



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 4

[List View](#)

## General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 470924

Procurement Type: Central Master Agreement

Vendor ID: 000000211218

Legal Name: INNOVATIVE BUSINESS SOLUTIONS

Alias/DBA: BRIAN LYNN BARTLETT

Total Bid: \$234,922.80

Response Date: 08/21/2018

Response Time: 13:21

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC1900000001

Published Date: 8/14/18

Close Date: 8/21/18

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum; Office of Technology - Multiple-Size Rolled Paper

Total of Header Attachments: 4

[Apply Default Values to Commodity Lines](#)[View Procurement Folder](#)



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 470924

**Solicitation Description :** Addendum; Office of Technology - Multiple-Size Rolled Paper

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-08-21 13:30:00	SR 0210 ESR08211800000000829	1

<b>VENDOR</b>
000000211218 INNOVATIVE BUSINESS SOLUTIONS BRIAN LYNN BARTLETT

**Solicitation Number:** CRFQ 0210 ISC1900000001

**Total Bid :** \$234,922.80      **Response Date:** 2018-08-21      **Response Time:** 13:21:24

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Guy Nisbet  
 (304) 558-2596  
 guy.l.nisbet@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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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	Total Cost for all Multiple-Size Rolled Paper	1.00000	EA	\$234,922.800000	\$234,922.80

Comm Code	Manufacturer	Specification	Model #
14111506			

**Extended Description :** See attached specifications for complete details Vendor must submit Pricing Page showing all required Pricing. If submitting online Vendor should enter their Total Bid Amount on Oasis Commodity Line.



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

State of West Virginia  
 Request for Quotation  
 29 - Office Supplies

Proc Folder: 470924

Doc Description: Addendum; Office of Technology - Multiple-Size Rolled Paper

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-08-14	2018-08-21 13:30:00	CRFQ 0210 ISC1900000001	2

**BID RECEIPT 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**

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

Signature X *Baron L. Beathett*

FEIN # 55-0785-005

DATE 8/21/2018

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

**DEPARTMENT OF ADMINISTRATION**

**Addendum**

Addendum No.01 issued to publish and distribute the attached information to the vendor community.

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**Request for Quotation  
(Miscellaneous Sized Rolled Paper)**

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish an open-end contract for multiple-size rolled paper, for the Agency's printing department located at the State Capitol Complex, in Charleston, Kanawha County, WV. This contract will have multiple paper sizes. Vendor must be able to provide all paper sizes specified within these solicitation documents.

TO	FROM
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	Total Cost for all Multiple-Size Rolled Paper	1.00000	EA		\$ 234,922.80

Comm Code	Manufacturer	Specification	Model #
14111506			

**Extended Description :**

See attached specifications for complete details Vendor must submit Pricing Page showing all required Pricing. If submitting online Vendor should enter their Total Bid Amount on Oasis Commodity Line.

**SOLICITATION NUMBER:** CRFQ 0210 ISC1900000001

**Addendum Number:** No.01

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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:**

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

1. Vendor submitted questions and Agency responses.

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

Revised 6/8/2012

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**CRFQ ISC19\*1**  
**WVOT Print Shop Multiple Paper**  
**Vendor Submitted Questions and Agency Responses**  
**08/14/2018**

- 1) When is the expected first month release and effective date for this opened contract?
    - A. We are estimating an October 2018 award date, although this may vary due to unforeseen issues with the solicitation, the evaluation and/or the contract award process.
  
  - 2) Can you give a more detailed delivery information concerning "Contract Item #3: "9 ½ x 11" with perforation - 60,000 forms delivered annually." This statement is very vague and can be opened to the interpretation of many monthly, quarterly, semi-annual or one annual shipment which has an impact on associated production and shipping cost.
    - A. This can be a one-time shipment, delivered at the beginning of the contract.
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**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  
\_\_\_\_\_  
*Bryan L. Bouthett*  
Authorized Signature  
\_\_\_\_\_  
*8/21/2018*  
Date

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

Revised 6/8/2012

REQUEST FOR QUOTATION  
Multiple-Size 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.

<b>Contract Manager:</b>	Brian Bartlett
<b>Telephone Number:</b>	304-628-3049
<b>Fax Number:</b>	304-628-3051
<b>Email Address:</b>	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 Bartlett  
 (Name, Title) Brian Bartlett  
 (Printed Name and Title) 1224 Brushy Fork Rd, 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 L. Bartlett  
 (Printed Name and Title of Authorized Representative) 8/21/2018  
 (Date) 304-628-3049 / 304-628-3051  
 (Phone Number) (Fax Number)

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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 L. Bartlett Date: 8-15-2018

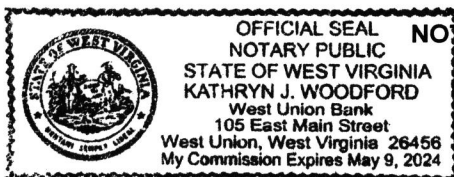
State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 15<sup>th</sup> day of August, 2018.

My Commission expires May 9, 2024.

AFFIX SEAL HERE



NOTARY PUBLIC

Kathryn J. Woodford  
Purchasing Affidavit (Revised 01/19/2018)

**EXHIBIT A – Pricing Page  
Multiple-Size Rolled Paper - OT18202**

**Note to Vendors: The Pricing Page is locked. Only the column for Unit Cost is unlocked.**

Section	Description	Unit of Measure	Estimated Annual Quantity of 1,000	Unit Cost	Extended Cost
3.1.1	<b>Contract Item 1</b> - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	10.310	44,539.20
3.1.2	<b>Contract Item 2</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	10.890	12,022.56
3.1.3	<b>Contract Item 3</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	13.970	838.20

**Optional Renewal Year 2**

3.1.1	<b>Optional Renewal Year 2 - Contract Item 1</b> - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	10.620	45,878.40
3.1.2	<b>Optional Renewal Year 2 - Contract Item 2</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	11.220	12,386.88
3.1.3	<b>Optional Renewal Year 2 - Contract Item 3</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	15.150	909.00

**Optional Renewal Year 3**

3.1.1	<b>Optional Renewal Year 3 - Contract Item 1</b> - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	10.620	45,878.40
3.1.2	<b>Optional Renewal Year 3 - Contract Item 2</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	11.220	12,386.88
3.1.3	<b>Optional Renewal Year 3 - Contract Item 3</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	15.150	909.00

**Optional Renewal Year 4**

3.1.1	<b>Optional Renewal Year 4 - Contract Item 1</b> - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	10.620	45,878.40
3.1.2	<b>Optional Renewal Year 4 - Contract Item 2</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	11.220	12,386.88
3.1.3	<b>Optional Renewal Year 4 - Contract Item 3</b> - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	15.150	909.00

				<b>Total Bid Amount</b>	234,922.80
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**Please note:** This information is being captured for auditing purposes. Contract will be evaluated on all lines but only awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

Signature: *Gavin R. Boutwell*

Date: 8/21/2018