



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

State of West Virginia  
Request for Quotation  
34 - Service - Prof

Proc Folder: 28115

Doc Description: Addendum #2: To provide answers to submitted questions.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2014-10-22	2014-10-28 13:30:00	CRFQ 0323 WWV1500000007	3

**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:

BB&T

300 SUMMERS STREET

CHARLESTON WV 25301

304-348-7078 ph 304-348-1185 fax

see attachment C for pricing

10/28/14 11:30:13AM  
West Virginia Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Beth Collins  
(304) 558-2157  
beth.a.collins@wv.gov

Signature X

*Michael H. Hestel*

FEIN # 56-1074313

DATE 10/27/14

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

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Per draft for benefit accounts as listed in Section 3.1.1.1				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative price per draft presented, edited, and paid for six benefit accounts as listed in section 3.1.1

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Stop payment per draft for benefit accts. as listed in 3.1.1				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative price for stop payment per draft per for benefit accounts as listed in section 3.1.1

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Daily Balance/ Reporting online for benefit accounts				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative price for daily balance/reporting on-line per draft for accounts listed in section 3.1.1

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Daily Reconciliation & exception report for benefit accounts				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative price for daily reconciliation and exception report per draft for accounts as listed in section 3.1.1

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Check-Imaging to CD ROM for benefit accounts listed in 3.1.1				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative price for check imaging to CD ROM per draft for benefit accounts listed in section 3.1.1.

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Total for Benefit Accounts prior to Earnings Credit Rate red				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

**Addendum #2:**

This line should be considered inactive. Please disregard this commodity line.

Accumulative total for Benefit Accounts as listed in 3.1.1 prior to Earnings Credit Rate reduction (add lines 1 through 5)

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Earning Credit for benefit accounts as listed in 3.1.1				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative earnings credit per draft for accounts listed in 3.1.1.1

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Total for Benefit Accounts after earnings credit rate red.				



Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Addendum #2:

This line should be considered inactive. Please disregard this commodity line.

Accumulative total for Benefit Accounts as listed in 3.1.1 after Earnings Credit Rate Reduction (line 6 minus line 7)

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Per draft for Clearing Accounts as listed in 3.1.3				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative price for clearing accounts as listed in 3.1.3 per draft presented, edited, and paid per month.

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Price per deposit for clearing account A as listed in 3.1.3				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Price per deposit per file associated with CCD+ addendum file accepted from TPA's. Files and deposits in Clearing Account A to be received on a quarterly basis. Price should be based on file per month. Section 3.1.3

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Price per CCD+ addendum for Clearing Account A 3.1.3.1				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Price per CCD+ addendum file accepted from TPA's files and deposits in Clearing Account A to be received on a quarterly basis . Price should be based on file per month. Section 3.1.3.1

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Price per CCD+ file for Clearing Account 3.1.3.1				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Price per CCD+ addendum file from TPA's balanced to deposit, and information transmitted to WorkForce WV. Files and deposits in Clearing Account A to be received on a quarterly basis. Price should be based on file per month. Section 3.1.3

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Price for draft for ACH debits and debit blocks 3.1.4				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Price per draft for ACH debits and debit block as shown in 3.1.4.10

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Monthly price for authorized ACH Company ID				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Monthly price per Authorized ACH Company ID per month as described in 3.1.4.5

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Monthly price for ACH Debits Received				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Monthly price for ACH Debits received Section 3.1.4

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Daily Balance/reporting o-line for clearing accounts 3.1.3				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Per draft price for daily balance/reporting on line for clearing accounts - Section 3.1.3

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Total for Clearing Accounts prior to Earnings Credit Rate Re				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

**Addendum #2:**

This line should be considered inactive. Please disregard this commodity line.

Accumulative total for Clearing Accounts listed in 3.1.3 prior to Earnings Credit Rate reduction (add lines 1 through 8)

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Earning Credit per draft for Clearing Accounts 3.1.3				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative earnings credit per draft for clearing accounts listed in 3.1.3

INVOICE TO	SHIP TO
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US	WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Clearing account total after earnings credit rate reduction				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Accumulative total for Clearing Accounts 3.1.3 after Earnings Credit Rate Reduction (line 9 minus line 10)

INVOICE TO	SHIP TO
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US	WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	FDIC deposit insurance for benefit and clearing accounts				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

FDIC Deposits Insurance Fund (DIF) Subject to change pursuant to prevailing current published rate. Financial Institution's rate per \$1000 average ledger balance multiplied by 3,800=average monthly cost of \$ divided by an average of 15,750 drafts per month. Section 3.1.7.1

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Earning Credits for both Benefit and Clearing Accounts				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Earnings credit per draft for both benefit and clearing accounts 3.1.7.1

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Total for both Benefit and Clearing Accounts				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

**Addendum #2:**

This line should be considered inactive. Please disregard this commodity line.

Total for both benefit and clearing accounts after earnings credit rate reduction (line 1 minus line 2)

INVOICE TO		SHIP TO	
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US		WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Estimated Earnings Credit Reduction per draft				

Comm Code	Manufacturer	Specification	Model #
84121500			

**Extended Description :**

Estimated earnings credit will reduce per draft cost to what cost per draft on monthly average balances and prevailing earnings credit rate.



<b>WWW1500000007</b>	<b>Document Phase</b> <b>Final</b>	<b>Document Description</b> Addendum #2: To provide answer s to submitted questions.	<b>Page</b> <b>12 of</b> <b>12</b>
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#### **ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**RFP CRFQ 0323 WWV1500000007**

**Presented By**

**Branch Banking and Trust Co (BB&T)**

**Buyer Beth A Collins**

**Opening October 28,2014**

**Time 1:30 p.m.**

RFP CRFQ 0323 WWV1500000007

BB&T is pleased to provide the attached bid package.

Notice of information related to the bid.

Please note that the Rate Per Draft is the number that is intended to prevail. The numbers used in the Estimated Quantity do not adequately represent the items historically billed to the state, this is causing the actual anticipated cost to WFWV to be overstated.

The per item cost has historically been calculated against deposit and drafts only.

It is anticipated the Line items for FDIC and CCD+ Files will be added to monthly invoice as required.

The bid is subject to review each year for pricing adjustments prior to renewal and any anticipated changes will be provided WFWV in a timely manner prior to PO expiration.

Respectfully submitted,



Michael Holtsclaw, SVP

BB&T Bank

Phone 304-348-7078

Fax 304-348-1185

Email [mholtsclaw@bbandt.com](mailto:mholtsclaw@bbandt.com)

Notice qualifying pricing bid

**Addition to pricing information sheet – Provided as part of the BB&T BID for information only.**

Please note that the Bid sheet (attachment C) was prepared as indicated. This is NOT the current method of determining the service fees each month. We have submitted the bid sheet as required to comparison but we wish to further define the actual charges that would occur under current practices.

The Bid Value below is based on the current method of submission; on total rate multiplied by the items presented and paid. The Bid sheet (attachment C) over inflates the real cost of the services. A calculation of the estimated fees billed each month and annualized would resemble the below numbers using current invoice methods and the quantities in attachment C.

BID  $\$1.013 \times 8500 = \$8,610.50$  per month X 12 Months = \$103,326 year

BID  $\$0.589 \times 7250 = \$4,270.25$  per month X 12 Months = \$51,243 year

Total of Items Before any CCD+ files, Earnings Credit and FDIC (annualized) **\$154,569**

Attachment C - Pricing Page for WorkForce West Virginia  
Banking Services

Description	Unit of Measure	Unit Cost	Est Qty Monthly	Month Per Year	Extended Cost
<b>3.1.1 Banking Services for six (6) Benefit Accounts:</b>					
1. Price per draft presented, edited, and paid (estimated at 102,000 per calendar year)	per draft	0.51	8,500	12	52020
2. Stop payment per draft (estimated at 360 per calendar year)	per draft	0.039	30	12	14.04
3. Daily Balance/Reporting On-line	per draft	0.202	8,500	12	20604
4. Daily Reconcilement and Exception Report	per draft	0.182	8,500	12	18564
5. Other (Check-Imaging CD ROM)	per draft	0.08	8,500	12	8160
<b>6. Total for Benefit Accounts prior to Earnings Credit Rate reduction. (Add lines 1 through 5)</b>	XXXXXX	1.013	XXXXXX	XXXXXX	<b>99362.04</b>
7. Earnings Credit	per draft	0.003	8,500	12	306
<b>8. Total for Benefit Accounts after Earnings Credit Rate reduction. (Line 6 minus line 7)</b>	XXXXXX	1.01	XXXXXX	XXXXXX	<b>99056.04</b>

Attachment C - Pricing Page for WorkForce West Virginia  
Banking Services

<b>3.1.3 Banking Services for two (2) Clearing Accounts:</b>					
9. Price per draft presented, edited, and paid (deposits are made on a daily basis estimated to be 87,000 per calendar year)	per draft	0.3	7,250	12	26100
10. Price per Deposit associated with CCD+ addendum file accepted from TPA's. Files and deposits in Clearing Account A to be received on a quarterly basis estimated to be 6 per quarter/24 per year	per file	638	2	12	15312
11. Price per CCD+ addendum file accepted from TPA's Files and deposits in Clearing Account A to be received on a quarterly basis estimated to be 6 per quarter/24 per year	per file	680	2	12	16320
12. Price per CCD+ addendum file from TPA's balanced to deposit, and information transmitted to WorkForce WV. Files and deposits in Clearing Account A to be received on a quarterly basis estimated to be 6 per quarter/24 per year	per file	276	2	12	6624
13. Price per draft for ACH debits and debit blocks.	per draft	0.067	7,250	12	5829
14. Price for Authorized ACH Company ID	monthly	0	1	12	0
15. Price for ACH Debits Received	monthly	0	1	12	0
16. Daily Balance/Reporting On-line	per draft	0.222	7,250	12	19314
<b>17. Total for Clearing Accounts prior to Earnings Credit Rate reduction. (Add lines 9 through 16)</b>	XXXXXX	0.589	XXXXXX	XXXXXX	89499
18. Earnings Credit	per draft	0.003	7,250	12	261
<b>19. Total for Clearing Accounts after Earnings Credit Rate reduction. (Line 17 minus line 18)</b>	XXXXXX	0.586	XXXXXX	XXXXXX	89238

Attachment C - Pricing Page for WorkForce West Virginia  
Banking Services

<b>3.1.7.1 Banking Services for Both Benefit and Clearing Accounts:</b>					
20. FDIC Deposit Insurance Fund (DIF)	per draft	0.039	15,750	12	7371
21. Earnings Credit	per draft	0.003	15,750	12	567
<b>22. Total FDIC for Both Benefit and Clearing Accounts after Earnings Credit Rate reduction. (Line 20 minus line 21)</b>	XXXXX	0.036	XXXXX	XXXXX	6804
<b>GRAND TOTAL (Add line 8 + line 19 + line 22)</b>		1.632			<b>195098.04</b>
NOTE: WorkForce West Virginia supplies its own check drafts					
NOTE: Costs/charges not specifically identified above will not be allowable. The above list contains all items for which the successful vendor will be permitted to charge under any resulting Purchase Order.					
NOTE: Attachments A & B are for example only showing what information the successful vendor will submit to our agency so that we can be in compliance with reports required by the Department of Labor.					



### 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.

BRANCH BANKING & TRUST CO. (BB&T)  
(Company)

Michael A. Holtz, SVP  
(Authorized Signature) (Representative Name, Title)

304-348-7078 304-348-1185 10/27/14  
(Phone Number) (Fax Number) (Date)

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.

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 HOLTSCLOW  
Telephone Number: 304-348-7078  
Fax Number: 304-348-1185  
Email Address: mholtsclaw@bbandt.com

8.5 The terms "must", "will," "shall," "minimum", "maximum" or "is/are required" identify a mandatory contract requirement. Decisions regarding

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: 02**

**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.

BRANCH BANKING & TRUST Co. (BB&T)  
 Company

Michael A. Holtzel  
 Authorized Signature

10-27-14  
 Date

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

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.

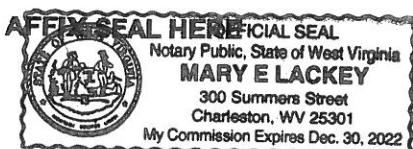
**DEFINITIONS:**

"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: BRANCH BANKING & TRUST CO. (BB+T)Authorized Signature: Michael S. Holtz Date: 10-27-14State of West VirginiaCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 27<sup>th</sup> day of October, 2014.My Commission expires December 30, 2022.

NOTARY PUBLIC

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

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

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

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

Bidder: BRANCH BANKING & TRUST Co. (BB&T)

Signed: Michael St. Helts

Date: 10-27-14

Title: SENIOR VICE PRESIDENT

## Federal Deposit Insurance Corporation

Each depositor insured to at least \$250,000 per insured bank

### Branch Banking and Trust Company(FDIC #: 9846)

Status: Active • Insured Since January 1, 1934

Branch Banking and Trust Company is an active bank

Data as of: October 22, 2014

#### Overview

[Locations](#)
[History](#)
[Identifications](#)
[Financials](#)

**Bb&T Corporation**  
Bank Holding  
Company

**Branch Banking and  
Trust Company**  
Banking Institution

**1852 Locations**  
Branches (Offices)

**Branch Banking and Trust Company** has 1852 domestic locations in 13 states, 0 locations in territories, and 1 foreign location

**Established:** January 1, 1872

**FDIC Certificate #:** 9846

**Insured:** January 1, 1934

**Bank Charter Class:** Non-member of the  
Federal Reserve System

**Headquarters:** 200 W 2nd St  
Winston Salem, NC 27101  
Forsyth County

**Regulated By:** Federal Deposit Insurance  
Corporation

**Consumer  
Assistance:** <http://www2.fdic.gov/starsmail/index.asp>

**Corporate Website:** <http://www.BBT.com>

Contact the FDIC about [Branch Banking and Trust Company](#)

**RFP CRFQ 0323 WWV1500000007**

**Presented By**

**Branch Banking and Trust Co (BB&T)**

**Buyer Beth A Collins**

**Opening October 28,2014**

**Time 1:30 p.m.**



RFP CRFQ 0323 WWV1500000007

BB&T is pleased to provide the attached bid package.

Notice of information related to the bid.

Please note that the Rate Per Draft is the number that is intended to prevail. The numbers used in the Estimated Quantity do not adequately represent the items historically billed to the state, this is causing the actual anticipated cost to WFWV to be overstated.

The per item cost has historically been calculated against deposit and drafts only.

It is anticipated the Line items for FDIC and CCD+ Files will be added to monthly invoice as required.

The bid is subject to review each year for pricing adjustments prior to renewal and any anticipated changes will be provided WFWV in a timely manner prior to PO expiration.

Respectfully submitted,



Michael Holtsclaw, SVP

BB&T Bank

Phone 304-348-7078

Fax 304-348-1185

Email [mholtsclaw@bbandt.com](mailto:mholtsclaw@bbandt.com)

Notice qualifying pricing bid

**Addition to pricing information sheet – Provided as part of the BB&T BID for information only.**

Please note that the Bid sheet (attachment C) was prepared as indicated. This is NOT the current method of determining the service fees each month. We have submitted the bid sheet as required to comparison but we wish to further define the actual charges that would occur under current practices.

The Bid Value below is based on the current method of submission; on total rate multiplied by the items presented and paid. The Bid sheet (attachment C) over inflates the real cost of the services. A calculation of the estimated fees billed each month and annualized would resemble the below numbers using current invoice methods and the quantities in attachment C.

BID  $\$1.013 \times 8500 = \$8,610.50$  per month X 12 Months = \$103,326 year

BID  $\$0.589 \times 7250 = \$4,270.25$  per month X 12 Months = \$51,243 year

Total of Items Before any CCD+ files, Earnings Credit and FDIC (annualized) **\$154,569**

Attachment C - Pricing Page for WorkForce West Virginia  
Banking Services

Description	Unit of Measure	Unit Cost	Est Qty Monthly	Month Per Year	Extended Cost
<b>3.1.1 Banking Services for six (6) Benefit Accounts:</b>					
1. Price per draft presented, edited, and paid (estimated at 102,000 per calendar year)	per draft	0.51	8,500	12	52020
2. Stop payment per draft (estimated at 360 per calendar year)	per draft	0.039	30	12	14.04
3. Daily Balance/Reporting On-line	per draft	0.202	8,500	12	20604
4. Daily Reconcilement and Exception Report	per draft	0.182	8,500	12	18564
5. Other (Check-Imaging CD ROM)	per draft	0.08	8,500	12	8160
<b>6. Total for Benefit Accounts prior to Earnings Credit Rate reduction. (Add lines 1 through 5)</b>	XXXXX	1.013	XXXXX	XXXXX	<b>99362.04</b>
7. Earnings Credit	per draft	0.003	8,500	12	306
<b>8. Total for Benefit Accounts after Earnings Credit Rate reduction. (Line 6 minus line 7)</b>	XXXXX	1.01	XXXXX	XXXXX	<b>99056.04</b>

Attachment C - Pricing Page for WorkForce West Virginia  
Banking Services

<b>3.1.3 Banking Services for two (2) Clearing Accounts:</b>					
9. Price per draft presented, edited, and paid (deposits are made on a daily basis estimated to be 87,000 per calendar year)	per draft	0.3	7,250	12	26100
10. Price per Deposit associated with CCD+ addendum file accepted from TPA's. Files and deposits in Clearing Account A to be received on a quarterly basis estimated to be 6 per quarter/24 per year	per file	638	2	12	15312
11. Price per CCD+ addendum file accepted from TPA's Files and deposits in Clearing Account A to be received on a quarterly basis estimated to be 6 per quarter/24 per year	per file	680	2	12	16320
12. Price per CCD+ addendum file from TPA's balanced to deposit, and information transmitted to WorkForce WV. Files and deposits in Clearing Account A to be received on a quarterly basis estimated to be 6 per quarter/24 per year	per file	276	2	12	6624
13. Price per draft for ACH debits and debit blocks.	per draft	0.067	7,250	12	5829
14. Price for Authorized ACH Company ID	monthly	0	1	12	0
15. Price for ACH Debits Received	monthly	0	1	12	0
16. Daily Balance/Reporting On-line	per draft	0.222	7,250	12	19314
17. Total for Clearing Accounts prior to Earnings Credit Rate reduction. (Add lines 9 through 16)	XXXXX	0.589	XXXXX	XXXXX	89499
18. Earnings Credit	per draft	0.003	7,250	12	261
19. Total for Clearing Accounts after Earnings Credit Rate reduction. (Line 17 minus line 18)	XXXXX	0.586	XXXXX	XXXXX	89238

Attachment C - Pricing Page for WorkForce West Virginia  
Banking Services

<b>3.1.7.1 Banking Services for Both Benefit and Clearing Accounts:</b>					
20. FDIC Deposit Insurance Fund (DIF)	per draft	0.039	15,750	12	7371
21. Earnings Credit	per draft	0.003	15,750	12	567
<b>22. Total FDIC for Both Benefit and Clearing Accounts after Earnings Credit Rate reduction. (Line 20 minus line 21)</b>	XXXXXX	0.036	XXXXXX	XXXXXX	6804
<b>GRAND TOTAL (Add line 8 + line 19 + line 22)</b>		1.632			<b>195098.04</b>
NOTE: WorkForce West Virginia supplies its own check drafts					
NOTE: Costs/charges not specifically identified above will not be allowable. The above list contains all items for which the successful vendor will be permitted to charge under any resulting Purchase Order.					
NOTE: Attachments A & B are for example only showing what information the successful vendor will submit to our agency so that we can be in compliance with reports required by the Department of Labor.					

### 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.

BRANCH BANKING & TRUST Co (BB&T)  
(Company)

Michael A. Holtz, SVP  
(Authorized Signature) (Representative Name, Title)

304-348-7078 304-348-1185 10/27/14  
(Phone Number) (Fax Number) (Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: 02**

**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.

BRANCH BANKING & TRUST Co. (BB&T)  
 Company

Michael A. Holtzel  
 Authorized Signature

10-27-14  
 Date

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



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.

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**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.

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**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: BRANCH BANKING & TRUST CO. (BB&T)

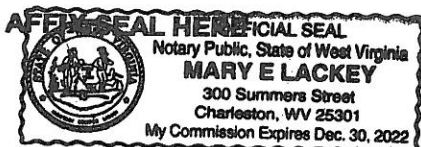
Authorized Signature: Michael A. Holtz Date: 10-27-14

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 27<sup>th</sup> day of October, 2014.

My Commission expires December 30, 2022.



NOTARY PUBLIC

Mary E Lackey  
Purchasing Affidavit (Revised 07/01/2012)

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.

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 HOLTSCLOW  
Telephone Number: 304-348-7078  
Fax Number: 304-348-1185  
Email Address: mholtsclaw@bbandt.com

8.5 The terms "must", "will," "shall," "minimum", "maximum" or "is/are required" identify a mandatory contract requirement. Decisions regarding

# 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.

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☐ 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,
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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.
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Bidder: BRANCH BANKING & TRUST Co. (BB&T)

Signed: Michael H. Helts

Date: 10-27-14

Title: SENIOR VICE PRESIDENT

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Contact the FDIC about [Branch Banking and Trust Company](#)