

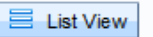


# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header



## General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 122910

Procurement Type: Central Master Agreement

Vendor ID: 

Legal Name: MANAHAN GROUP

Alias/DBA: MANAHAN &amp; PAULEY LLC

Total Bid: \$526,227.70

Response Date: Response Time: 

SO Doc Code: CRFQ

SO Dept: 0402

SO Doc ID: EDD1600000001

Published Date: 8/21/15

Close Date: 8/28/15

Close Time: 13:30

Status: Closed

Solicitation Description: 

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 122910

**Solicitation Description :** ADDENDUM #3 WEST VIRGINIA FEED TO ACHIEVE MARKETING PROJECT

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2015-08-28 13:30:00	SR 0402 ESR08261500000000705	1

**VENDOR**

000000109305  
 MANAHAN GROUP  
 MANAHAN & PAULEY LLC

**FOR INFORMATION CONTACT THE BUYER**

Laura E Hooper  
 (304) 558-0468  
 laura.e.hooper@wv.gov

**Signature X** **FEIN #** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Design & Development of WVFTA Logo				\$5,000.00

Comm Code	Manufacturer	Specification	Model #
80140000			

**Extended Description :** Lump Sum price to provide labor, materials and equipment in the Design & Development of WVFTA Logo.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Design / Print of Brochure or Booklet	10.00000	EA	\$2,209.900000	\$22,099.00

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Design/ Print of Brochure or Booklet Each Quantity of 1 is equal to 500 booklets.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Produce/Print of Universal WV FTA Banner	1.00000	EA	\$37,000.000000	\$37,000.00

Comm Code	Manufacturer	Specification	Model #
55121706			

**Extended Description :** Produce/Print of Universal WV FTA Banner Each Quantity of 1 is equal to 800 banners.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Retractable WV FTA Banner for Exhibit Booths	1.00000	DZ	\$4,142.200000	\$4,142.20

Comm Code	Manufacturer	Specification	Model #
55121706			

**Extended Description :** Retractable WV FTA Banner for for exhibit booths. Each Quantity of 1 is equal to 12 banners.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Tablecloths with the WV FTA LOGO for Exhibit Booth	1.00000	DZ	\$4,105.000000	\$4,105.00

Comm Code	Manufacturer	Specification	Model #
52121604			

**Extended Description :** Tablecloths with the WV FTA LOGO for Exhibit Booths. Each Quantity of 1 is equal to 12 table cloths.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Develop / Print Save-The Date Flyer	10.00000	EA	\$378.250000	\$3,782.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Save-The Date Flyer in Full Color/Full Bleed, 5" X 7", 100 lb. cover-glossy paper. Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Develop Electronic Save-The-Date Flyer				\$2,000.00

Comm Code	Manufacturer	Specification	Model #
60105409			

**Extended Description :** Electronic Save-The-Date Flyer using e-marketing software. Lump sum price.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Develop Sponsor Recognition Poster for Special Events	20.00000	EA	\$154.520000	\$3,090.40

Comm Code	Manufacturer	Specification	Model #
60121008			

**Extended Description :** Develop Sponsor Recognition Poster for Special Events. Minimum Order Quantity: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Design / Print of Program for Each Special Event	50.00000	EA	\$427.700000	\$21,385.00

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Design / Print of Program for Each Special Event. Each Quantity of 1 is equal to 100 programs.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Production of 3 - 5 Minute Videos for the Roll Out of WV FTA	1.00000	EA	\$16,900.000000	\$16,900.00

Comm Code	Manufacturer	Specification	Model #
86000000			

**Extended Description :** Production of 3 - 5 Minute Videos for the Roll Out of WV FTA

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Power Point Training Presentation on WV FTA	1.00000	EA	\$9,600.000000	\$9,600.00

Comm Code	Manufacturer	Specification	Model #
86000000			

**Extended Description :** Power Point Training Presentation on WV FTA. Power Point will be a 10 minute maximum training presentation for WVDE OCN staff to use.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Develop / Print WVFTA Ambassador Pocket-Card	10.00000	EA	\$479.400000	\$4,794.00

Comm Code	Manufacturer	Specification	Model #
14111815			

**Extended Description :** Develop / Print WVFTA Ambassador Pocket-Card for Grassroot Outreach. Each Quantity of 1 is equal to 500 cards.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Develop / Print Implementation Guide Booklet - Backpack Food	10.00000	EA	\$3,181.550000	\$31,815.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Implementation Guide Booklet - Backpack Food Program. Each Quantity of 1 is equal to 500 Booklets.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Develop / Print Implementation Guide Booklet - School Food	10.00000	EA	\$3,181.550000	\$31,815.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Implementation Guide Booklet - School Food Pantry at Local Schools. Each Quantity of 1 is equal to 500 Booklets.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Develop / Print WV FTA Annual Report to Legislature	10.00000	EA	\$3,681.550000	\$36,815.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print WV FTA Annual Report to Legislature. Each Quantity of 1 is equal to 500 Booklets.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Design / Place WV FTA Billboards Statewide	10.00000	EA	\$4,120.000000	\$41,200.00

Comm Code	Manufacturer	Specification	Model #
55121904			

**Extended Description :** Design / Place WV FTA Billboards Statewide (price of each to include labor, materials and travel during install)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	30 Second Radio Advertising for WV FTA	100.00000	EA	\$660.000000	\$66,000.00

Comm Code	Manufacturer	Specification	Model #
60105409			

**Extended Description :** 30 Second Radio Advertising for WV FTA Price for each ad to include placement, scheduling and coordination with radio channel1EA = 30 second ad

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Weekly Face-to-Face Meetings	80.00000	HOUR	\$100.000000	\$8,000.00

Comm Code	Manufacturer	Specification	Model #
44112004			

**Extended Description :** Weekly Face-to-Face MeetingsHourly rate is to include: all travel, lodging, meals, and any and all incidentals.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Develop / Print Talking Points Document for Grassroots	10.00000	EA	\$2,209.900000	\$22,099.00

Comm Code	Manufacturer	Specification	Model #
23242104			

**Extended Description :** Develop / Print Talking Points Document for Grassroots Outreach toolkit. Each Quantity of 1 is equal to 500 Booklets.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Develop / Print Laminated Child's Place-Mat for Grassroots	10.00000	EA	\$1,364.800000	\$13,648.00

Comm Code	Manufacturer	Specification	Model #
48102004			

**Extended Description :** Develop / Print Laminated Child's Place-Mat for Grassroots Outreach. Each Quantity of 1 is equal to 500 Placemats.



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Develop/Print Parents Flyer for Grassroot Outreach - glossy	10.00000	EA	\$439.750000	\$4,397.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Parents Flyer for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Develop/Print Schools Flyer for Grassroot Outreach - glossy	10.00000	EA	\$439.750000	\$4,397.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Schools Flyer for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Develop/Print Donors Flyer for Grassroot Outreach - glossy	10.00000	EA	\$439.750000	\$4,397.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Donors Flyer for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Develop/Print Media Flyer for Grassroot Outreach - glossy	10.00000	EA	\$439.750000	\$4,397.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Parents Media for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Develop/Print Parents Flyer for Grassroot Outreach - non	10.00000	EA	\$451.250000	\$4,512.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Parents Flyer for Grassroot Outreach (non-glossy. Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Develop / Print Schools Flyer for Grassroot Outreach - non	10.00000	EA	\$451.250000	\$4,512.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Schools Flyer for Grassroot Outreach (non-glossy. Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	Develop / Print Donors Flyer for Grassroot Outreach - non	10.00000	EA	\$451.250000	\$4,512.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Donors Flyer for Grassroot Outreach (non-glossy) Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	Develop / Print Media Flyer for Grassroot Outreach - non	10.00000	EA	\$451.250000	\$4,512.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print Media Flyer for Grassroot Outreach (non-glossy) Each Quantity of 1 is equal to 500 flyers.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
29	Develop / Print WV FTA at School Implementation Guide	10.00000	EA	\$3,181.550000	\$31,815.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print WV FTA at School Implementation Guide for Grassroot Outreach. Each Quantity of 1 is equal to 500 Booklets.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	Develop / Print WV FTA at Home Implementation Guide	10.00000	EA	\$3,181.550000	\$31,815.50

Comm Code	Manufacturer	Specification	Model #
55101520			

**Extended Description :** Develop / Print WV FTA at Home Implementation Guide for Grassroot Outreach. Each Quantity of 1 is equal to 500 Booklets.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
31	Develop/Print Posters for Grassroots Outreach - Schools	10.00000	EA	\$645.600000	\$6,456.00

Comm Code	Manufacturer	Specification	Model #
60121008			

**Extended Description :** Develop / Print Posters for Grassroots Outreach - Schools. Each Quantity of 1 is equal to 500 posters.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
32	Develop / Print Posters for Grassroots Outreach - Community	10.00000	EA	\$645.600000	\$6,456.00

Comm Code	Manufacturer	Specification	Model #
60121008			

**Extended Description :** Develop / Print Posters for Grassroots Outreach - Community Each Quantity of 1 is equal to 500 Posters.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
33	Tool Box Kit for Grassroots Outreach Materials	10.00000	EA	\$2,875.310000	\$28,753.10

Comm Code	Manufacturer	Specification	Model #
44122025			

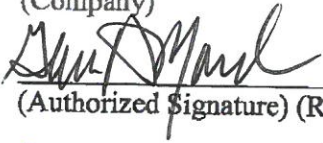
**Extended Description :** Tool Box Kit for Grassroots Outreach Materials. Each Quantity of 1 is equal to 200 Kits. Addendum # 1 To change the bid opening date to 08/18/2015 at 1:30PM. No further changes. THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE WEST VIRGINIA DEPARTMENT OF EDUCATION (WVDE) OFFICE OF CHILD NUTRITION (OCN) TO ESTABLISH AN OPEN-END CONTRACT TO PROVIDE LABOR, MATERIALS AND EQUIPMENT TO DEVELOP AND EXECUTE THE STATEWIDE WEST VIRGINIA FEED TO ACHIEVE (WV FTA)

**CERTIFICATION AND SIGNATURE PAGE**

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

THE MANAHAN GROUP LLC

(Company)

 OWNER/CEO, GEORGE MANAHAN

(Authorized Signature) (Representative Name, Title)

304-343-2800 / 304-343-2788 / 8/28/2015

(Phone Number) (Fax Number) (Date)



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 MANAHAN GROUP LLC

Signed: [Signature]

Date: 8/25/2015

Title: OWNER/CEO



RFQ No. EDD1600000001

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 MANAHAN GROUP LLC

Authorized Signature: [Signature] Date: 8/25/2015

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 28<sup>th</sup> day of August, 2015

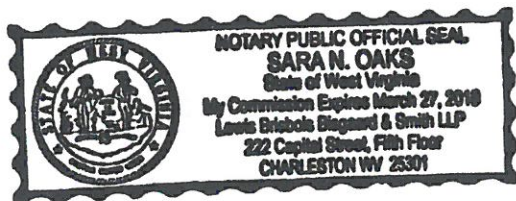
My Commission expires March 27, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature: Sara Oaks]

Purchasing Affidavit (Revised 07/01/2012)



ACORD™

Client#: 877411

18MANAHGRO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: BB&T-Carson Insurance Services; CONTACT NAME: Shelley Newman; PHONE: 304 340-6960; FAX: 8887513002; INSURED: The Manahan Group LLC; INSURER(S) AFFORDING COVERAGE: Cincinnati Insurance Company, AXIS Insurance Company

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Professional Liability Coverage.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Verification of Insurance

CERTIFICATE HOLDER: WV Department of Education; CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



**WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
**MANAHAN GROUP LLC THE  
DBA MANAHAN GROUP THE  
222 CAPITOL ST 400  
CHARLESTON, WV 25301-2215**

**BUSINESS REGISTRATION ACCOUNT NUMBER: 1008-7832**

This certificate is issued on: **11/16/2010**

*This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

**This certificate is not transferrable and must be displayed at the location for which issued.**

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.



# CERTIFICATE OF LIABILITY INSURANCE

JG  
R054DATE (MM/DD/YYYY)  
8/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> AUTOMATIC DATA PROCESSING INS AGCY 250717 P: F: PO BOX 33015 SAN ANTONIO TX 78265	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No): INSURER(S) AFFORDING COVERAGE NAIC# INSURER A: Hartford Ins Co of the Midwest 37478
<b>INSURED</b> THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400 CHARLESTON WV 25301	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	76 WEG GB4885	10/15/2014	10/15/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

THE WEST VIRGINIA  
DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
2019 WASHINGTON ST E  
CHARLESTON, WV 25305

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Jac Mailhot*



# CERTIFICATE OF LIABILITY INSURANCE

JG  
R054DATE (MM/DD/YYYY)  
8/27/2015

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<b>PRODUCER</b> AUTOMATIC DATA PROCESSING INS AGCY 250717 P: F: PO BOX 33015 SAN ANTONIO TX 78265	CONTACT NAME: PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
<b>INSURED</b> THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400 CHARLESTON WV 25301	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: Hartford Ins Co of the Midwest		37478
	INSURER B:		
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

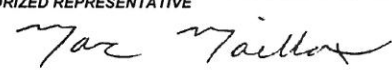
**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
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							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
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	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		76 WEG GB4885	10/15/2015	10/15/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

<b>CERTIFICATE HOLDER</b> THE WEST VIRGINIA DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 2019 WASHINGTON ST E CHARLESTON, WV 25305	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: EDD160000001**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addendum No. 1                              | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2                              | <input type="checkbox"/> Addendum No. 7  |
| <input checked="" type="checkbox"/> Addendum No. 3 <sup>THE EMAIL SAYS #3</sup> | <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 |

**X TWO ATTACHMENTS WITH DETAILS**

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.

**ATTACHED ARE THE LIST  
OF DOCUMENTS RECEIVED AND  
A COPY OF THE EMAIL SENT  
AT 10:36 AM ON 8/28/15.**

THE MANAHAN GROUP LLC  
Company  
[Signature]  
Authorized Signature  
8/28/2015  
Date

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

The Manahan Group, LLC acknowledges receipt of all addenda issued with this solicitation. Items received include the 10 documents listed below as well as an email received at 10:36 am on 8/28/2015.

Category:	
Contact: <a href="mailto:laura.e.hooper@wv.gov">Laura E Hooper (laura.e.hooper@wv.gov)</a> Phone: (304) 558-0468 Fax:	Additional Dates
Click the Attachments tab to view	
<b>Attachments</b>	Additional Information
Terms	Criteria
Events	Amendment History
File Name	Date
<a href="#">Final CRFQ 0402 EDD1600000001 1 CRFQ FORM.PDF</a>	7/1/15
<a href="#">CRFQ EDD1600000001 INSTRUCTIONS TO BIDDERS, TERMS &amp; CONDITIONS AND SPECIFICATIONS.pdf</a>	7/1/15
<a href="#">CRFQ EDD1600000001 PURCHASING AFFIDAVIT.pdf</a>	7/1/15
<a href="#">CRFQ EDD1600000001 VENDOR PREFERENCE.pdf</a>	7/1/15
<a href="#">Final CRFQ 0402 EDD1600000001 2 CRFQ FORM.PDF</a>	7/30/15
<a href="#">Addendum 1.pdf</a>	7/30/15
<a href="#">Final CRFQ 0402 EDD1600000001 3 CRFQ FORM.PDF</a>	8/17/15
<a href="#">CRFQ EDD1600000001 ADDENDUM 2.pdf</a>	8/17/15
<a href="#">CRFQ EDD1600000001 UPDATED SPECIFICATIONS.docx</a>	8/17/15
<a href="#">Final CRFQ 0402 EDD1600000001 4 CRFQ FORM.PDF</a>	8/21/15
From 1 to 10 Total: 10	



## Ron Jarrett

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**From:** notifications@wvoasis.gov  
**Sent:** Friday, August 28, 2015 10:36 AM  
**To:** Ron Jarrett  
**Subject:** ADVMAIL: SOLICITATION <CRFQ 0402 EDD1600000001,3> HAS BEEN PUBLISHED

Ronald Jarrett:

This notification is to advise you and your location that an addendum #1 to the following solicitation has been published.

Solicitation: CRFQ 0402 EDD1600000001,3

Description: ADDENDUM #3 WEST VIRGINIA FEED TO ACHIEVE MARKETING PROJECT Click here to view the solicitation:

<https://prod-fin-vss.wvoasis.gov/webapp/prdvss11/AltSelfService?openDoc=openDoc&DocumentCode=CRFQ&DepartmentCode=0402&DocumentID=EDD1600000001&DocumentVersNo=4&Destination=pSolicitation>

The following commodities are included in this solicitation:

80140000 Marketing and distribution  
55101520 Instruction sheets or booklets  
55121706 Banners  
55121706 Banners  
52121604 Table cloths  
55101520 Instruction sheets or booklets  
60105409 Brand marketing or advertising instructional materials  
60121008 Posters  
55101520 Instruction sheets or booklets  
86000000 Education and Training Services  
86000000 Education and Training Services  
14111815 Tent cards  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55121904 Billboards  
60105409 Brand marketing or advertising instructional materials  
44112004 Meeting planners  
23242104 Form tools or toolbits  
48102004 Tabletops  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets

55101520 Instruction sheets or booklets  
55101520 Instruction sheets or booklets  
60121008 Posters  
60121008 Posters  
44122025 Binder pockets or accessories

If you have questions, please contact the wvOASIS Help Desk at toll free 855-666-8823 or local at 304-558-6708.

The Contract Manager will be Ron Jarrett, phone 304-343-2800, fax 304-343-2788,  
rjarrett@manahangroup.com