Requests Hourly Cost for data processing changes for Drivers License Renewals, and that is already requested on Line item 6. I believe that line item 8 should read: " Hourly cost for Composition changes, Driver's License Renewals."

Both the Vehicle Registrations, and the Driver's License renewals should have an associated item for Hourly Cost of Composition changes, and Hourly cost for Data processing changes. It just appears that line item 8 should be Hourly cost for composition changes, Driver's License renewals since the hourly cost for Data processing changes for Drivers License Renewals was already requested on Line item 6.

The Hourly cost for Composition changes for Vehicle Registration renewals is requested on Line 7, and the Hourly cost for Data processing changes for Vehicle Registration renewals is requested on Line 9, and this appears to be correct.

Agency Response;

Line item 6 should read: Hourly Cost for Composition Changes, Driver's License.

E.E.O./AFFIRMATIVE ACTION EMPLOYER

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DMV1500000001

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 checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" 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 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.

RR DONNELLEY & SONS CO
Company


Authorized Signature

11/19/14
Date

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

SOLICITATION NUMBER: DMV1500000001

Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as DMV1500000001 ("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:

1. To modify Line Item 6 Extended. description from the original solicitation, which read;
"Hourly Cost for data processing changes in Driver's License."
Line Item 6 Extended description now reads; "Hourly Cost for Composition Changes,
Driver's License."

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DMV1500000001

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 checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" 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 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.

RR DONNELLEY & SONS CO
Company
Michael J. Ross
Authorized Signature
11/19/20
Date

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

SOLICITATION NUMBER: DMV1500000001

Addendum Number: 4

The purpose of this addendum is to modify the solicitation identified as DMV1500000001 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ [X] Modify bid opening date and time
- ☒ [X] 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:

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

1. To clarify Commodity Line #3 that read: quantity 800,000.
Commodity Line #3 now reads: quantity 40,000.
2. The bid opening date has moved from 11/18/2014 at 1:30 p.m. to 11/20/2014 at 1:30 p.m..

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DMV1500000001

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 checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" 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 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.

RR DONNELLEY & SONS CO
Company
Michael J. Rao
Authorized Signature
11/19/14
Date

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

Project Management, Quality Controls, and CASS Certificate

We are the incumbent Vendor providing all of the items in this Solicitation. We have a Project Manager in place that handles all aspects of the production and mailing in our Facility. Also, enclosed is a copy of our ISO 9001:2008 Certificate. This certifies that we have met the very stringent requirements for quality and audit controls in our facilities, and were awarded this prestigious award after passing all requirements of the ISO Standards. Details of our Quality controls in place are enclosed.

Our CASS Certificate is already set up with the USPS for all WV DMV mailings. Enclosed is the Certificate that is used for each mailing, and shows detail of the software that is used and approved by USPS.

The Project Manager already in place for the WV DMV is:

Mr. Brian J. Munk, Project Manager
630 West 1000 North
Logan, UT 84321
(435) 755-4294
Brian.j.munk@rrd.com

RR DONNELLEY

Summary of Logan's quality controls.

Pre Production Review

Quality controls are designed into the project from the initial development stages. Before a project is accepted by the facility it is reviewed in an Incoming Business Review Committee (IBRC) meeting/ The IBRC consists of department managers and supervisors for all areas of the facility including programming, project management and production. The project is reviewed to insure the facility has the capabilities to meet the customer expectations. The IBRC reviews the design of the document, volumes and SLA requirements. Suggestions to improve manufacturability, quality and efficiency are discussed. Quality requirements and potential issues are discussed and all information is documented in an IBRC database.

Quality Controls Designed into the Project

Once the project is approved, the project management group holds a kick off meeting with the development team to discuss the final project specifications. Development timelines and requirements are discussed. All projects are required to have quality elements programmed into the project. At a minimum these quality elements include a control line, barcode, quality records, and production reports.

Control Line

The control line consists of a unique package number, postal weight, postage cost, postal sort information, job number, unique sheet sequence number and inserts codes. Other information can be appended to the control line. This main control line is printed above the address for each package. Once the package is inserted this control line will be visible through the envelope window. A secondary control line with the package number, job number and sequence number is printed in the margin on each sheet of the package.

Barcode

A 3 of 9 or 2 D barcode is printed on each sheet of a mechanically inserted document. This barcode provides sequence and package integrity at the inserter. The 3 of 9 is one of the most accurate and secure barcodes. Any page out of order, duplicated or missing will be detected. The barcode also allows for selectable inserting.

Quality Records

Quality records are embedded into the production run to provide ongoing quality verification without damaging or compromising live documents. Quality documents are placed at the beginning of each job and usually placed every 500th document in a production run. This can be adjusted to match the size of the project. The quality records are checked for multiple quality criteria and then maintained as a record in the event any questions arise after the job has mailed.

Production Reports

Production reports provide operations with detailed information regarding package counts, sheet counts, batching groups and postal information.

Testing

Once development is completed a series of tests are conducted. Testing includes: unit testing for each segment of the program; full program/ volume testing; and, a full production test. Parallel testing may be conducted if the client requests. Once a project has been approved it is migrated to a secure production environment

Live Production Quality and Integrity Process

During live production our verification process begins with the receipt of data. Once the data is received the record count is reconciled with header or trailer records sent with the data. Only if these match do we continue processing. Once the initial verification is complete, we assign the unique package number to each mail piece and the unique sheet number to each sheet in the run. The inserting barcode is added and production reports created. The human readable control line is placed above the address on the first page of the statement and on the margin on all other sheets.

Once the job has completed processing a manufacturing instruction book called EPIC is sent to the manufacturing floor with the production reports. The imaging area sets up the equipment according to the EPIC instructions, loads the files and prints the quality document. A quality checklist is completed to verify all aspects of the document including: correct components, orientation, print quality, correct data file, alignments, and readability of MICR, OCR and barcodes. Once the operator has completed the checklist a supervisor must verify and sign-off on the setup before live production can begin. During the production run the intermittent quality documents are verified to insure ongoing quality. At the end of the production run the production reports are used to verify package and sheet counts to machine counters. Only after the job and production reports are matched 100% is the job released from imaging.

The Inserting area sets up the equipment according to the EPIC instructions, loads the documents and inserts the quality document. A quality checklist is completed to verify all aspects of the insertion process including: correct components, orientation, fold, alignment in the envelope, postal attributes and selectable or fixed inserts. Once the operator has completed the checklist a supervisor must verify and sign-off on the setup

before live production can begin. During the production run the intermittent quality documents are verified to insure ongoing quality.

As the statements are inserted the inserter reads the barcode and insures that each page is verified to be present and in the correct order. Any missing pages or out of sequence pages will divert or stop the machine with an error code. In addition to the barcode, our inserters have two separate counters at the end of the machine. One counter is reconciled by the first operator at intervals throughout their shift and at the end of the job. The operator enters the beginning meter count in their time sheet and the beginning control number. At the end of the job the meter count and ending control number is entered. The timesheet program calculates the meter and control number change to verify all pieces were counted and verified. If the numbers do not match, the operator cannot close their timesheet. The operator assistant also has a separate meter. This meter is checked every hundred documents to insure all packages are verified. As with the main operator, they cannot close their time sheet until all packages are verified. At the end of the production run the production reports are used to verify package and sheet counts to machine counters. Only after the job and production reports are matched 100% is the job released.

A final verification is conducted by the mail/ shipping group. All documents that are mailed, shipped, pulled, or other special handling are reconciled. The job is again verified to the production reports to insure all batches and groups are counted and verified.

SGS

Certificate US12/82414.03

The management system of

RR Donnelley Variable Print Group

630 W. 1000 N
Logan, UT 84321, United States

has been assessed and certified as meeting the requirements of

ISO 9001:2008

For the following activities:

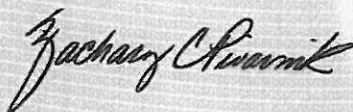
**Manufacture of printed products and multi-channel customer
communication programs.**

Further clarifications regarding the scope of this certificate and the applicability of
ISO 9001:2008 requirements may be obtained by consulting the organization.

This certificate is valid from 28 April 2012 until 28 April 2015 and
remains valid subject to satisfactory surveillance audits.
Recertification audit due a minimum of 60 days before the expiration date.
Issue 1 : 28 April 2012. Certified since April 2012.

Multiple certificates have been issued for this scope.
The main certificate is numbered US12/82414.00.

Authorized by

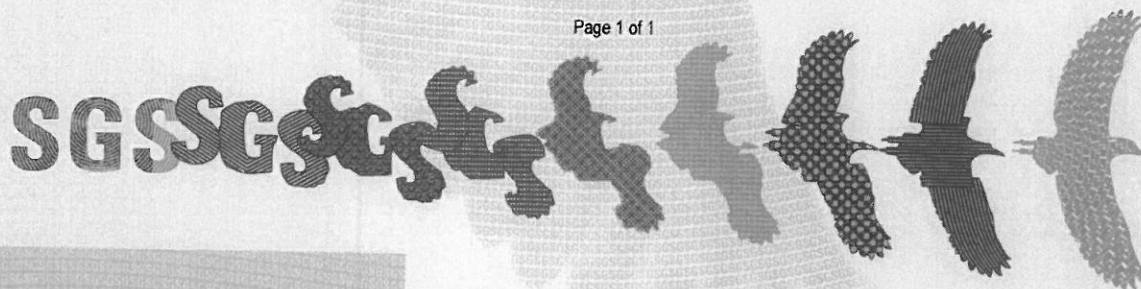


Zachary C. Pivarnik
Director of Accreditation, North America
Systems & Services Certification, a Division of SGS North America, Inc.
201 Route 17 North, Rutherford, NJ 07070 United States of America
t (201) 508-3000 f (201) 935-4555 www.us.sgs.com



This certificate remains the property of SGS and shall be returned upon request

Page 1 of 1



This document is issued by the Company subject to its General Conditions of Certification Services
accessible at www.sgs.com/terms_and_conditions.htm. Attention is drawn to the limitations of
liability, indemnification and jurisdictional issues established therein. The authenticity of this
document may be verified at http://www.sgs.com/clients/certified_clients.htm. Any unauthorized
alteration, forgery or falsification of the content or appearance of this document is unlawful and
offenders may be prosecuted to the fullest extent of the law.

CASS CERT.txt

~~~~~ START OF VIEWABLE 3553 ~~~~~

## USPS CODING ACCURACY SUPPORT SYSTEM (CASS) SUMMARY REPORT

## A. SOFTWARE

|                                                              |                                                                          |                  |
|--------------------------------------------------------------|--------------------------------------------------------------------------|------------------|
| 1. CASS CERTIFIED COMPANY NAME<br>PITNEY BOWES SOFTWARE INC. | 2. CASS CERT. SOFTWARE NAME/VERSION<br>CODE-1 PLUS FOR UNIX<br>3.07.00.N | 3. CONFIG<br>MMM |
| 4. Z4CHANGE CERTIFIED CO. NAME                               | 5. Z4CHANGE SOFTWARE NAME/VERSION                                        | 6. CONFIG        |
| 7. DIRECTDPV CERTIFIED CO NAME                               | 8. DIRECTDPV CERT SFTW NAME/VERSION                                      | 9. CONFIG        |
| 10. ELOT CERTIFIED COMPANY NAME                              | 11. ELOT CERT. SOFTWARE NAME/VERSION                                     | 12. CNFIG        |

## B. LIST

|                                                                 |                                                                                          |                                                                                             |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1. LIST PROCESSOR'S NAME<br>MOORE WALLACE BCS                   | 2. DATE LIST PROCESSED<br>A. MASTER 11/05/2014<br>B. Z4CHANGE<br>C. DIRECTDPV<br>D. ELOT | 3. DATE OF DATABASE USED<br>A. ZIP+4 OCTOBER 2014<br>B. Z4CHANGE<br>C. DIRECTDPV<br>D. ELOT |
| 4. LIST NAME OR ID NO.<br>WEST VIRGINIA MOTOR<br>COPY NUMBER 01 | 5. NUMBER OF LISTS<br>1                                                                  | 6. TOTAL RECORDS SUBMITTED<br>3432                                                          |

## C. OUTPUT

| OUTPUT RATING          | 1. TOTAL CODED | 2. VALID (FROM-TO)    |                  | 1. TOTAL CODED | 2. VALID (FROM-TO)    |
|------------------------|----------------|-----------------------|------------------|----------------|-----------------------|
| A. ZIP+4/DPV CONFIRMED | 3391           | 11/05/2014-05/04/2015 | D. 5-DIGIT CODED | 3419           | 11/05/2014-11/05/2015 |
| B. Z4CHANGE/ PROCESSED | 0              | N/A                   | E. CR-RT CODED   | 0              | 11/05/2014-02/03/2015 |
| C. DIRECTDPV           | 0              | N/A                   | F. ELOT ASSIGNED | 0              |                       |

## D. MAILER

|                       |                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------|
| 1. MAILER'S SIGNATURE | 3. NAME & ADDRESS OF MAILER<br>MOORE BCS 8415-1103-4403<br>630 WEST 1000 NORTH<br>LOGAN<br>UT<br>84321 |
| 2. DATE SIGNED        |                                                                                                        |

I CERTIFY THAT THE MAILING SUBMITTED WITH:  
THIS FORM HAS BEEN CODED (AS INDICATED ABOVE) USING CASS-CERTIFIED SOFTWARE  
MEETING ALL OF THE REQUIREMENTS LISTED IN THE DMM SECTION 708.

## E. QUALITATIVE STATISTICAL SUMMARY (QSS)



CASS CERT.txt

FOR INFORMATIONAL PURPOSES ONLY: QSS IS SOLELY MADE AVAILABLE FOR THE LIST PROCESSOR'S REVIEW AND ANALYSIS. THIS INFORMATION IS NOT TO BE CONSIDERED BY THE POSTAL SERVICE PERSONNEL IN DETERMINING RATE ELIGIBILITY UNDER ANY CIRCUMSTANCES. SEE FOLLOWING PAGE(S) FOR A DETAILED EXPLANATION.

| HIGH RISE<br>DEFAULT | HIGH RISE<br>EXACT | RURAL RTE<br>DEFAULT | RURAL RTE<br>EXACT | LACSLINK | EWS | SUITELINK |
|----------------------|--------------------|----------------------|--------------------|----------|-----|-----------|
| 4                    | 338                | 0                    | 56                 | 2        | 0   | 0         |

PRIVACY NOTICE: FOR INFORMATION REGARDING OUR PRIVACY POLICY, VISIT USPS.COM.

PS FORM 3553, MAY 2010 (PAGE 1 OF 2)  
INSTRUCTIONS

AT WWW.USPS.COM/FORMS/ALLFORMS.HTM

~~~~~ END OF VIEWABLE 3553 ~~~~~


Disaster Recovery and Back-up Production

Enclosed are details of our Disaster Recovery Plan and Fact Sheets for our Production Facilities.

The Primary Production Facility is our Logan, Utah Facility, and in the event of a disaster at this facility, all production will be transferred to our St. Charles, Illinois facility, which has all the capabilities to produce the WV DMV project in the event of a disaster at the primary facility in Logan, Utah.

The Business Communication Services (BCS) Logan facility provides outsourced transactional document production and mailing services – including the presentment and delivery of data and documents via electronic media. Logan specializes in complex, data intensive applications with variable imaging, dynamic content, and extensive personalization. Combining a unique blend of professional services and production technologies, the focus is on security, quality, and on-time performance. Located 90 miles north of Salt Lake City, the facility ships and mails approximately 517 million pieces per year.

RR Donnelley (NASDAQ: RRD) is a global provider of integrated communications. Founded 150 years ago, the company works collaboratively with more than 60,000 customers worldwide to develop custom communications solutions that reduce cost, enhance ROI and ensure compliance.

Selected Products for this Facility

- Statement and bill processing
- Benefit enrollment programs
- Policies and EOBs
- Check printing
- Compliance and privacy act mailings
- Financial account statements
- Welcome kits
- CD ROM production
- Web presentment and distribution
- One-to-one digital communications

Value-Added Products and Services

- Variable Print and Imaging: cut sheet and continuous, b/w, highlight color and “business” 4-color
- Fulfillment: inserting and mailing
- Data Processing: data transmission receipt available 24 x 7 x 365
- Software Development Tools: Exstream Dialogue, CompuSet, DocuMerge, StreamWeaver, Proprietary PC Configuration, and PowerStream
- E-Commerce: Electronic Bill Presentment and Payment (EBPP), e-mail, digital archival, custom web applications, digital asset management, and PIVOTSM - our seamless approach to data delivery (both print and electronic media)

Digital Equipment

- Approximately 25 digital imaging systems including variable highlight color and fully variable “business” four color
- Multiple printers with MICR

Finishing and Bindery Equipment

- 22 inserters, all with intelligence capability
- Pressure sealers
- Booklet makers
- Trimmers and cutters
- Binders including perfect binders
- Folders
- Mail meters
- Shrink wrapper
- 3-hole drill

Quality Assurance

- ISO 9001:2008 Certified
- FSC Certified (environmental)
- PCI Compliant
- SOC 2 Type II Audit (replaces SAS70 Type II)
- Traceability and trackability
- Quality control processes including pre-production and on-going testing and change management control
- Performance measurements
- Corrective action reporting
- Continuous improvement program
- Supplier certification program

Facility Information

Plant Size

200,000 square feet

Employees

Approximately 475 permanent

Hours of Operation

24/7

Main Phone Number

435.755.4000

The Business Communication Services (BCS) St. Charles facility provides outsourced transactional document production and mailing services – including the presentment and delivery of data and documents via electronic media. St. Charles specializes in complex, data intensive applications with variable imaging, dynamic content, and extensive personalization. Combining a unique blend of professional services and production technologies, the focus is on security, quality, and on-time performance. Located 40 miles west of Chicago, the facility was built in 1990 and provides in-house programming and document composition with complete electronic prepress services.

RR Donnelley (NASDAQ: RRD) is a global provider of integrated communications. Founded 150 years ago, the company works collaboratively with more than 60,000 customers worldwide to develop custom communications solutions that reduce cost, enhance ROI and ensure compliance.

Selected Products for this Facility

- Statement and bill processing
- Benefit enrollment programs
- Policies and EOBs
- Check printing
- ID, membership, calling and gift card solutions
- Compliance and privacy act mailings
- Financial account statements
- Welcome kits
- Web presentment and distribution
- One-to-one digital communications

Value-Added Products and Services

- Variable Print and Imaging: cut sheet and continuous, b/w, highlight and “business” 4-color
- Kitting: manual and digital
- Fulfillment: inserting and mailing
- Data Processing: data transmission receipt available 24 x 7 x 365
- Software Development Tools: Exstream Dialogue, CompuSet, DocuMerge, StreamWeaver, Proprietary PC Configuration, and PowerStream
- E-Commerce: Electronic Bill Presentment and Payment (EBPP), e-mail, digital archival, custom web applications, digital asset management, and PIVOTSM - our seamless approach to data delivery (both print and electronic media)

Digital Equipment

- Nearly 40 digital imaging systems including variable b/w, variable highlight color, and fully variable “business” four color
- Sheet fed and roll fed
- Multiple printers with MICR
- Multiple data card printers with multi-stack

Finishing and Bindery Equipment

- 27 inserters including 16 intelligent inserters
- Sealers including five pressure sealers and a wafer sealer
- Scorers and perfers
- Trimmers and cutters
- Nearly a dozen binders including multiple perfect binders
- Folders
- Multiple punches
- Stitchers including saddle & side stitchers
- Book finishers
- Laminators
- Padders
- Tapers
- Poly wrappers
- 5-hole drill
- Die cutters
- Multiple intelligent mail meters

Quality Assurance

- ISO 9000:2008 Certification
- SOC 2 Type II Audit (replaces SAS70 Type II)
- HIPAA Certified
- Traceability and trackability
- Quality control processes including pre-production and on-going testing and change management control
- Performance measurements
- Corrective action reporting
- Continuous improvement program
- Supplier certification program

Facility Information

Plant Size

300,000 square feet

Employees

Approximately 400 permanent

Hours of Operation

24/7

Main Phone Number

630.313.7000

RR Donnelley BCS' Disaster Recovery Plan Summary

RR Donnelley is a worldwide organization. We have many different offerings as related to the specific business unit and those unit's operations. These are negotiated on an individual basis for customers as their needs require and dependent on the specific offering in service.

Within each data processing data center (Downers Grove and Elk Grove Village) we have communication and production processing server clusters to ensure continuity of production processing in the event of a hardware or equipment failure. In the event of a failover to the secondary server within a cluster, the host names and IP addresses used on the primary servers are configured to automatically failover from the primary node of the cluster to the corresponding failover node within the cluster. No changes are required by the external customer or the applications to process on the failover servers.

In the event of a disaster/catastrophic outage to the Downers Grove (primary) data center facility, production processing would then resume at the Elk Grove Village data center based on pre-established disaster recovery procedures and objectives which are activated at the time RR Donnelley declares a disaster/catastrophic outage at the primary site.

RR Donnelley, BCS, maintains disaster recovery plans for both our manufacturing facilities and our information systems centers. These plans allow us to meet production schedules and provide service in the event that a given location can no longer effectively operate.

With regard to BCS production, RR Donnelley's six nationwide manufacturing operations are well equipped to handle a quick and efficient recovery in the event of a disaster. Our Disaster Recovery Plan ensures that data processing and production will continue to function in case a disaster, natural or otherwise, would prevent processing at the principle site. Our disaster recovery plan and production locations offer:

- Multiple points of redundancy with regard to imaging and inserting technology
- The ability to transfer work to another production site if the primary site suffers a disaster
- Contracted hot site services available through approved third party providers
- Automatic backup and off-site storage of programming files
- Strict security to prevent unauthorized access to any client data/system processing
- Comprehensive equipment maintenance agreements for urgent repair needs

Specifically, our Disaster Recovery Plan consists of a description of the disaster recovery process and the related phases including the disaster alert process, damage assessment, declaration, disaster recovery management and communications, provisions for alternate site personnel, and home site restoration. Customers are encouraged to have direct involvement in the disaster recovery planning process from beginning to end. Because of the significant diversity in the product offerings to the RR Donnelley, BCS, customers and the logistics as related to the materials and equipment required, as well as the unique nature of each customer's requirements, we recommend each customer to have individualized DR/BC (Disaster Recovery / Business Continuance) plans and testing requirements created as an addendum to their SOW or a specific detailed component of the overall contract. These are then tested as agreed upon. These vary depending on the nature and severity of the declared disaster or incident and the specific production requirements agreed upon.

BCS will work to identify an appropriate disaster recovery model to follow according to the degree and severity of interruption. Based on the recovery model, Project Management would follow specific escalation procedures as documented within the Statement of Work and/or contract. Recovery models include:

DR1 Essential Access – RR Donnelley will make all reasonable efforts to resume production of impacted document applications including production on unaffected assets at the primary manufacturing facility, or recovery production at another BCS facility. Programming portability is ensured within this solution and tested at a minimum frequency of once per year.

DR2 Affirmative Access – This recovery solution leverages the resources of an alternate BCS production facility to recover the customer's document applications in the event of a disaster at

the primary location. By accessing our multi-site network, business continuity capacity can be transferred to other manufacturing locations as required. Complete system portability is ensured within this solution and tested at a minimum frequency of once per year.

DR3 Assured Access – In the event of a disaster at the BCS facility of manufacture, production will be transferred to our business continuity solution partner, Mail-Gard. This solution includes guaranteed capacity and complete system testing.

BCS is committed to managing service interruptions with resolutions made as quickly as possible. In unique circumstances where capabilities are not duplicated between facilities, we would temporarily outsource production until replacement equipment was installed.

Because the core DR/BC plans rely on a live production, sister hot site, and production operations are moved between sites on a regular basis, we consider this to validate our DR/BC processes. For testing and individual customer validation of DR/BC we ask each customer to have individual DR/BC plans and testing requirements created so we can test as agreed upon in the requirements. RR Donnelley regards disaster recovery testing as an ongoing process. In fact, the daily movement of workloads between our primary sites validates the operational functions of our recovery program. In addition to testing of real-time and actual production operations, we conduct detailed specifications testing. Because each disaster recovery plan is based on a specific customer's requirements and expectations, tests are also conducted as defined in that customer's SOW or MSA.

Agency WV DMV
REQ.P.O.# DMV150000001

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, RR Donnelley
of 111 S. Wacker Drive, Chicago, IL 60606, as Principal, and Liberty Mutual Insurance Company
of 175 Berkeley Street, Boston, MA 02116, a corporation organized and existing under the laws of the State of MA
with its principal office in the City of Boston, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of Five percent of amount bid (\$ 5% of Amount bid) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Open-end contract for providing composition, and manufacturing of driver license and vehicle renewals from concept
through finished documents including mailing for the Division of Motor Vehicles.

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 14th day of November, 20 14.

Principal Seal

RR Donnelley
(Name of Principal)

By A. Seftman
(Must be President, Vice President, or
Duly Authorized Agent)
EVP, General Counsel
(Title)

Surety Seal

Liberty Mutual Insurance Company
(Name of Surety)

Idith A. Lucky-Eftimov
Idith A. Lucky-Eftimov Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6651361

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Debra J. Doyle; Diane M. O'Leary; James B. McTaggart; Jennifer L. Jakaitis; Jessica B. Yates; Judith A. Lucky-Eftimov; Melissa L. Fortier; Robert E. Duncan; Sandra M. Nowak; Sandra M. Winsted; Susan A. Welsh

all of the city of Chicago, state of IL each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 21st day of July, 2014.



American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 21st day of July, 2014, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2017
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 14th day of November, 2014.



By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

To confirm the validity of this Power of Attorney call
1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

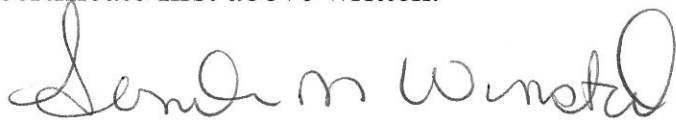
Not valid for mortgage, note, loan, letter of credit,
currency rate, interest rate or residual value guarantees.

ACKNOWLEDGEMENT BY SURETY

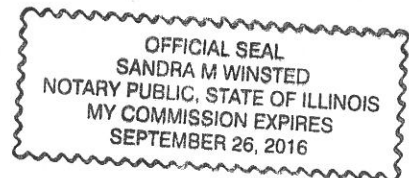
STATE OF ILLINOIS
COUNTY OF COOK

On this 14th day of November, 2014, before me, Sandra M. Winsted, a Notary Public, within and for said County and State, personally appeared Judith A. Lucky-Eftimov to me personally known to be the Attorney-in-Fact of and for Liberty Mutual Insurance Company and acknowledged that she executed the said instrument as the free act and deed of said Company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



Notary Public in the State of Illinois
County of Cook



CRFQ 0802

RFQ No. DMV/500000001

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: RR DONNELLEY & SONS CO

Authorized Signature: Michael J. Ross Date: 11/19/14

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 19 day of Nov., 20 14.

My Commission expires 3/25/2023, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC

Mary Beth Atkins

Purchasing Affidavit (Revised 07/01/2012)

