





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  5[List View](#)**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)**Procurement Folder:** 537739**SO Doc Code:** CRFQ**Procurement Type:** Central Master Agreement**SO Dept:** 0802**Vendor ID:**  **SO Doc ID:** DMV1900000005**Legal Name:** INNOVATIVE BUSINESS SOLUTIONS**Published Date:** 1/28/19**Alias/DBA:** BRIAN LYNN BARTLETT**Close Date:** 1/31/19**Total Bid:** \$145,714.70**Close Time:** 13:30**Response Date:**  **Status:** Closed**Response Time:** **Solicitation Description:**  **Total of Header Attachments:** 5[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 : 537739  
 Solicitation Description : Addendum 1 - Secure Paper Printing  
 Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-01-31 13:30:00	SR 0802 ESR01311900000003531	1

VENDOR
000000211218 INNOVATIVE BUSINESS SOLUTIONS BRIAN LYNN BARTLETT

Solicitation Number: CRFQ 0802 DMV1900000005

Total Bid : \$145,714.70      Response Date: 2019-01-31      Response Time: 11:48:11

Comments:

**FOR INFORMATION CONTACT THE BUYER**  
 Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@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	Cut Sheet Motor Vehicle Title	200.00000	PM	\$92.290000	\$18,458.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :** Enter unit price per 1000. Estimated quantity 200,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Continuous Feed Motor Vehicle Title	800.00000	PM	\$110.890000	\$88,712.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :** Enter unit price per 1000. Estimated quantity 800,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Non-Repairable Title	5.00000	PM	\$110.890000	\$554.45

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :** Enter unit price per 1000. Estimated quantity 5,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Secure Power of Attorney	75.00000	PM	\$229.950000	\$17,246.25

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :** Enter unit price per 1000. Estimated quantity 75,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	TM-5 Dealer Reassignment	100.00000	PM	\$39.900000	\$3,990.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :** Enter unit price per 1000. Estimated quantity 100,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Cut Sheet Motor Vehicle Registration	200.00000	PM	\$28.900000	\$5,780.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :** Enter unit price per 1000. Estimated quantity 200,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Continuous Feed Motor Vehicle Registration	600.00000	PM	\$18.290000	\$10,974.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :** Enter unit price per 1000. Estimated quantity 600,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)



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: 537739

Doc Description: Addendum 1 - Secure Paper Printing

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2019-01-28	2019-01-31 13:30:00	CRFQ 0802 DMV1900000005	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**

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

Signature X

FEIN # 550785005

DATE 1-31-2019

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

**ADDITIONAL INFORMATION:**

Addendum

Addendum No. 1 issued to publish the vendor questions and agency answers.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Motor Vehicles (WVDMV) to establish an open-end contract for the printing of Cut Sheet Titles, Continuous Feed Titles, Non-Repairable Titles, Secure Power of Attorney Forms, TM5 Dealer Reassignment Forms, Cut Sheet Registration Forms, and Continuous Feed Registration Forms. WVDMV is seeking a firm fixed price for all commodities under this solicitation. Order quantities are not guaranteed and will fluctuate.

INVOICE TO		SHIP TO	
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US		MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cut Sheet Motor Vehicle Title	200.00000	PM	\$92.29	\$ 18,458.00

Comm Code	Manufacturer	Specification	Model #
82121500			

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4	Secure Power of Attorney	75.00000	PM	\$ 229.95	\$ 17,246.25

Comm Code	Manufacturer	Specification	Model #
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**Extended Description :**

Enter unit price per 1000. Estimated quantity 75,000.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Continuous Feed Motor Vehicle Registration	600.00000	PM	\$ 18.29	\$ 10,974.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

Enter unit price per 1000. Estimated quantity 600,000.  
(The estimated purchase volume for each item represents the approximate volume of anticipated purchases and is for evaluation purposes only.)

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.: DMV1900000005**

**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  
Gregory L. Barthelt  
Authorized Signature  
1-31-2019  
Date

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

Revised 6/8/2012

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.: DMV1900000005**

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- |  |  |
|--|--|
| <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  |
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Innovative Business Solutions  
Company  
Brian L. Barthelt  
Authorized Signature  
1-31-2019  
Date

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

Revised 6/8/2012

REQUEST FOR QUOTATION  
SECURE PAPER PRODUCTS WVDMV

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7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

**8 MISCELLANEOUS:**

**8.2 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

**8.3 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

**8.4 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.

**8.5 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 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 L. Bartlett  
(Printed Name and Title of Authorized Representative)  
1-31-2019  
(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: Brean L. Bartlett Date: 1-14-2019

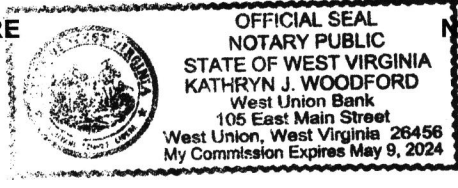
State of West Virginia

County of RITCHIE, to-wit:

Taken, subscribed, and sworn to before me this 14<sup>th</sup> day of January, 2019.

My Commission expires May 9, 2024.

AFFIX SEAL HERE



NOTARY PUBLIC

Kathryn J. Woodford

Purchasing Affidavit (Revised 01/19/2018)