



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 7

List View


[General Information](#) | 
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 [Discount](#) | 
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**Procurement Folder:** 375129

**SO Doc Code:** CRFQ

**Procurement Type:** Central Master Agreement

**SO Dept:** 0702

**Vendor ID:** 000000211218 

**SO Doc ID:** TAX1800000006

**Legal Name:** INNOVATIVE BUSINESS SOLUTIONS

**Published Date:** 10/10/17

**Alias/DBA:** BRIAN LYNN BARTLETT

**Close Date:** 10/18/17



**Total Bid:** \$15,345.00

**Close Time:** 13:30

**Response Date:** 10/18/2017 

**Status:** Closed

**Response Time:** 11:56

**Solicitation Description:** ADDENDUM 2 - Printing of Book Sheets  

**Total of Header Attachments:** 7

**Total of All Attachments:** 7



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

State of West Virginia  
Solicitation Response

Proc Folder : 375129

Solicitation Description : ADDENDUM 2 - Printing of Book Sheets

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-10-18 13:30:00	SR 0702 ESR10181700000001648	1

**VENDOR**

000000211218

INNOVATIVE BUSINESS SOLUTIONS

BRIAN LYNN BARTLETT

Solicitation Number: CRFQ 0702 TAX1800000006

Total Bid : \$15,345.00

Response Date: 2017-10-18

Response Time: 11:56:34

Comments:

**FOR INFORMATION CONTACT THE BUYER**

Michelle L Childers

(304) 558-2063

michelle.l.childers@wv.gov

Signature on File

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	Contract Item #1 - STC 12:21 Land Book Sheets (Blue) Rolled	500000.00000	SH	\$0.017050	\$8,525.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :	See Section 3.1.1, 3.1.2, & 3.1.3 for extended description.
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Item #1 - STC 12:22 Land Book Sheets (Green) Rolled	400000.00000	SH	\$0.017050	\$6,820.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :	See Section 3.1.1, 3.1.2, & 3.1.3 for extended description.
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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: 375129  
Doc Description: ADDENDUM 2 - Printing of Book Sheets  
Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-10-10	2017-10-18 13:30:00	CRFQ 0702 TAX1800000006	3

BID RECEIVING LOCATION

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

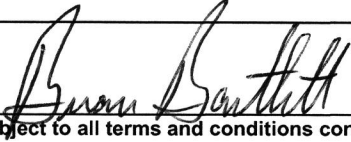
VENDOR

Vendor Name, Address and Telephone Number:

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

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers  
(304) 558-2063  
michelle.l.childers@wv.gov

Signature X  FEIN # 55-0785-005 DATE 10/18/2017  
All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMAITON:

Addendum

Addendum No. 2 issued for the following:

To clarify Addendum 1 and the agency answer to vendor question number 3.

End of Addendum

\*\*\*\*\*

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Tax Division to establish an open-end contract for STC 12:21 Land Book Sheets (Blue) & STC 12:22 Personal Property Book Sheets (Green).

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748		CAPITOL COMPLEX LOADING DOCK TAX DIVISION OF BLDG 7 LOADING DOCK 1900 KANAWHA BLVD E	
CHARLESTON	WV25339-1748	CHARLESTON	WV 25305-0135
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item #1 - STC 12:21 Land Book Sheets (Blue) Rolled	500000.00000	SH	\$ .01705	\$ 8,525.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

See Section 3.1.1, 3.1.2, & 3.1.3 for extended description.

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748		CAPITOL COMPLEX LOADING DOCK TAX DIVISION OF BLDG 7 LOADING DOCK 1900 KANAWHA BLVD E	
CHARLESTON	WV25339-1748	CHARLESTON	WV 25305-0135
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :

See Section 3.1.1, 3.1.2, & 3.1.3 for extended description.

TAX1800000006	<b>Document Phase</b> Final	<b>Document Description</b> ADDENDUM 2 - Printing of Book Sheets	<b>Page 3</b> of 3
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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: 375129

Doc Description: ADDENDUM 2 - Printing of Book Sheets

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-10-10	2017-10-18 13:30:00	CRFQ 0702 TAX1800000006	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:  
INNOVATIVE BUSINESS SOLUTIONS 00211218  
1224 BRUSHY FORK RD  
CAIRO, WV 26337  
304-628-3049

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers  
(304) 558-2063  
michelle.l.childers@wv.gov

Signature X

FEIN # 55-6785-005

DATE 10/18/2017

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



ADDITIONAL INFORMAITON:

Addendum  
Addendum No. 2 issued for the following:  
To clarify Addendum 1 and the agency answer to vendor question number 3.  
End of Addendum

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Tax Division to establish an open-end contract for STC 12:21 Land Book Sheets (Blue) & STC 12:22 Personal Property Book Sheets (Green).

INVOICE TO		SHIP TO	
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV25339-1748  US		CAPITOL COMPLEX LOADING DOCK TAX DIVISION OF BLDG 7 LOADING DOCK 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item #1 - STC 12:21 Land Book Sheets (Blue) Rolled	500000.00000	SH	\$ .01705	\$ 8,525.00

Comm Code	Manufacturer	Specification	Model #
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Extended Description :  
See Section 3.1.1, 3.1.2, & 3.1.3 for extended description.

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OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV25339-1748  US		CAPITOL COMPLEX LOADING DOCK TAX DIVISION OF BLDG 7 LOADING DOCK 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item #1 - STC 12:22 Land Book Sheets (Green) Rolled	400000.00000	SH	\$ .01705	\$ 6,820.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
See Section 3.1.1, 3.1.2, & 3.1.3 for extended description.

**SOLICITATION NUMBER: CRFQ TAX1800000006**

**Addendum Number: 02**

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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:**

This addendum is issued to modify the solicitation per the attached documentation and the following:

1. To clarify Addendum 1 and the agency answer to vendor question number 3.

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

Vendor Questions and Agency Answers  
Printing of Book Sheets  
CRFQ TAX1800000006

Q3) Can you provide previous award pricing?

A3) \$17.36 per 1000 sheets

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** TAX 180000006

**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.

Innovative Business Solutions  
Company  
Brian Smith  
Authorized Signature  
10/18/2017  
Date

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

**EXHIBIT A - COST SHEET**  
**STC 12:21 LAND BOOK SHEETS (BLUE)**  
**STC 12:22 PERSONAL PROPERTY BOOK SHEETS (GREEN)**

Description	Qty	Unit of Measure	Unit Price	Extended Price
STC 12:21 Land Book Sheets (Blue) Rolled	500,000	Sheet	0.01705	8525
STC 12:22 Personal Property Sheets (Green) Rolled	400,000	Sheet	0.01705	6820
		Total Cost		15345
*Quantities are used only for evaluation purposes to compare bids. Acutal quantity ordered could be more or less.				

*****Please sign and complete ALL of the information below*****
Vendor's Name:        INNOVATIVE BUSINESS SOLUTIONS
Vendor's Address:    1224 BRUSHY FORK RD    CAIRO, WV 26337
Authorized Signature for Vendor:
Authorized Printed Name for Vendor:
Vendor's Phone/Fax:   304-628-3049 / 304-628-3051
Vendor's Email Address:    IBS@CITYNET.NET

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;  
☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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) rescind the contract or purchase order; 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.

**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: [Signature]  
Date: 10/18/2017 Title: President

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

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: Innovative Business Solutions

Authorized Signature: Brian Beathitt Date: 10/18/2017

State of West Virginia

County of Ritchie, to-wit:

Taken, subscribed, and sworn to before me this 18 day of October, 2017.

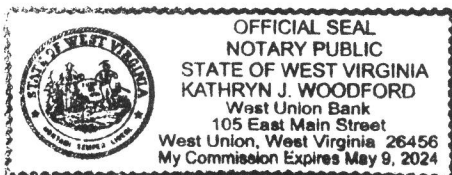
My Commission expires May 9, 2024

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

Kathryn J. Woodford

*Purchasing Affidavit (Revised 08/01/2015)*





West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: Innovative Business Solutions

Address: 1224 Brushy Fork Rd. Cairo, WV 26337

Contracting business entity's authorized agent: Brian Bartlett

Address: 1224 Brushy Fork Rd. Cairo, WV 26337

Number or title of contract: Tax 1800000008

Type or description of contract: Printed Paper Rolls - Tax Books

Governmental agency awarding contract: \_\_\_\_\_

Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

Brian Bartlett

Signature: Brian Bartlett Date Signed: 10/18/2017

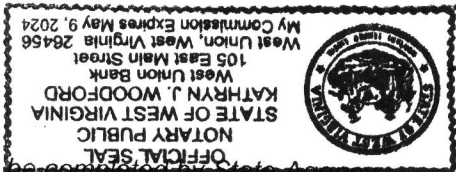
☐ Check here if this is a Supplemental Disclosure.

Verification

State of West Virginia, County of Ritchie:

I, Brian Bartlett, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 18<sup>th</sup> day of October, 2017.



Kathryn J. Woodford  
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

**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 Bartlett, President  
(Name, Title)  
Brian Bartlett, President  
(Printed Name and Title)  
1224 Brushy Fork Rd. Cairn, 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 Bartlett  
(Authorized Signature) (Representative Name, Title)  
Brian Bartlett, President  
(Printed Name and Title of Authorized Representative)  
10/18/2017  
(Date)  
304-628-3049 / 304-628-3051  
(Phone Number) (Fax Number)