



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

Solicitation

NUMBER
DCH15001

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

*709040725 304-768-1281
 DUNBAR PRINTING & GRAPHICS LLC
 1310 OHIO AVE

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DUNBAR WV 25064

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DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED
06/10/2014

BID OPENING DATE: 07/23/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE AGENCY, THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY TO ESTABLISH AN OPEN-END CONTRACT TO PROVIDE PRINTING SERVICES FOR THE QUARTERLY PUBLICATION OF "GOLDENSEAL MAGAZINE" PER THE ATTACHED SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS.</p>						
0001	1	LS		966-50		
	PRINTING: MAGAZINES					
***** THIS IS THE END OF RFQ DCH15001 ***** TOTAL:						<p>\$ 24,875⁰⁰ *</p> <p>*not including other options. other options add to price</p>
<p>07/23/14 11:23:59AM West Virginia Purchasing Division</p>						

SIGNATURE <i>Claudia Mills</i>	TELEPHONE 304 748 1281	DATE 7-23-14
TITLE President	FEIN 20-3936825	ADDRESS CHANGES TO BE NOTED ABOVE

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

REQUEST FOR QUOTATION
DCH15001
Quarterly Publication: Goldenseal Magazine

EXHIBIT "A"
PRICING SCHEDULE

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

UNIT PRICES:

- | | |
|--|---------------------|
| 1. Base Price: 15,000 copies of GOLDENSEAL, as specified: | \$ <u>24,875.00</u> |
| 2. 15,000 coupon inserts as specified : | \$ <u>540.00</u> |
| (Additions or subtractions to base price of GOLDENSEAL) : | |
| 3. Additional copies, Per 500: | \$ <u>829.00</u> |
| 4. Decrease copies, Per 500: | \$ <u>829.00</u> |
| 5. Additional coupon inserts, per 500: | \$ <u>103.50</u> |
| 6. Decrease coupon inserts, per 500: | \$ <u>103.50</u> |
| 7. Decrease pages by one (1) eight (8) page signature in text (total 64 pages): | \$ <u>2199.00</u> |
| 8. Additional for substitution of one (1) eight (8) page color signature in text: | \$ <u>2476.00</u> |
| 9. Additional for substitution of one (1) four (4) page color signature in text: | \$ <u>1858.00</u> |
| 10. Hourly fee that Vendor will charge for major changes or minor changes due to editorial alterations on any pages over twenty (20) | \$ <u>4500/hr.</u> |

We do not have capability to open mac files

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EXHIBIT "B"

PRICING PAGE (HYPOTHETICAL ISSUE)

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

- | | |
|--|---------------------|
| 1. BASE PRICE for 15,000 copies with perfect binding, as indicated in EXHIBIT "A", UNIT PRICING, 1.: | \$ <u>24,875.00</u> |
| 2. Hypothetical number of copies ordered: 13,500: | \$ <u>22,763.00</u> |
| 3. Coupon insert in all 15,000 copies, as indicated in EXHIBIT "A", UNIT PRICING, 2. : | \$ <u>540.00</u> |
| 4. Coupon insert in 13,500 copies, hypothetical issue, as indicated in Item 2. above. : | \$ <u>495.00</u> |

Editorial Alterations:

- | | |
|--|-------------------|
| 5. Twenty-five (25) pages of minor changes (additional charge for five (5) pages above the maximum twenty (20) pages), based on hourly rate. Refer to EXHIBIT "A", UNIT PRICING, Item 10. : | \$ <u>\$45 hr</u> |
| 6. Add one (1) page of major change (example: Reposition one (1) photograph and substitute one (1) paragraph of text, based on hourly rate.) Refer to EXHIBIT "A", UNIT PRICING, Item 10: | \$ <u>\$45 hr</u> |

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ADD ITEM NUMBERS 2. , 4. , 5. , AND 6. ABOVE TO CREATE A TOTAL PRICE FOR THE HYPOTHETICAL ISSUE AND INSERT THAT TOTAL UNDER BASE BID BELOW. THIS WILL BE THE VENDOR'S BASE BID FOR THIS REQUEST FOR QUOTATION.

BASE BID: (TOTAL COST FOR HYPOTHETICAL ISSUE) : \$ 1576.00

CERTIFICATION:

By my signature below, I hereby represent that I have completely reviewed the Specifications above, have inspected sample issues of GOLDENSEAL, and, by submitting this Bid I understand the production, printing, and assembly standards of quality required for the Publication.

SIGNED:

Dunbar Printing & Graphics, LLC
Name of Vendor

Aaron R Mills
Authorized Signature

(President) Aaron R Mills
Representatives Name , Title (Please Print)

7/23/14
Date

END OF EXHIBIT "B"

RFQ No. DCH15001

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Dunbar Printing + Graphics LLC

Authorized Signature: Clawn Z Bulth Date: 7/23/14

State of West Virginia

County of Kanawha, to-wit:

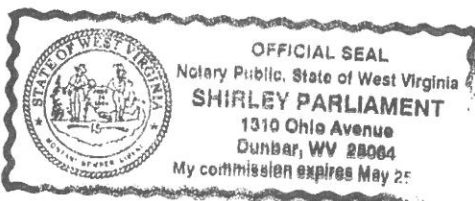
Taken, subscribed, and sworn to before me this 23 day of July, 2014.

My Commission expires May 25, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC Shirley Parliament

Purchasing Affidavit (Revised 07/01/2012)



State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% vendor preference for the reason checked:

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% vendor preference for the reason checked:

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

4. Application is made for 5% vendor preference for the reason checked:

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Dunbar Printing & Graphics Signed: Glaun 2 Melh

Date: 7/23/14 Title: President

We are a woman owned business

CERTIFICATION AND SIGNATURE PAGE

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

Dunbar Printing + Graphics LLC
(Company)

Cameron Z Mills
(Authorized Signature)

Aaron L Mills President
(Representative Name, Title)

304 7681281 304 7667401
(Phone Number) (Fax Number)

7/23/14
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DCH15001

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 type="checkbox"/> | Addendum No. 3 | <input type="checkbox"/> | Addendum No. 8 |
| <input type="checkbox"/> | Addendum No. 4 | <input type="checkbox"/> | Addendum No. 9 |
| <input type="checkbox"/> | Addendum No. 5 | <input type="checkbox"/> | Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Dunbar Printing & Graphics LLC
 Company
James A. Melt
 Authorized Signature
7/23/14
 Date

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

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9. VENDOR DEFAULT:

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

- 9.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 9.1.2. Failure to comply with other specifications and requirements contained herein.
- 9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4. Failure to remedy deficient performance upon request.
- 9.1.5.

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

- 9.2.1. Cancellation of the Contract.
- 9.2.2. Cancellation of one or more release orders issued under this Contract.
- 9.2.3. Any other remedies available in law or equity.

10. MISCELLANEOUS:

10.1. 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: Shirley Parliament
Telephone Number: 304 768 1281
Fax Number: 304 766 7401
Email Address: Shirley@dunbarprinting.com