



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

State of West Virginia  
 Request for Quotation  
 30 - Printing

Proc Folder: 141922

Doc Description: Color Brochure printing for WVDNR

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-10-28	2015-12-01 13:30:00	CRFQ 0310 DNR1600000018	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

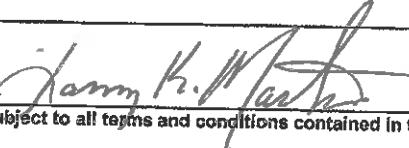
Vendor Name, Address and Telephone Number:

The Chapman Printing Company  
 3000 Washington Street West  
 Charleston, WV 25387  
 Phone: 304-341-0676 - Fax: 304-341-0688

12/03/15 16:01:03  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Guy Nisbet  
 (304) 558-2596  
 guy.l.nisbet@wv.gov

Signature X  FEIN # 550717455 DATE 11/18/15

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

**ADDITIONAL INFORMATION**

**Request for Quotation**

The West Virginia Purchasing Division for the Agency the West Virginia Division of Natural Resources WVDNR is soliciting bids to establish an open end contract for color brochure printing per the bid requirements, specifications, and terms and conditions as attached.

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	New 14 3/4 inch X 8 1/2 inch brochures, 5,000	4.00000	EA	475 <sup>00</sup>	\$ 1900 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

New 14 3/4 inch X 8 1/2 inch brochures, 5,000 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	New 14 3/4 inch X 8 1/2 inch brochures, 10,000	11.00000	EA	635 <sup>00</sup>	\$ 6985 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

New 14 3/4 inch X 8 1/2 inch brochures, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	New 14 3/4 Inch X 8 1/2 inch brochures, 25,000	16.00000	EA	1210 <sup>00</sup>	19,360

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 14 3/4 inch X 8 1/2 inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	New 14 3/4 Inch X 8 1/2 inch brochures, 50,000	1.00000	EA	1878 <sup>00</sup>	1878 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 14 3/4 inch X 8 1/2 inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	New 14 3/4 inch X 8 1/2 inch brochures, 75,000	1.00000	EA	2595	2595 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 14 3/4 inch X 8 1/2 inch brochures, 75,000 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 5,000	1.00000	EA	465 <sup>00</sup>	465 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 5,000 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 10,000	2.00000	EA	625 <sup>00</sup>	1250 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121600			

Extended Description :  
 Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 25,000	4.00000	EA	1205 <sup>00</sup>	4820 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 Exact Reprint 14 3/4 inch x 8 1/2 Inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 50,000	1.00000	EA	1830	1830 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 Exact Reprint 14 3/4 inch x 8 1/2 Inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 75,000	1.00000	EA	2540	2540

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
Exact Reprint 14 3/4 inch x 8 1/2 inch brochures, 75,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	New 15 inch x 25 1/2 inch brochures, 5,000	1.00000	EA	965 <sup>00</sup>	965 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
New 15 inch x 25 1/2 inch brochures, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	New 15 inch x 25 1/2 inch brochures, 10,000	7.00000	EA	1340	9380 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
New 15 inch x 25 1/2 inch brochures, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	New 15 inch x 25 1/2 inch brochures, 25,000	7.00000	EA	2485	17,395 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 15 inch x 25 1/2 inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	New 15 inch x 25 1/2 inch brochures, 50,000	3.00000	EA	4370	13,110

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 15 inch x 25 1/2 inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	New 15 inch x 25 1/2 inch brochures, 75,000	1.00000	EA	5440	5440 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

New 15 inch x 25 1/2 inch brochures, 75,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Exact Reprint 15 inch x 25 1/2 inch brochures, 5,000	1.00000	EA	950	950 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Exact Reprint 15 inch x 25 1/2 inch brochures, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Exact Reprint 15 inch x 25 1/2 inch brochures, 10,000	1.00000	EA	1220	1220 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Exact Reprint 15 inch x 25 1/2 inch brochures, 10,000 per each printing lot



INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Exact Reprint 15 inch x 25 1/2 inch brochures, 25,000	3.00000	EA	2440	7320 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 15 inch x 25 1/2 inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Exact Reprint 15 inch x 25 1/2 inch brochures, 50,000	1.00000	EA	3870	3870 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 15 inch x 25 1/2 inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Exact Reprint 15 inch x 25 1/2 inch brochures, 75,000	1.00000	EA	5380	5380 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Exact Reprint 15 inch x 25 1/2 inch brochures, 75,000 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	New 11 1/4 inch x 17 inch brochures, 5,000	1.00000	EA	480 <sup>00</sup>	480 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

New 11 1/4 inch x 17 inch brochures, 5,000 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	New 11 1/4 inch x 17 inch brochures, 10,000	1.00000	EA	595 <sup>00</sup>	595 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

New 11 1/4 inch x 17 inch brochures, 10,000 per each printing lot

INVOICE TO :		SHIP TO :	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	New 11 1/4 inch x 17 inch brochures, 25,000	1.00000	EA	1,100	1,100 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 New 11 1/4 inch x 17 inch brochures, 25,000 per each printing lot

INVOICE TO :		SHIP TO :	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	New 11 1/4 inch x 17 inch brochures, 50,000	1.00000	EA	1995 <sup>00</sup>	1995 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 New 11 1/4 inch x 17 inch brochures, 50,000 per each printing lot

INVOICE TO :		SHIP TO :	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	New 11 1/4 inch x 17 inch brochures, 75,000	1.00000	EA	2550	2550 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 11 1/4 inch x 17 inch brochures, 75,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Exact Reprint 11 1/4 inch x 17 inch brochures, 5,000	1.00000	EA	440	440 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 11 1/4 inch x 17 inch brochures, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Exact Reprint 11 1/4 inch x 17 inch brochures, 10,000	1.00000	EA	545 <sup>00</sup>	545 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 11 1/4 inch x 17 inch brochures, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Exact Reprint 11 1/4 Inch x 17 inch brochures, 5,000	1.00000	EA	1040	1040 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Exact Reprint 11 1/4 Inch x 17 inch brochures, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Exact Reprint 11 1/4 Inch x 17 inch brochures, 50,000	1.00000	EA	1900	1900 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Exact Reprint 11 1/4 inch x 17 inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Exact Reprint 11 1/4 inch x 17 inch brochures, 75,000	1.00000	EA	2260	2260 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
Exact Reprint 11 1/4 inch x 17 inch brochures, 75,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	New 14 inch x 17 inch brochures, 5,000	1.00000	EA	510 <sup>00</sup>	510 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
New 14 inch x 17 Inch brochures, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	New 14 inch x 17 inch brochures, 10,000	1.00000	EA	705 <sup>00</sup>	705 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
New 14 inch x 17 inch brochures, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	New 14 inch x 17 inch brochures, 25,000	1.00000	EA	1440	1440 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 14 inch x 17 inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
34	New 14 inch x 17 inch brochures, 50,000	1.00000	EA	2685	2685 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 14 inch x 17 inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
35	New 14 inch x 17 inch brochures, 75,000	1.00000	EA	3510	3510 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

New 14 inch x 17 inch brochures, 75,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
36	Exact Reprint 14 inch x 17 inch brochures, 5,000	1.00000	EA	445 <sup>00</sup>	445 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Exact Reprint 14 inch x 17 inch brochures, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
37	Exact Reprint 14 inch x 17 inch brochures, 10,000	1.00000	EA	630	630 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Exact Reprint 14 inch x 17 inch brochures, 10,000 per each printing lot



INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
38	Exact Reprint 14 inch x 17 inch brochures, 25,000	1.00000	EA	1360	1360 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 14 inch x 17 inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
39	Exact Reprint 14 inch x 17 inch brochures, 50,000	1.00000	EA	2530 <sup>00</sup>	2530 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 14 inch x 17 inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
40	Exact Reprint 14 inch x 17 inch brochures, 75,000	1.00000	EA	3,300	3,300 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Exact Reprint 14 inch x 17 inch brochures, 75,000 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
41	New 11 inch x 8 1/2 inch brochures, 5,000	1.00000	EA	410	410 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

New 11 inch x 8 1/2 inch brochures, 5,000 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
42	New 11 inch x 8 1/2 inch brochures, 10,000	1.00000	EA	485 <sup>00</sup>	485 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

New 11 inch x 8 1/2 inch brochures, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
43	New 11 inch x 8 1/2 inch brochures, 25,000	1.00000	EA	750	750 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 11 inch x 8 1/2 inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
44	New 11 inch x 8 1/2 inch brochures, 50,000	1.00000	EA	1250 <sup>00</sup>	1250 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 New 11 inch x 8 1/2 inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
45	New 11 inch x 8 1/2 inch brochures, 75,000	1.00000	EA	1615	1615 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 New 11 inch x 8 1/2 inch brochures, 75,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
46	Exact Reprint 11 inch x 8 1/2 inch brochures, 5,000	1.00000	EA	370	370 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 Exact Reprint 11 inch x 8 1/2 inch brochures, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
47	Exact Reprint 11 inch x 8 1/2 Inch brochures, 10,000	1.00000	EA	430 <sup>00</sup>	430 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 Exact Reprint 11 inch x 8 1/2 inch brochures, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
48	Exact Reprint 11 inch x 8 1/2 inch brochures, 25,000	1.00000	EA	675 <sup>00</sup>	675 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 11 Inch x 8 1/2 Inch brochures, 25,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
49	Exact Reprint 11 inch x 8 1/2 Inch brochures, 50,000	1.00000	EA	1065	1065 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Exact Reprint 11 Inch x 8 1/2 Inch brochures, 50,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
50	Exact Reprint 11 inch x 8 1/2 inch brochures, 75,000	1.00000	EA	1375	1375 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Exact Reprint 11 inch x 8 1/2 inch brochures, 75,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
51	4 inch x 9 inch rack cards, 500	1.00000	EA	168	168 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

4 inch x 9 inch rack cards, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
52	4 inch x 9 inch rack cards, 1,000	2.00000	EA	195 <sup>00</sup>	390 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

4 inch x 9 Inch rack cards, 1,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
53	4 Inch x 9 inch rack cards, 2,500	3.00000	EA	250	750 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 4 inch x 9 inch rack cards, 2,500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
54	4 Inch x 9 inch rack cards, 5,000	1.00000	EA	290	290 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 4 inch x 9 inch rack cards, 5,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
55	4 inch x 9 inch rack cards, 10,000	2.00000	EA	380	760 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
4 inch x 9 inch rack cards, 10,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
56	4 inch x 9 inch rack cards, 20,000	1.00000	EA	550	550 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
4 inch x 9 inch rack cards, 20,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
57	4 inch x 9 inch rack cards, 50,000	1.00000	EA	1270	1270 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
4 inch x 9 inch rack cards, 50,000 per each printing lot



INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
58	Poster 8 1/2 inch x 11 inch printed one side with bleed, 500	1.00000	EA	125	125 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 8 1/2 inch x 11 inch printed one side with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
59	Poster 8 1/2 inch x 11 inch printed one side with bleed 1000	2.00000	EA	150	300 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 8 1/2 inch x 11 inch printed one side with bleed, 1,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
60	Poster 8 1/2 inch x 11 inch printed one side with bleed 2500	1.00000	EA	200	200 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 11 Inch printed one side with bleed, 2,500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
61	Poster 8 1/2 inch x 14 inch printed one side with bleed 500	1.00000	EA	170	170 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 14 inch printed one side with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
62	Poster 8 1/2 inch x 14 inch printed one side with bleed 1000	1.00000	EA	190	190 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 14 inch printed one side with bleed, 1000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
63	Poster 8 1/2 inch x 14 inch printed one side with bleed 2500	1.00000	EA	270	270 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 8 1/2 inch x 14 inch printed one side with bleed, 2500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
64	Poster 11 inch x 17 inch printed one side with bleed 500	1.00000	EA	170	170 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 11 inch x 17 inch printed one side with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
65	Poster 11 inch x 17 inch printed one side with bleed 1000	1.00000	EA	190 <sup>00</sup>	190 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 11 inch x 17 inch printed one side with bleed, 1000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
66	Poster 11 inch x 17 inch printed one side with bleed 2500	1.00000	EA	270	270 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 11 inch x 17 inch printed one side with bleed, 2500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
67	Poster 18 inch x 24 inch printed one side with bleed 500	1.00000	EA	290 <sup>00</sup>	290 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 18 inch x 24 inch printed one side with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
68	Poster 18 inch x 24 inch printed one side with bleed 1000	1.00000	EA	330	330 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 18 inch x 24 inch printed one side with bleed, 1000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
69	Poster 18 inch x 24 inch printed one side with bleed 2500	1.00000	EA	440	440 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 18 inch x 24 inch printed one side with bleed, 2500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
70	Poster 8 1/2 inch x 11 inch printed two sides with bleed 500	1.00000	EA	125	125 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 11 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
71	Poster 8 1/2 inch x 11 inch printed two sides with bleed 1000	1.00000	EA	150	150 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 11 inch printed two sides with bleed, 1,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
72	Poster 8 1/2 inch x 11 inch printed two sides with bleed 2500	1.00000	EA	200	200 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 11 inch printed two sides with bleed, 2500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
73	Poster 8 1/2 inch x 14 inch printed two sides with bleed 500	1.00000	EA	170	170 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 8 1/2 inch x 14 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
74	Poster 8 1/2 inch x 14 inch printed two sides with bleed1000	1.00000	EA	190 <sup>00</sup>	190 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 8 1/2 inch x 14 inch printed two sides with bleed, 1.000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
75	Poster 8 1/2 inch x 14 inch printed two sides with bleed2500	1.00000	EA	270	270 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 14 inch printed two sides with bleed, 2,500 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
76	Poster 11 inch x 17 Inch printed two sides with bleed 500	1.00000	EA	170	170 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 11 inch x 17 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
77	Poster 11 Inch x 17 Inch printed two sides with bleed 1000	1.00000	EA	190	190 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 11 inch x 17 inch printed two sides with bleed, 1,000 per each printing lot



INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
78	Poster 11 inch x 17 inch printed two sides with bleed2500	1.00000	EA	270	270 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 Poster 11 inch x 17 inch printed two sides with bleed, 2,500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
79	Poster 18 inch x 24 inch printed two sides with bleed 500	1.00000	EA	290 <sup>00</sup>	290 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**  
 Poster 18 inch x 24 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
80	Poster 18 inch x 24 inch printed two sides with bleed1000	1.00000	EA	330	330 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Poster 18 inch x 24 inch printed two sides with bleed, 1,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
81	Poster 18 inch x 24 inch printed two sides with bleed2500	1.00000	EA	440	440 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Poster 18 inch x 24 inch printed two sides with bleed, 2,500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
82	Poster 8 1/2 inch x 11 inch printed two sides with bleed,500	1.00000	EA	130	130 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Poster 8 1/2 inch x 11 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
83	Poster 8 1/2 inch x 11 inch printed two sides with bleed1000	1.00000	EA	157	157 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 11 inch printed two sides with bleed, 1,000 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
84	Poster 8 1/2 inch x 11 inch printed two sides with bleed2500	1.00000	EA	210	210 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 8 1/2 inch x 11 inch printed two sides with bleed, 2,500 per each printing lot

INVOICE TO:		SHIP TO:	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
85	Poster 8 1/2 inch x 14 inch printed two sides with bleed 500	1.00000	EA	175	175 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Poster 8 1/2 inch x 14 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
86	Poster 8 1/2 inch x 14 inch printed two sides with bleed1000	1.00000	EA	195	195

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Poster 8 1/2 inch x 14 inch printed two sides with bleed, 1,000 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
87	Poster 8 1/2 inch x 14 inch printed two sides with bleed2500	1.00000	EA	278	278

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

Poster 8 1/2 inch x 14 inch printed two sides with bleed, 2,500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
88	Poster 11 inch x 17 inch printed two sides with bleed 500	1.00000	EA	175	175 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 11 inch x 17 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
89	Poster 11 inch x 17 inch printed two sides with bleed1000	1.00000	EA	195	195 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 11 inch x 17 inch printed two sides with bleed, 1,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
90	Poster 11 inch x 17 inch printed two sides with bleed2500	1.00000	EA	278	278 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 11 inch x 17 inch printed two sides with bleed, 2,500 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
91	Poster 18 inch x 24 inch printed two sides with bleed 500	1.00000	EA	295 <sup>00</sup>	295 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 18 inch x 24 inch printed two sides with bleed, 500 per each printing lot

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
92	Poster 18 inch x 24 inch printed two sides with bleed 1000	1.00000	EA	340	340 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Poster 18 inch x 24 inch printed two sides with bleed, 1,000 per each printing lot

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES ADMINISTRATION -PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV25303-9730 US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
93	Poster 18 inch x 24 inch printed two sides with bleed2500	1.00000	EA	450	450 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Poster 18 inch x 24 inch printed two sides with bleed, 2,500 per each printing lot

DNR160000018	<b>Document Phase</b> Draft	<b>Document Description</b> Color Brochure printing for WV DNR	<b>Page</b> 40 of
--------------	--------------------------------	---	----------------------

**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:

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 nonbinding.

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

Question Submission Deadline: Tuesday, November 10, 2015 at 9:00 AM EST.

Submit Questions to: Guy Nisbet  
 2019 Washington Street, East  
 Charleston, WV 25305  
 Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
 Email: Guy.L.Nisbet@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

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:  
 BUYER: WVDNR  
 SOLICITATION NO.: DNR 1600000018  
 BID OPENING DATE: 12/1/15  
 BID OPENING TIME: 1:30 p.m.  
 FAX NUMBER: 304 341 0688

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus convenience copies of each to the Purchasing Division at the address shown above. Submission of a response to a request for proposal is not permitted in wvOASIS. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical  
 Cost

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

Bid Opening Date and Time: Tuesday, December 01, 2015 1:30 PM EST

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

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

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

- 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.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**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. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.
- 2.3. "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.
- 2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
- 2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
- 2.6. "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.
- 2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
- 2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.
- 3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_  
award \_\_\_\_\_ and extends for a period of \_\_\_\_\_ one (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 \_\_\_\_\_ three (3) 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 a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**8. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

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

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be 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.

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

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

- 
- 
- 
- 

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

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of

for \_\_\_\_\_

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

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**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 §§ 148-1-6.1.e.
- 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 laws, regulations, and ordinances.
- 20. PREVAILING WAGE:** Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 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). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
- 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. PRIVACY, SECURITY, AND 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. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**31. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, 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 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"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. 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](mailto: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 heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- 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.

---

**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Natural Resources to establish an open-end contract for Color Brochure Printing.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
  - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit “A”, and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.4 **“Adobe InDesign”** is a computer software design program as listed in Section 3.1.1 below.
  - 2.5 **“FTP”** means File Transfer Protocol which is a process by which the digital files can transfer between two computers on the Internet through use of a software program usually called a client as listed in Section 3.1.1.1 below.
  - 2.6 **“CD-ROM”** means a compact disc used as a read-only optical memory device for a computer system as listed in Section 3.1.1.1
  - 2.7 **“PC” or Personal Computer** is a Windows based Computer Platform as listed in Section 3.1.1.1 below.
  - 2.8 **“PDF”** is a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted as listed in Section 3.1.1.1 below.
  - 2.8 **“Macintosh”** is an Apple based computer platform listed in Section 3.1.1.2 below.
  - 2.9 **“Basic preflight”** is a quality check through vendor’s software of the furnished artwork and publishing files to assure correct output of the final product as listed in Section 3.1.1.3 below.

- 2.10 "Trapping"** is a method of adjusting areas where two distinct, adjacent colors meet so that the printing press will cause the colors to be in perfect registration and won't cause white spaces or gaps in color as listed in Section 3.1.1.3 below.
- 2.11 "Composite printout"** means all graphics, images and text are positioned in place and shows how the final product will appear when printed as listed in Section 3.1.1.4 below.
- 2.12 "Paper stock"** is specified as "text" lighter weight or "cover" heavier weight paper stock as indicated on the pricing page Attachment "B".
- 2.13 "Rack card"** refers to a printed publication that is usually a single card printed one or two sides on heavier paper stock as listed in Section 3.3 below.
- 2.14 "F.O.B. Destination"** means terms indicating that the seller will incur the delivery expense to get the goods to the destination. With terms of FOB destination the title to the goods usually passes from the seller to the buyer at the destination as listed in Sections 6.1 and 6.7.
- 2.15 "Aqueous Coating"** means clear, non-toxic coating that is applied to protect and enhance the printed surface.

**3. GENERAL REQUIREMENTS:**

**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. Under no circumstances will overruns of the quantity requested be paid for. Under no circumstances can the approved vendor use this product for gain. All publications are the property of the West Virginia Division of Natural Resources (WVDNR).

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

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

provided as print quality PDFs. Vendor shall provide any specific PDF job options for print production.

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

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

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

Document exchange preprocess programs: Adobe Acrobat (.pdf)

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

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

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

**3.1.1.5 APPROVAL OF PROOFS:** The vendor must not print order prior to receipt of an "OK to print" by the West Virginia Department of Commerce Division of Marketing and Communications agency appointed designee or designer. The final product must match approved proof. A waiver of proof may be allowed by the ordering agency on reprints upon the

REQUEST FOR QUOTATION  
Color Brochure Printing

---

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

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

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

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

- 3.1.1.8 PRODUCTION COLOR REQUIREMENTS:** Critical high quality color and tight color registration printing is required. Final product must match proof as approved by the West Virginia Division of Natural Resources agency designee or designer.

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

- 3.2.1.1 PAPER STOCK:** 70 lb. Endurance text gloss white paper stock or preapproved equal consisting of white gloss 70 lb. text stock with 93 brightness and 91 opacity including aqueous coating.

- 3.2.1.2** 14 ¾" x 8 ½" flat folded to 3 11/16" x 8 ½" finished size (4-panel with 2 parallel folds).

REQUEST FOR QUOTATION  
Color Brochure Printing

---

- 3.2.1.3 Fold for 14 3/4" x 8 1/2" brochures - 2 parallel folds. Folds in half once from the right, fold again in half from the right to final size 3 11/16" x 8 1/2".
- 3.2.1.4 Fold for 11" x 8 1/2" brochures - letter fold - right folds 1/3 of the way to the left, Left folds 1/3 of the way to the right for final size 3 2/3" x 8 1/2".
- 3.2.1.5 15" x 25 1/2" flat folded to 3 3/4" x 8 1/2" finished size (12-panel with 2 vertical folds and 2 parallel folds). Fold details: bottom folds up 1/3. Top folds down 1/3 to make approximately 15" w x 8 1/2." Fold in half once and in half again for finished size.
- 3.2.1.6 11 1/4" x 17" flat folded to 3 3/4" x 8 1/2" finished size (6-panel with half fold and letter fold).
- 3.2.1.7 14" x 17" flat folded to 3 1/2" x 8 1/2" finished size (8 panel with half fold and 2 parallel folds).
- 3.2.1.8 11" x 8 1/2" flat folded to 3 2/3" x 8 1/2" finished size (3 panel with letter-fold). Fold for 14 3/4" x 8 1/2" brochures - 2 parallel folds. Folds in half once from the right, folds again in half from the right to final size 3 11/16" x 8 1/2"; Fold for 11" x 8 1/2" brochures - letter fold - right folds 1/3 of the way to the left, Left folds 1/3 of the way to the right for final size 3 2/3" x 8 1/2".
- 3.3.1 **4" X 9" Rack Card Publication:** Full color process printing on both sides with full bleed on both sides.
  - 3.3.1.1 **PAPER STOCK:** 100 lb. Endurance cover gloss white paper stock or preapproved equal consisting of white gloss 100 lb. cover stock with 94 brightness and 99.5 opacity including aqueous coating.
  - 3.3.1.2 4" x 9". Full-color process printing on both sides, with full bleed on both sides.
- 3.4.1 **Flat Poster with no folds:** Full-color process printing on one side, with bleeds.
  - 3.4.1.1 **PAPER STOCK:** 100 lb. #1 grade bright white text paper. Endurance gloss or preapproved equal consisting of white 100 lb.

REQUEST FOR QUOTATION  
Color Brochure Printing

---

gloss white stock with 94 brightness and 97 opacity including aqueous.

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

**3.5.1.1 PAPER STOCK:** 100 lb. #1 grade bright white gloss paper. Endurance gloss or preapproved equal consisting of 100 lb. white gloss with 94 brightness and 97 opacity including aqueous coating.

**3.6.1 Flat Poster with one horizontal fold:** Full-color process printing on both sides, with bleeds.

**3.6.1.1 PAPER STOCK:** 100 lb. #1 grade bright white gloss paper. Endurance gloss or preapproved equal consisting of 100 lb. white gloss with 94 brightness and 97 opacity including aqueous coating.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Page Exhibit "A". All ordering will only be in the quantities listed in the pricing page, Exhibit "A".

**4.2 Pricing Page Exhibit "A":** Vendor should complete the Pricing Page Exhibit "A" by entering unit costs on all items as listed. Do not alter quantities or sizes. Total cost of all items listed must be entered on line that says TOTAL BID AMOUNT. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

If alternate Manufacture, Weight and Grade are bid, provide backup documentation to substantiate that alternate meets specification. Alternate bid items must be noted by Manufacture, Weight and Grade on Exhibit "A" Pricing Page. Vendor should submit any product specifications with their bids when submitted. This information will be required before Purchase Order is issued.

The Pricing Page Exhibit "A" contains a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

REQUEST FOR QUOTATION  
Color Brochure Printing

---

64

Vendor should electronically enter the information into the Pricing Page Exhibit "A" through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [Guy.L.Nisbet@wv.gov](mailto:Guy.L.Nisbet@wv.gov).

Vendor's who wish to respond to a Centralized Request for Quotation (CRFQ) online may submit information through the State's wvOASIS Vendor Self Service (VSS). Vendors should download the Exhibit "A": Pricing Page that is attached separately to the CRFQ and published to the VSS. Vendors must complete this form with their pricing information and include it as an attachment to their online response.

If unable to respond online Vendor must submit the Exhibit "A" Pricing Pages in their entirety with your bid prior to the scheduled bid opening date and time.

**5. ORDERING AND PAYMENT:**

**5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form 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. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

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

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

No spoils will be accepted as part of delivery volume.

Successful vendor is to contact the West Virginia Division of Natural Resources ordering agency contact immediately upon receipt of each release order to discuss technicalities of job and to verify receipt of order.

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



REQUEST FOR QUOTATION  
Color Brochure Printing

---

**6. DELIVERY AND RETURN:**

**6.1 Delivery:** F.O.B Destination – West Virginia Destinations as listed on Exhibit B - Delivery Address Sheet. Orders may be requested to be shipped to multiple locations as designated on each release order.

**6.1.1** Deliveries will be accepted between 8:00 a.m. and 3:00 p.m. Monday through Friday with no deliveries on Holidays or weekends, unless specified by the West Virginia Division of Natural Resources.

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

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

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

**Other DNR Deliveries:** Delivery instructions will be provided. Skids may have to be broken down before drop off if a fork lift is not available. These delivery locations are listed on Exhibit B.

Vendor must deliver five (5) samples of each final product to the WV Department of Commerce, Marketing and Communications designee at 90 MacCorkle Avenue SW, South Charleston, WV 25303 for each contract release order. A sample shall also be attached to the invoice which will be delivered to the Division of Natural Resources contact.

**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.

REQUEST FOR QUOTATION  
Color Brochure Printing

---

66

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 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 Material Storage and Return:** Upon completion of each order, all discs, proofs, or material is to be returned to West Virginia Division of Natural Resources via company representative or registered mail before payment will be processed. All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the vendor. Upon mutual written agreement by email and in writing by the agency to the vendor, vendor may store the discs, proofs and material until the agency requests the items returned within 30 days.
- 6.6 Delivery Time:** Vendor shall deliver standard orders within 12 working days from receipt of release order and artwork for orders of 5,000 or less; 15 working days from receipt of release order and artwork for orders over 5,000. A contract release order will be provided for each job requested and vendor must not start production of any job prior to receipt of the contract release order. Multiple brochures may be ordered at the same time and the previously stated delivery requirements must be satisfied.

**6.7 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.

**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 Solicitation 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.

REQUEST FOR QUOTATION  
Color Brochure Printing

**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: Larry B. Martin

Telephone Number: 740-350-5748

Fax Number: 304-341-0688

Email Address: Lmartin@ChampionIndustries.com

Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

**Multi-fold Brochure, Items 1-10:**

14 3/4" x 8 1/2" flat folded to 3 11/16" x 8 1/2" finished size (4-panel with 2 parallel folds). Fold for 14 3/4" x 8 1/2" brochures - 2 parallel folds. Folds in half once from the right, fold again in half from the right to final size 3 11/16" x 8 1/2". Fold for 11" x 8 1/2" brochures - letter fold - right folds 1/3 of the way to the left, Left folds 1/3 of the way to the right for final size 3 2/3" x 8 1/2".

Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price Per Lot
1	5,000	New 14 3/4" x 8 1/2" brochures		4	475	1900
2	10,000	New 14 3/4" x 8 1/2" brochures		11	635	6985
3	25,000	New 14 3/4" x 8 1/2" brochures		16	1210	19,360
4	50,000	New 14 3/4" x 8 1/2" brochures		1	1878	1878
5	75,000	New 14 3/4" x 8 1/2" brochures		1	2595	2595
6	5,000	Exact Reprint 14 3/4" x 8 1/2" brochures		1	465	465
7	10,000	Exact Reprint 14 3/4" x 8 1/2" brochures		2	625	1250
8	25,000	Exact Reprint 14 3/4" x 8 1/2" brochures		4	1205	4820
9	50,000	Exact Reprint 14 3/4" x 8 1/2" brochures		1	1830	1830
10	75,000	Exact Reprint 14 3/4" x 8 1/2" brochures		1	2540	2540
					Subtotal A	43,623

**Multi-fold Brochure, Items 11-20:**

15" x 25 1/2" flat folded to 3 3/4" x 8 1/2" finished size (12-panel with 2 vertical folds and 2 parallel folds). Fold details: bottom folds up 1/3. Top folds down 1/3 to make approximately 15" w x 8 1/2". Fold in half once and in half again for finished size.

Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price Per Lot
11	5,000	New 15" x 25 1/2" brochures		1	965	965
12	10,000	New 15" x 25 1/2" brochures		7	1340	9380
13	25,000	New 15" x 25 1/2" brochures		7	2485	17,395
14	50,000	New 15" x 25 1/2" brochures		3	4370	13,110
15	75,000	New 15" x 25 1/2" brochures		1	5440	5440
16	5,000	Exact Reprint 15" x 25 1/2" brochures		1	950	950
17	10,000	Exact Reprint 15" x 25 1/2" brochures		1	1220	1220
18	25,000	Exact Reprint 15" x 25 1/2" brochures		3	2440	7,320
19	50,000	Exact Reprint 15" x 25 1/2" brochures		1	3870	3870
20	75,000	Exact Reprint 15" x 25 1/2" brochures		1	5380	5380
					Subtotal B	65,030
<b>Multi-fold Brochure, Items 21-30:</b>						
11 1/4" x 17" flat folded to 3 3/4" x 8 1/2" finished size (6-panel with half fold and letter fold).						
Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price Per Lot
21	5,000	New 11 1/4" x 17" brochures		1	480	480
22	10,000	New 11 1/4" x 17" brochures		1	595	595
23	25,000	New 11 1/4" x 17" brochures		1	1100	1100

Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

24	50,000	New 11 1/4" x 17" brochures		1	1995	1995
25	75,000	New 11 1/4" x 17" brochures		1	2550	2550
26	5,000	Exact Reprint 11 1/4" x 17" brochures		1	440	440
27	10,000	Exact Reprint 11 1/4" x 17" brochures		1	545	545
28	25,000	Exact Reprint 11 1/4" x 17" brochures		1	1040	1040
29	50,000	Exact Reprint 11 1/4" x 17" brochures		1	1900	1900
30	75,000	Exact Reprint 11 1/4" x 17" brochures		1	2260	2260
					Subtotal C	12,905
<b>Multi-fold Brochure, Items 31-40:</b>						
14" x 17" flat folded to 3 1/2" x 8 1/2" finished size (8 panel with half fold and 2 parallel folds).						
Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price
31	5,000	New 14" x 17" brochures		1	510	510
32	10,000	New 14" x 17" brochures		1	705	705
33	25,000	New 14" x 17" brochures		1	1440	1440
34	50,000	New 14" x 17" brochures		1	2685	2685
35	75,000	New 14" x 17" brochures		1	3510	3510
36	5,000	Exact Reprint 14" x 17" brochures		1	445	445
37	10,000	Exact Reprint 14" x 17" brochures		1	630	630
38	25,000	Exact Reprint 14" x 17" brochures		1	1360	1360

Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

39	50,000	Exact Reprint 14" x 17" brochures		1	2530	2530
40	75,000	Exact Reprint 14" x 17" brochures		1	3300	3300
<b>Subtotal D</b>						<b>17,115</b>

**Multi-fold Brochure, Items 41-50:**

11" x 8 1/2" flat folded to 3 2/3" x 8 1/2" finished size (3 panel with letter-fold). Fold for 14 3/4" x 8 1/2" brochures - 2 parallel folds. Folds in half once from the right, folds again in half from the right to final size 3 11/16" x 8 1/2"; Fold for 11" x 8 1/2" brochures - letter fold - right-folds 1/3 of the way to the left. Left folds 1/3 of the way to the right for final size 3 2/3" x 8 1/2".

Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of	Cost Per Lot	Extended Price
41	5,000	New 11" x 8 1/2" brochures		1	410	410
42	10,000	New 11" x 8 1/2" brochures		1	485	485
43	25,000	New 11" x 8 1/2" brochures		1	750	750
44	50,000	New 11" x 8 1/2" brochures		1	1250	1250
45	75,000	New 11" x 8 1/2" brochures		1	1615	1615
46	5,000	Exact Reprint 11" x 8 1/2" brochures		1	370	370
47	10,000	Exact Reprint 11" x 8 1/2" brochures		1	430	430
48	25,000	Exact Reprint 11" x 8 1/2" brochures		1	675	675
49	50,000	Exact Reprint 11" x 8 1/2" brochures		1	1065	1065
50	75,000	Exact Reprint 11" x 8 1/2" brochures		1	1375	1375
<b>Subtotal E</b>						<b>8425</b>

**Rack Cards, Items 51-67**

4" x 9". Full-color process printing on both sides, with full bleed on both sides, including aqueous coating.



Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price
51	500	4" x 9" rack cards		1	168	168
52	1,000	4" x 9" rack cards		2	195	390
53	2,500	4" x 9" rack cards		3	250	750
54	5,000	4" x 9" rack cards		1	290	290
55	10,000	4" x 9" rack cards		2	380	760
56	20,000	4" x 9" rack cards		1	550	550
57	50,000	4" x 9" rack cards		1	1270	1270
					Subtotal F	4178

Posters - Single sheet printed with no folds.

Items 58-69:

Full-color process printing on one side, with bleed, including aqueous coating.

Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price
58	500	Poster 8 1/2" x 11" printed one side with bleed		1	125	125
59	1,000	Poster 8 1/2" x 11" printed one side with bleed		2	150	300
60	2,500	Poster 8 1/2" x 11" printed one side with bleed		1	200	200
61	500	Poster 8 1/2" x 14" printed one side with bleed		1	170	170
62	1,000	Poster 8 1/2" x 14" printed one side with bleed		1	190	190
63	2,500	Poster 8 1/2" x 14" printed one side with bleed		1	270	270

Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

64	500	Poster 11" x 17" printed one side with bleed		1	170	170
65	1,000	Poster 11" x 17" printed one side with bleed		1	190	190
66	2,500	Poster 11" x 17" printed one side with bleed		1	270	270
67	500	Posters 18" x 24" printed one side with bleed		1	290	290
68	1,000	Posters 18" x 24" printed one side with bleed		1	330	330
69	2,500	Posters 18" x 24" printed one side with bleed		1	440	440
Subtotal G						2945

Posters - Single sheet printed with no folds.

Items 70-81:

Full-color process printing on one side, with bleed, including aqueous coating.

Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price
70	500	Poster 8 1/2" x 11" printed two sides with bleed		1	125	125
71	1,000	Poster 8 1/2" x 11" printed two sides with bleed		1	150	150
72	2,500	Poster 8 1/2" x 11" printed two sides with bleed		1	200	200
73	500	Poster 8 1/2" x 14" printed two sides with bleed		1	170	170
74	1,000	Poster 8 1/2" x 14" printed two sides with bleed		1	190	190

Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

75	2,500	Poster 8 1/2" x 14" printed two sides with bleed		1	270	270
76	500	Poster 11" x 17" printed two sides with bleed		1	170	170
77	1,000	Poster 11" x 17" printed two sides with bleed		1	190	190
78	2,500	Poster 11" x 17" printed two sides with bleed		1	270	270
79	500	Posters 18" x 24" printed two sides with bleed		1	290	290
80	1,000	Posters 18" x 24" printed two sides with bleed		1	330	330
81	2,500	Posters 18" x 24" printed two sides with bleed		1	440	440
					Subtotal H	2795

Posters - Single sheet printed with one horizontal fold.

Items 82-93:

Full color process printing on both sides, with bleed, including aqueous coating.

Item	Printing Lot	Description	Manufacture, Weight and Grade	Estimated Quantity of Lots	Cost Per Lot	Extended Price
82	500	Poster 8 1/2" x 11" printed two sides with bleed		1	130	130
83	1000	Poster 8 1/2" x 11" printed two sides with bleed		1	157	157
84	2500	Poster 8 1/2" x 11" printed two sides with bleed		1	210	210
85	500	Poster 8 1/2" x 14" printed two sides with bleed		1	175	175

Exhibit "A"  
Pricing Page for  
DNR Color Brochure Printing

86	1000	Poster 8 1/2" x 14" printed two sides with bleed		1	195	195
87	2500	Poster 8 1/2" x 14" printed two sides with bleed		1	278	278
88	500	Poster 11" x 17" printed two sides with bleed		1	175	175
89	1000	Poster 11" x 17" printed two sides with bleed		1	195	195
90	2500	Poster 11" x 17" printed two sides with bleed		1	278	278
91	500	Posters 18" x 24" printed two sides with bleed		1	295	295
92	1000	Posters 18" x 24" printed two sides with bleed		1	340	340
93	2500	Posters 18" x 24" printed two sides with bleed		1	450	450
<b>Subtotal I</b>						<b>2878</b>
<b>TOTAL BID AMOUNT (Subtotal A + B + C + D + F + G + H + I)</b>						<b>159,894</b>

**Exhibit B**  
Delivery Address Locations  
Color Brochure Printing

---

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

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

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

WV Division of Natural Resources, 324 4<sup>th</sup> Avenue, South Charleston, WV  
25303

WV Division of Natural Resources, District 1, 1110 Railroad Street, Farmington,  
WV 26571

WV Division of Natural Resources, District 2, 1 Depot Street, Romney, WV  
26757

WV Division of Natural Resources, District 3, WV State Wildlife Center, 163  
Wildlife Road, French Creek, WV 26218

WV Division of Natural Resources, District 4, 2006 Robert C. Byrd Drive,  
Beckley, WV 25801

WV Division of Natural Resources, District 5, 4300 1<sup>st</sup> Avenue, Nitro, WV  
25143

WV Division of Natural Resources, District 6, 2311 Ohio Avenue, Parkersburg,  
WV 26101

I-64 Westbound White Sulphur Springs Welcome Center, Mile Marker 179  
P.O. Box 550, White Sulphur Springs, WV 24986

I-70 Westbound Wheeling Welcome Center, Mile Marker 13, 13247 I-70 West  
Welcome Center, Valley Grove, WV 26060

I-77 Northbound & Southbound Williamstown Welcome Centers, Mile Marker  
185, 1325 Highland Ave., Williamstown, WV 26187

I-79 Southbound Morgantown Welcome Center, Mile Marker 159 Southbound,  
Morgantown, WV 26505

I-81 Southbound Falling Waters Welcome Center, Mile Marker 25, Falling  
Waters, WV 25419

**Exhibit B**  
**Delivery Address Locations**  
**Color Brochure Printing**

---

I-81 Northbound Inwood Welcome Center, Mile Marker 2, Inwood, WV 25428

I-68 Westbound Hazleton Welcome Center, Mile Marker 31, Bruceton Mills, WV 26525

Greater Parkersburg Convention & Visitors Bureau, 350 7th Street, Parkersburg, WV 26101

Pocahontas County Convention & Visitors Bureau, PO Box 275 Marlinton, WV 24954

**West Virginia State Park Addresses:**

- Audra State Park, 8397 Audra Park Road, Buckhannon, WV 26201-5405
- Babcock State Park, 486 Babcock Road, Clifftop, WV 25831-7240
- Beartown State Park, 683 Droop Park Road, Hillsboro, WV 24946-9719
- Beech Fork State Park, 5601 Long Branch Road, Barboursville, WV 25504-9624
- Berkeley Springs State Park, 2 South Washington Street, Berkeley Springs, WV 25411-3284
- Berwind Lake WMA, 4180 Warriormine Road, Warriormine, WV 24894-0038
- Blackwater Falls State Park, 1584 Blackwater Lodge Road, PO Box 490, Davis, WV 26260
- Blennerhassett Island Historical State Park, 137 Julianna Street, Parkersburg, WV 26101
- Bluestone State Park, HC 78 Box 3, Hinton, WV 25951
- Cabwaylingo State Forest, 4279 Cabwaylingo park Road, Dunlow, WV 25511
- Cacapon Resort State Park, 818 Cacapon Lodge Drive, Berkeley Springs, WV 25411
- Calvin Price State Forest, 4800 Watoga Park Road, Marlinton, WV 24954
- Camp Creek State Park, 2390 Camp Creek Road, Camp Creek, WV 25820
- Canaan Valley State Park, 134 Headquarters Road, Davis, WV 26260
- Carnifex Ferry Battlefield State Park, 1194 Carnifex Ferry Road, Summersville, WV 26651
- Cass Scenic Railroad, 242 Main Street, Cass, WV 24927
- Cathedral State Park, 12 Cathedral Park Drive, Aurora, WV 26705
- Cedar Creek State Park, 2947 Cedar Creek Road, Glenville, WV 26351

**Exhibit B**  
**Delivery Address Locations**  
**Color Brochure Printing**

---

- Chief Logan State Park, 376 Little Buffalo Creek Road, Logan, WV 25601-3074
- Chief Logan Lodge, Hotel & Conference Center, 1000 Conference Center Drive, Logan, WV 25601
- Coopers Rock State Forest, 61 County Line Road, Bruceton Mills, WV 26525
- Droop Mountain Battlefield State Park, 683 Droop Park Road, Hillsboro, WV 24946-9717
- Fairfax Stone State Park, 1584 Blackwater Lodge Road, PO Box 490, Davis, WV 26260
- Greenbrier River Trail, 426 Gum Cove Road, Buckeye, WV 24924
- Greenbrier State Forest, HC 30 Box 154, Caldwell, WV 24925
- Hawks Nest State Park, 49 Hawks Nest Park Road, PO Box 857, Ansted, WV 25812
- Holly River State Park, 680 State Park Road, Hacker Valley, WV 26222
- Kanawha State Forest, 7500 Kanawha State Forest Drive, Charleston, WV 25314
- Kumbrabow State Forest, 219/16, PO Box 65, Huttonsville, WV 26273
- Laurel Lake WMA, 242 Park Drive, Lenore, WV 25676
- Little Beaver State Park, 1402 Grandview Road, Beaver, WV 25813
- Lost River State Park, 321 Park Drive, Mathias, WV 26812
- Moncove Lake State Park, HC 83 Box 73-A, Gap Mills, WV 24941
- North Bend State Park/Rail Trail, 202 North Bend Park Road, 202 North Bend Park Road, Cairo, WV 26337
- Panther State Forest, HC 63 Box 923, Panther Creek Road, Panther, WV 24872
- Pinnacle Rock State Park, 6407 Coal Heritage Road, Bluefield, WV 24701
- Pipestem Resort State Park, 3405 Pipestem Drive, Pipestem, WV 25979
- Plum Orchard Lake WMA, 1156 Plum Orchard Lake Road, Scarbro, WV 25917
- Prickett's Fort State Park, 106 Overfort Lane, Fairmont, WV 26554
- Seneca State Forest, 10135 Browns Creek Road, Dunmore, WV 24934
- Stonewall Resort State Park, 149 State Park Trail, Roanoke, WV 26447
- Stonewall Resort, 940 Resort Drive, Roanoke, WV 26447
- Tomlinson Run State Park, 84 Osage Road, PO Box 97, New Manchester, WV 26056
- Tu-Endie-Wei State Park/Point Pleasant Battlefield, First Street, PO Box 486, Point Pleasant, WV 25550
- Twin Falls State Park, RR 97, PO Box 667, Mullens, WV 25882
- Tygart Lake State Park, 1240 Paul E. Malone Road, Grafton, WV 26354

**Exhibit B**  
**Delivery Address Locations**  
**Color Brochure Printing**

---

80

- Valley Falls State Park, 720 Valley Falls Road, Fairmont, WV 26554
- Watoga State Park, 4800 Watoga Park Road, Marlinton, WV 24954
- Watters Smith State Park, 831 RR 3, PO Box 296, Lost Creek, WV 26385



ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:  
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

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

The Chapman Printing Co.  
Company

[Signature]  
Authorized Signature

11/29/15  
Date

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

WV-10  
Approved / Revised  
08/01/15

# 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: The Chapman Printing Co  
Date: 11/29/15

Signed: [Signature]  
Title: Account MGR.

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

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

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

**DEFINITIONS:**

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

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

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

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: The Chapman Printing Co.

Authorized Signature: [Signature] Date: 11-30-15

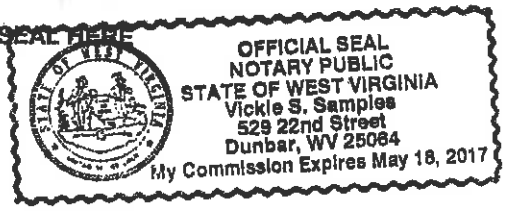
State of WEST VIRGINIA

County of KANAWHA, to-wit:

Taken, subscribed, and sworn to before me this 30<sup>th</sup> day of November, 2015

My Commission expires 5-18, 2017

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

The Chapman Printing Co.  
(Company)

Jimmy H. McFarland  
(Authorized Signature) (Representative Name, Title)

740-350-5748  
(Phone Number) (Fax Number) (Date)

**SOLICITATION NUMBER: CRFQ 0310 DNR1600000018**  
**Addendum Number: No.02**

---

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:**

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. Bid opening date date was scheduled for: December 1st, 2015 at 1:30 P.M. EST.  
now scheduled for: December 8th, 2015 at 1:30 P.M. EST.

2. Vendor question submission addressed

No other Changes.

**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

- 1) What paper/substrate do these products get produced on?

Pg. 61, 3.2.1

- 2) Are sizes indicated final finished size or flat size and are there any finishing requirements ?

Exhibit "A"; Page 4 of 8

Pg. 61, 3.2.1

Pg. 62, 3.2.1 – 3.2.1.1-3.2.1.8

Pg. 62 – Pg. 63

Exhibit "A" provide great detail for sizes

- 3) Brochures are listed as "color brochure" which I assume is 4/C Process – do these pieces get any additional printing such as special mix PMS colors, aqueous coating or varnish ?

Pg. 59, 2.15

Pg. 61, 3.1.1.7

Pg. 61, 3.2.1

- 4) Are there any special packing requirements such as carton size, shrink wrapping, paper banding, etc. ?

Page 61; 3.1.1.6

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DNR1600000018**

**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.

The Chapman Printing Co.  
Company

  
Authorized Signature

12-3-15  
Date

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