



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: 583238

Doc Description: Addendum 1 - PRINT JOBS

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-05-30	2019-06-04 13:30:00	CRFQ 0932 DRS1900000005	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:

*THE CHAPMAN PRINTING Co*  
*3000 WASHINGTON ST W*  
*304-341-0676*

RECEIVED

2019 JUN -4 AM 10:50

WV PURCHASING  
 DIVISION

**FOR INFORMATION CONTACT THE BUYER**

Linda B Harper  
 (304) 558-0468  
 linda.b.harper@wv.gov

Signature *Christy W. Harper* FEIN # *550717455* DATE *6/4/19*  
 All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION:**

Addendum 1 issued for the following reason:

1. To publish a copy of vendor questions with responses.

No other changes

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD	
CHARLESTON	WV25301	NITRO	WV 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TRANSITION BROCHURE	27660.00000	EA	<i>.13</i>	<i>3595.80</i>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

PER SPECIFICATIONS 3.1.1

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD	
CHARLESTON	WV25301	NITRO	WV 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	TRANSITION PLANNER	6275.00000	EA	<i>.75</i>	<i>4706.25</i>

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description :**

PER SPECIFICATIONS 3.1.2

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD	
CHARLESTON	WV25301	NITRO	WV 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	TRANSITION SLIDE GUIDE	29660.00000	EA	<i>1.95</i>	<i>57,837.00</i>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
PER SPECIFICATIONS 3.1.3

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD	
CHARLESTON	WV25301	NITRO	WV 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	TRANSITION GUIDE FOR STUDENTS & PARENTS	20000.00000	EA	<i>5.625</i>	<i>112,500.00</i>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
PER SPECIFICATIONS 3.1.4

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD	
CHARLESTON	WV25301	NITRO	WV 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	SAMPLE LESSONS FOR LIFE AFTER HIGH SCHOOL	15500.00000	EA	<i>8.657</i>	<i>134,183.50</i>

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
PER SPECIFICATIONS 3.1.5

INVOICE TO		SHIP TO	
PUBLIC RELATIONS DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		PROGRAM SERVICES DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD	
CHARLESTON	WV25301	NITRO	WV 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	WORK EXPLORATION MANUAL	725.00000	EA	7.866	5702.85

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
PER SPECIFICATIONS 3.1.6

SCHEDULE OF EVENTS		
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Line	Event	Event Date
1	Question Deadline 4:00 p.m.	2019-05-28

<b>DRS1900000005</b>	<b>Document Phase</b> Final	<b>Document Description</b> Addendum 1 - PRINT JOBS	<b>Page 5</b> <b>of 5</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DRS1900000005**

**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.

THE CHAPMAN PRINTING CO  
Company  
Stephen M. Mang  
Authorized Signature  
6/4/19  
Date

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

**SOLICITATION NUMBER: DRS1900000005**

**Addendum Number: 1**

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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 1 issued for the following reason:

1. To publish a copy of vendor questions with 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



CRFQ DRS1900000005  
ADDENDUM NO. 1

Print Jobs – Materials for Student Transition Services

Vendor Questions

Q.1. For all 6 of the contract items requested, in what format are the art/print files provided to the successful Vendor for these items?

A.1. Art/print files will be provided electronically in InDesign CS6 format.

Q.2. Are the files completely production ready for the Vendor, with no manipulation or alteration required by the successful vendor to print?

A.2. The electronic InDesign files provided to the vendor will be print ready and will require standard production preparation as part of the normal printing process. The booklets (Contract Item #2, Contract Item #4, Contract Item #5 and Contract Item #6) are formatted for the reader and will require basic formatting for printing.

Q.3. If files should require pre-press work, can the successful vendor charge the Agency at an hourly rate for corrections/alterations of the files to make them compliant for production?

A.3. No, vendors may not charge the Agency an hourly rate for pre-press work. Print ready files will be provided requiring standard production preparation.

Q.4. Pertaining to Contract Item # 3, "Transition Slide Guide" Section 3.1.3 through 3.1.3.15. Requested qty. is 29,660. We are assuming that this qty. is for 29,660 "Sleeves", and also 29,660 of each of the 3 inserts. Is this correct?

A.4. Yes, that is correct.

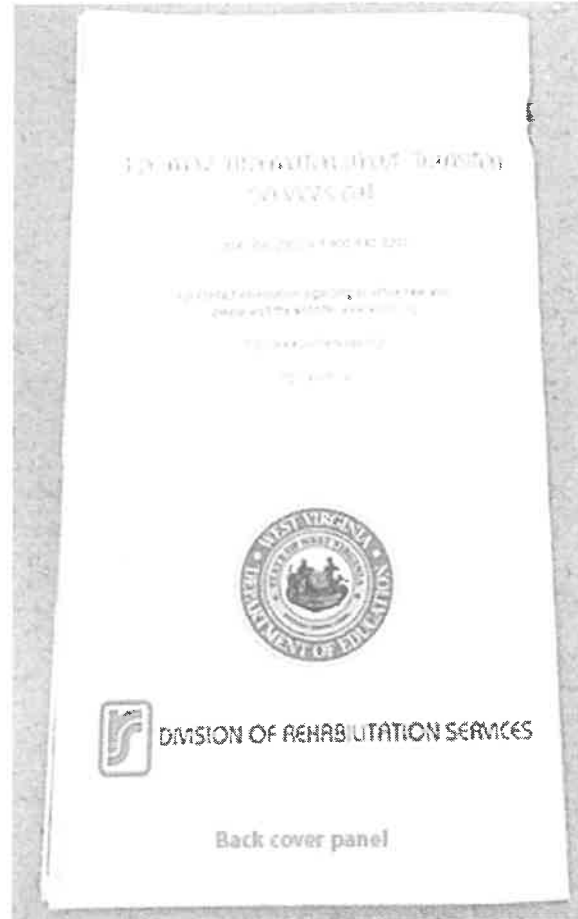
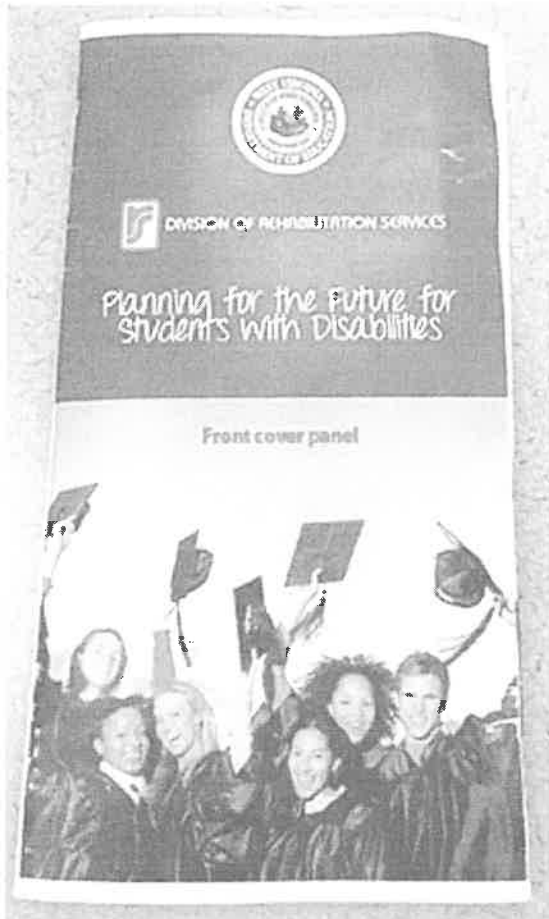
Q.5. Are all of the 3 inserts to be inserted into the "Sleeve" by vendor for the finished product of the "Transition Slide Guide" containing 3 inserts?

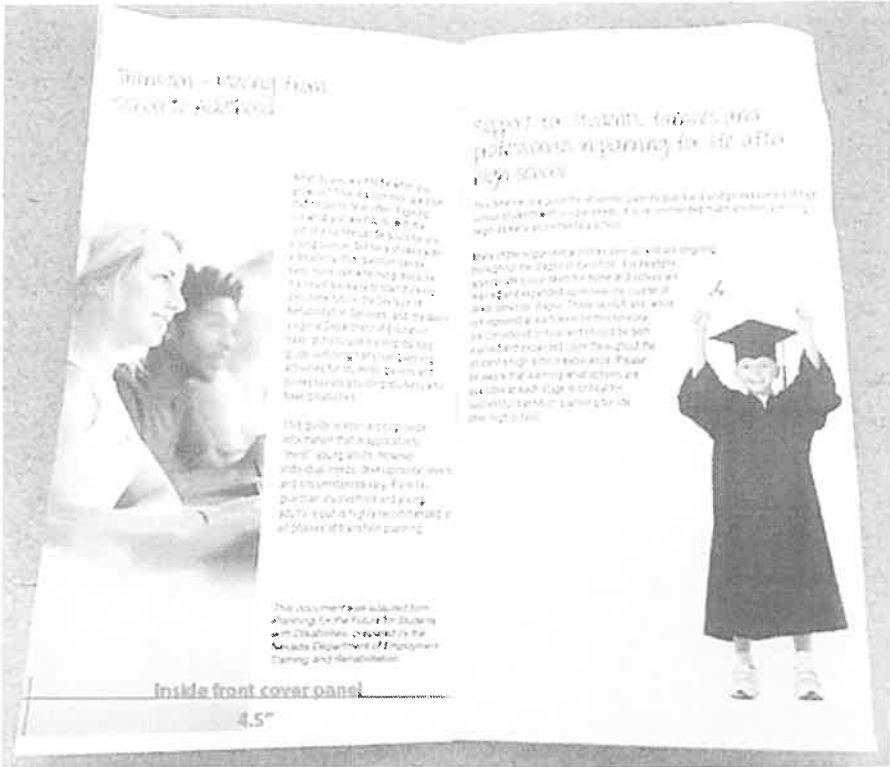
A.5. Yes, that is correct.

Q.6. Section 3.1.1 Specifications state Flat size is 14" X 8.5" and finished size is 4.5" X 8.5". It appears that this Brochure is just folded, but specifications also indicate Saddle Stitching. It appears to us that this item is just a folded brochure, and not saddle stitched. Please explain and advise.

A.6. This publication is a miniature booklet that looks like a brochure. It requires three sheets of paper to be printed on both sides, cut, and folded, with saddle stitching. The InDesign file is set up with six pages, each 14" X 8.5" with marked cut lines. The six InDesign pages consist of two panels (total width of artwork measures 9" for both panels; each panel is 4.5" wide). The

final product (after excess paper is cut and pages are collated and folded) will look like a miniature booklet, consisting of 12 pages. Finished and folded size is 4.5" X 8.5". See sample photos of mockup below.





**Workshop - Career from Theory to Application**



After you have taken the time to think about your future, it's time to start planning. The first step is to explore your options. This can be done by talking to your teachers, parents, and friends. You can also look at job listings and career information. Once you have a better idea of what you want to do, you can start setting goals and making a plan. This plan should include the steps you need to take to reach your goal. It should also include a timeline and a list of resources. Remember, your plan is not set in stone. You can change it as you go along. The most important thing is to stay motivated and keep working hard.

It's good to have a plan, but it's even better to have a backup plan. This means you should think about what you will do if your first plan doesn't work out. This could be a different career path or a different school. Having a backup plan can help you stay on track and avoid getting discouraged.

This document was adapted from *Planning for the Future* by Barbara M. Zuckerman, prepared by the Nevada Department of Employment, Training and Rehabilitation.

Inside front cover panel

4.5"

**Support for Students, Families and Professionals in preparing for life after high school**

The following are some of the ways you can get help in preparing for life after high school:

Make sure you have a plan for what you want to do after high school. This could be a career, a college degree, or a combination of the two. You should also think about the costs of each option and how you will pay for them. It's important to have a realistic plan that takes into account your own strengths and weaknesses.



**EP and FEP**

- Take a career assessment test.
- Discuss your options with your teachers and parents.
- Ask for help with research and planning.
- Set goals for your future.
- Create a list of possible careers.
- Find out more about the careers you are interested in.
- Explore summer and part-time jobs.
- Make a plan for your future.
- Make sure you are aware of all your options.
- Have a backup plan.
- Research your options and make a decision.
- Explore Open Pathways and Career Recovery Programs.
- Explore Computer Readiness and Individualized Education Programs.
- Use career information to create the EP or FEP, including consideration of a career goal, post-secondary options and financial plan.
- Ensure EP and FEP are aligned.

**EP and FEP**

- Explore your options for post-secondary education.
- Explore your options for employment.
- Explore your options for training.
- Explore your options for college.
- Explore your options for military service.
- Explore your options for entrepreneurship.
- Explore your options for volunteer work.
- Explore your options for community service.
- Explore your options for social entrepreneurship.
- Explore your options for social impact investing.
- Explore your options for social entrepreneurship.



Middle fold with saddle stitching

total width of artwork measures 9"

## 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 Resident Vendor Preference, if applicable.

**1. Application is made for 2.5% resident 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% resident 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% resident 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% resident 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% resident 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% resident vendor preference who is a veteran for the reason checked:**

\_\_\_\_\_ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

\_\_\_\_\_ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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

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

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

Bidder: The Chapman Printing Co.

Signed: Christopher L. Manning

Date: 6/4/19

Title: Sales Representative

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 exceed five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: THE CHAPMAN PRINTING CO

Authorized Signature: [Signature] Date: 6/4/19

State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 4 day of June, 2019.

My Commission expires 9-10, 2022

NOTARY PUBLIC [Signature]

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

**AFFIX SEAL HERE**

