



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 @ 5

List View

General Information Contact Default Values Discount Document Information

Procurement Folder: 303130

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0210

Vendor ID: 000000211218

SO Doc ID: ISC1700000018

Legal Name: INNOVATIVE BUSINESS SOLUTIONS

Published Date: 3/17/17

Alias/DBA: BRIAN LYNN BARTLETT

Close Date: 3/30/17

Total Bid: \$211,048.35

Close Time: 13:30

Response Date: 03/30/2017

Status: Closed

Response Time: 12:45

Solicitation Description: Addendum #1 OT1778 - Rolled Paper

Total of Header Attachments: 5

Total of All Attachments: 5



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

State of West Virginia
 Solicitation Response

Proc Folder : 303130
 Solicitation Description : Addendum #1 OT1778 - Rolled Paper
 Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-03-30 13:30:00	SR 0210 ESR03301700000004725	1

VENDOR
000000211218 INNOVATIVE BUSINESS SOLUTIONS BRIAN LYNN BARTLETT

Solicitation Number: CRFQ 0210 ISC1700000018

Total Bid : \$211,048.35 Response Date: 2017-03-30 Response Time: 12:45:38

Comments:

FOR INFORMATION CONTACT THE BUYER
 Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature on File	FEIN #	DATE
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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	Rolled Paper - Form Size 12" x 8 1/2" (W x L)	4500.00000	PM	\$8.050000	\$36,225.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 12" x 8 1/2 " (W x L) per 3.1.1 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	1500.00000	PM	\$8.590000	\$12,885.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	135.00000	PM	\$9.850000	\$1,329.75

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Optional Renewal - Form Size 12" x 8 1/2 " (year 2)	4500.00000	PM	\$8.290000	\$37,305.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 12" x 8 1/2 " (W x L) per 3.1.1 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Optional Renewal - Form Size 9 1/2" x 11" (year 2)	1500.00000	PM	\$8.850000	\$13,275.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Optional Renewal - Form Size 9 1/2" x 11" (Year 2)	135.00000	PM	\$10.150000	\$1,370.25

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Optional Renewal - Form Size 12" x 8 1/2 " (year 3)	4500.00000	PM	\$8.540000	\$38,430.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 12" x 8 1/2 " (W x L) per 3.1.1 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Optional Renewal - Form Size 9 1/2" x 11" (year 3)	1500.00000	PM	\$9.120000	\$13,680.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Optional Renewal - Form Size 9 1/2" x 11" (Year 3)	135.00000	PM	\$10.450000	\$1,410.75

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Optional Renewal - Form Size 12" x 8 1/2 " (year 4)	4500.00000	PM	\$8.800000	\$39,600.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 12" x 8 1/2 " (W x L) per 3.1.1 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Optional Renewal - Form Size 9 1/2" x 11" (year 4)	1500.00000	PM	\$9.390000	\$14,085.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Optional Renewal - Form Size 9 1/2" x 11" (Year 4)	135.00000	PM	\$10.760000	\$1,452.60

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.



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: 303130

Doc Description: Addendum #1 OT1778 - Rolled Paper

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-03-17	2017-03-30 13:30:00	CRFQ 0210 ISC1700000018	2

BID RECEIVING LOCATION

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

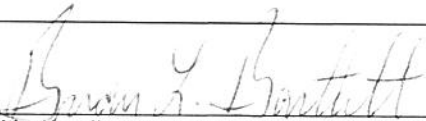
VENDOR

Vendor Name, Address and Telephone Number:

INNOVATIVE BUSINESS SOLUTIONS 00211218
 1224 BRUSHY FORK
 CAIRO, WV 26337
 304-628-3049

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X  FEIN # 55-0785005 DATE 3/29/2017

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

ADDITIONAL INFORMATION:

Addendum #1 issued to:

1. Provide answers to technical questions.

End of Addendum #1.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - DATA CENTER MANAGER DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Rolled Paper - Form Size 12" x 8 1/2" (W x L)	4500.00000	PM	\$ 8.05	\$ 36,225.00

Comm Code	Manufacturer	Specification	Model #
14111506		Per specifications as outlined in bid	

Extended Description :

Rolled Paper - Form Size 12" x 8 1/2" (W x L) per 3.1.1 in the RFQ distribution.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - DATA CENTER MANAGER DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	1500.00000	PM	\$ 8.59	\$ 12,885.00

Comm Code	Manufacturer	Specification	Model #
14111506		Per specifications as outlined in bid	

Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		IS&C - DATA CENTER MANAGER DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	135.00000	PM	\$ 9.85	\$ 1,329.75

Comm Code	Manufacturer	Specification	Model #
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Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Optional Renewal - Form Size 12" x 8 1/2 " (year 2)	4500.00000	PM	\$ 8.29	\$ 37,305.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description :

Rolled Paper - Form Size 12" x 8 1/2 " (W x L) per 3.1.1 in the RFQ distribution.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Optional Renewal - Form Size 9 1/2" x 11" (year 2)	1500.00000	PM	\$ 8.85	\$ 13,275.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

INVOICE TO	SHIP TO
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Optional Renewal - Form Size 9 1/2" x 11" (Year 2)	135.00000	PM	\$ 10.15	\$ 1,370.25

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.

INVOICE TO	SHIP TO
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Optional Renewal - Form Size 12" x 8 1/2" (year 3)	4500.00000	PM	\$ 8.54	\$ 38,430.00

Comm Code	Manufacturer	Specification	Model #
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Extended Description :

Rolled Paper - Form Size 12" x 8 1/2" (W x L) per 3.1.1 in the RFQ distribution.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Optional Renewal - Form Size 9 1/2" x 11" (year 3)	1500.00000	PM	\$ 9.12	\$ 13,680.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		IS&C - DATA CENTER MANAGER DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Optional Renewal - Form Size 9 1/2" x 11" (Year 3)	135.00000	PM	\$ 10.54	\$ 1,410.75

Comm Code	Manufacturer	Specification	Model #
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Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Optional Renewal - Form Size 12" x 8 1/2" (year 4)	4500.00000	PM	\$ 8.80	\$ 39,600.00

Comm Code	Manufacturer	Specification	Model #
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Extended Description :

Rolled Paper - Form Size 12" x 8 1/2 " (W x L) per 3.1.1 in the RFQ distribution.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Optional Renewal - Form Size 9 1/2" x 11" (year 4)	1500.00000	PM	\$ 9.39	\$ 14,085.00

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) per 3.1.2 in the RFQ distribution.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - DATA CENTER MANAGER DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Optional Renewal - Form Size 9 1/2" x 11" (Year 4)	135.00000	PM	\$ 10.76	\$ 1,452.60

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description :

Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation per 3.1.3 in the RFQ distribution.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions Due	2017-03-16

ISC1700000018	Document Phase Final	Document Description Addendum #1 OT1778 - Rolled Paper	Page 7 of 7
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ ISC1700000018
Addendum Number: 1

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 #1 issued to:

1. Provide answers to technical questions.

End of Addendum #1.

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.

1) Vendor Question/Inquiry:

"Please clarify Section 6 as to your delivery expectations. The section 6.1.1 appears to be more appropriate for box paper, but not rolled paper. Will a delivery schedule be produced to ship against after contract is awarded or will delivery be by an "as needed"?"

WVOT Response 1:

Please note:

There will be "automatic shipments" based on the quantities and schedule defined (see section 6.1.2). In section 6.1.3 it is noted that shipments may be increased or decreased (quantities and schedules may be changed).

2) Vendor Question/Inquiry:

"Could you please clarify section 3.1.3?"

46,000 forms to a roll is usually attributed to a 20# paper roll, although specs indicate paper is 24# for the 9.5 X 11. Can you confirm that in fact the paper is 24#?"

WVOT Response 1:

Please note:

"The paper IS 24# with an extra perforation. This is a special form used for the Insurance Commission and Highways. It is used for mailing invoices. The recipient returns the bottom perf with payment."

3) Vendor Question/Inquiry:

"I have a question for the bid.

The quantities in Section 6-1-2 and the excel sheet do not match. Can you please clarify?

According to excel sheet 3.1.1 is 4500M and section 6.1.12 is 4320M annual, 3.1.2 is 1500M but section 6.1.2 is 3240M annual (this one is a pretty large difference)

Thank you in advance for your clarification as to which numbers should we use."

WVOT Response 1:

Please note: It appears that the vendor is referencing "6.1.2" in the section reference "6.1.12". Based on this being true please note:

- 1) Section 6.1.2 lists estimated quantities for automatic delivery only. The pricing sheet lists estimated quantities for the entire year. These are different numbers.
- 2) The numbers the vendor provided from 3.1.1 (4500M) and from 6.1.2 (4320M) for 12" x 8 1/2" sheets are correct: The pricing sheet shows the entire year estimate. The section 6.1.2 shows the automatic delivery quantity.
- 3) The number the vendor provided from 3.1.2 on the pricing sheet (1500M) is correct. The quantity provided by the vendor on 6.1.2 (3240M) is not correct. The quantity should be 1080M – note that the automatic deliveries specified for 9 1/2" x 11" are listed at 270,000 sheets delivered each quarter.
- 4) Please use the estimated quantities shown on the pricing sheet for bid submittal.

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.

Innovative Business Solutions
Company
Brian Y. Barthelt
Authorized Signature
3/29/2017
Date

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

REQUEST FOR QUOTATION
Rolled Paper

- 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: Brian Bartlett
Telephone Number: 304-628-3049
Fax Number: 304-628-3051
Email Address: ibs@citynet.net

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Brian L. Bartlett, President
(Name, Title)
Brian Bartlett, President
(Printed Name and Title)
1224 Brushy Fork Cairo, WV 26337
(Address)
304-628-3049 / 304-628-3051
(Phone Number) / (Fax Number)
ibs@citynet.net
(email address)

CERTIFICATION AND SIGNATURE: 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.

Innovative Business Solutions
(Company)
Brian L. Bartlett, President
(Authorized Signature) (Representative Name, Title)
Brian Bartlett, President
(Printed Name and Title of Authorized Representative)
3/29/2017
(Date)
304-628-3049 / 304-628-3051
(Phone Number) (Fax Number)

RFQ No. OT1778

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 § 23-20-2, 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: Innovative Business Solutions

Authorized Signature: Gavin L. Bartlett Date: 3/29/2017

State of West Virginia

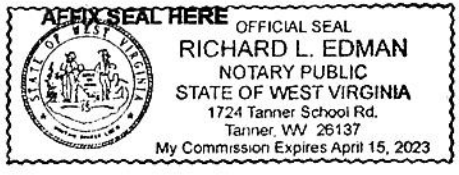
County of Ritchie, to-wit:

Taken, subscribed, and sworn to before me this 29 day of March, 2017

My Commission expires April 15, 2023

NOTARY PUBLIC Richard L. Edman

Purchasing Affidavit (Revised 07/01/2012)



State of West Virginia
VENDOR PREFERENCE CERTIFICATE

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

1. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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

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

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

Bidder: Innovative Business Solutions Signed: Bruce L. Beathitt
 Date: 3/29/2017 Title: President

Exhibit A (OT1778 - Rolled Paper)
Pricing Sheet

Line Item Number	Item Name	Description	Alternative Item SKU	Alternative Item Name and Description	Unit of Measure	Estimated Quantity - per Year	Unit Price	Extended Unit Price
Mandatory Contract Item Requirements								
3.1.1	Rolled Paper - Form Size 12" x 8 1/2" (W x L)	All items provided for under the listed line item number.			per 1000, PM	4500	8.05	36,225.00
3.1.2	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	All items provided for under the listed line item number.			per 1000, PM	1500	8.59	12,885.00
3.1.3	Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation	All items provided for under the listed line item number.			per 1000, PM	135	9.85	1,329.75
Renewal								
3.1.4	Rolled Paper - Form Size 12" x 8 1/2" (W x L)	OPTIONAL RENEWAL YEAR 2			per 1000, PM	4500	8.29	37,305.00
3.1.4	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	OPTIONAL RENEWAL YEAR 2			per 1000, PM	1500	8.85	13,275.00
3.1.4	Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation	OPTIONAL RENEWAL YEAR 2			per 1000, PM	135	10.15	1,370.25
3.1.4	Rolled Paper - Form Size 12" x 8 1/2" (W x L)	OPTIONAL RENEWAL YEAR 3			per 1000, PM	4500	8.54	38,430.00
3.1.4	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	OPTIONAL RENEWAL YEAR 3			per 1000, PM	1500	9.12	13,680.00
3.1.4	Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation	OPTIONAL RENEWAL YEAR 3			per 1000, PM	135	10.45	1,410.75
3.1.4	Rolled Paper - Form Size 12" x 8 1/2" (W x L)	OPTIONAL RENEWAL YEAR 4			per 1000, PM	4500	8.80	39,600.00
3.1.4	Rolled Paper - Form Size 9 1/2" x 11" (W x L)	OPTIONAL RENEWAL YEAR 4			per 1000, PM	1500	9.39	14,085.00
3.1.4	Rolled Paper - Form Size 9 1/2" x 11" (W x L) with additional perforation	OPTIONAL RENEWAL YEAR 4			per 1000, PM	135	10.76	1,452.60
						Total Cost		211,048.35