



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

RECEIVED

VENDOR

Vendor Name, Address and Telephone Number:

*R R Donnelly & Sons Co
 101 Carriage Pt STE 307
 Hurricane, WV 25526
 304-757-6673*

2019 JUN -4 PM 12:45

WV PURCHASING
 DIVISION

FOR INFORMATION CONTACT THE BUYER

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

Signature X *Michael J. Ross*

FEIN # *36-1004150*

DATE *06/03/19*

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	WW25301	NITRO	WW 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TRANSITION BROCHURE	27660.00000	EA	<i>•1315</i>	<i>3,637.29</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	WW25301	NITRO	WW 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	TRANSITION PLANNER	6275.00000	EA	<i>•90</i>	<i>5,647.50</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	0.5950	17,647.70

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	4.92	98,400.00

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	7.81	121,055.00

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	10.00	7,250.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :
PER SPECIFICATIONS 3.1.6

SCHEDULE OF EVENTS

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

TOTAL FOR ALL SIX ITEMS:
253,637.49

DRS1900000005	Document Phase Final	Document Description Addendum 1 - PRINT JOBS	Page 5 of 5
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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
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State of West Virginia
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BID CLERK
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 CHARLESTON WV 25305
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VENDOR

Vendor Name, Address and Telephone Number:

*RR Donnelly & Sons Co
 101 Carriage Pt STE 307
 Hurricane, WV 25526
 304-757-6673*

FOR INFORMATION CONTACT THE BUYER

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

Signature X

Michael J. Ross

FEIN #

36-1004130

DATE

06/03/19

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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	
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CHARLESTON	WV25301	NITRO	WV 25143
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TRANSITION BROCHURE	27660.00000	EA		

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		

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
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	TRANSITION SLIDE GUIDE	29660.00000	EA		

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		

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		

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		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :
PER SPECIFICATIONS 3.1.6

SCHEDULE OF EVENTS

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

SOLICITATION NUMBER: DRS1900000005

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 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.

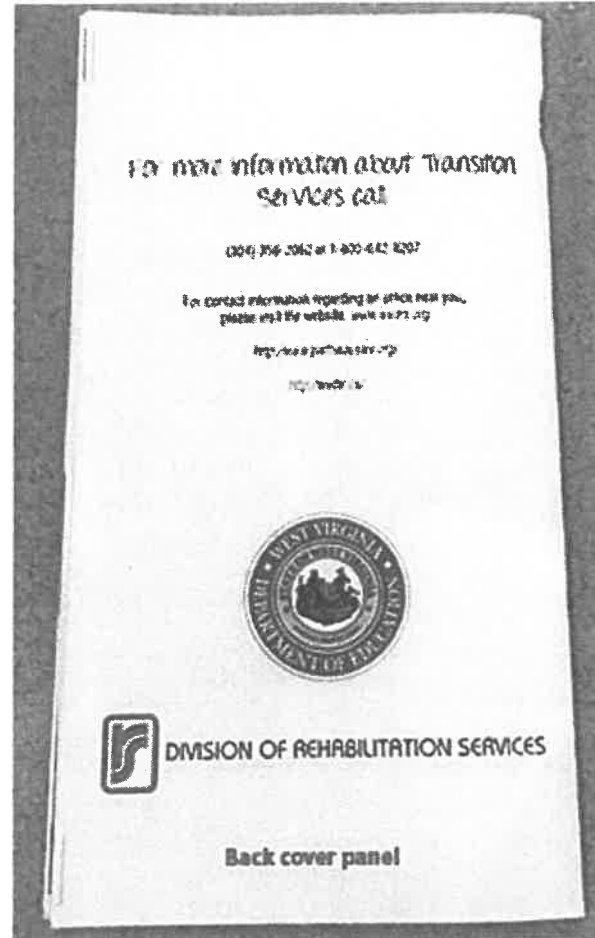
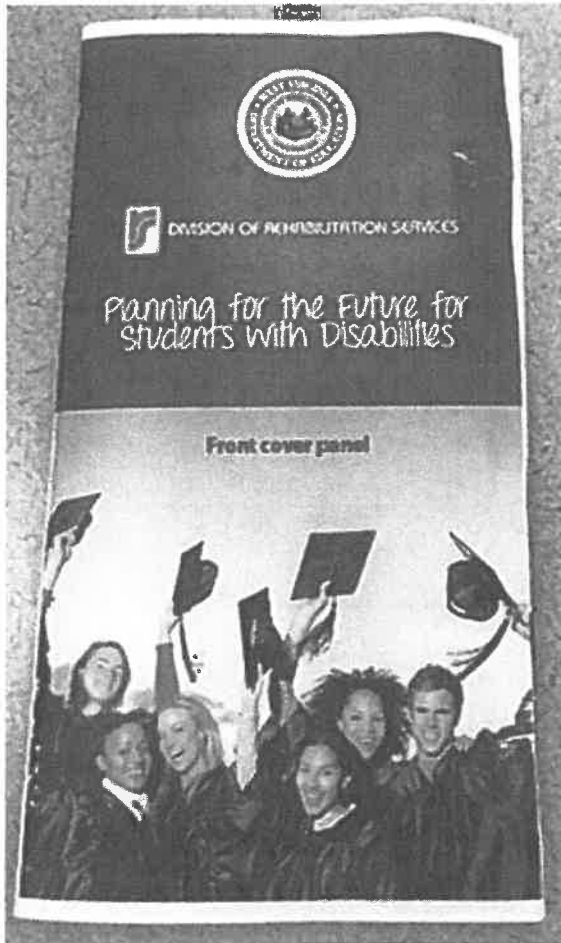
Q.5. Are all of the 3 inserts to be inserted into the "Sleeve" by vendor for the finished product of the "Transition Slide Guide" containing 3 inserts?

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.



Transition - Moving from School to Adulthood



What do you want to do when you grow up? This is a question you often hear. Thinking out what you want to do with the rest of your life can be scary for any young person, but for a student with a disability, this question can be even more overwhelming. Because it's never too early to start thinking about the future, the Division of Rehabilitation Services and the State Virginia Department of Education have put this guide in a step-by-step format outlining transition planning activities for students, parents and professionals assisting students who have disabilities.

This guide is intended to provide information that is applicable to "most" young adults. However, individual needs, developmental levels and circumstances vary. Parental/guardian involvement and young adults' input is highly recommended in all phases of transition planning.

This document was adapted from Planning for the Future for Students with Disabilities, prepared by the Nevada Department of Employment, Training and Rehabilitation.

Inside front cover panel

15"

Support for students, families and professionals in planning for life after high school

This booklet is a guide for students, parents/guardians and professionals of high school students with unique needs. It is recommended that transition planning begin as early as elementary school.

Many of the suggested activities overlap and are ongoing throughout the stages of transition. For example, appropriate social skills for home and school are learned and expanded upon over the course of developmental stages. These skills, traits, skills and interests of each level or the timeline, are considered critical and should be both assessed and expanded upon throughout the student's high school experience. Please be aware that learning what actions are available at each stage is critical for successful transition planning for the after high school.



10th Grade

- Participate in self-advocacy training
- Checklist suggested employment and job coaching
- Attend career counseling and job shadowing and/or job training
- Consider post-secondary education options
- Check driver's license or state student
- Introduce concepts of guardianship power of attorney, will/wills
- Explore summer program and employment options
- Review high school options
- Make referrals to appropriate outside community agencies
- Invite service providers to IEP meeting (i.e., Director of Rehabilitation Services, Center for Independent Living, etc.)
- Review transition goals in the IEP and revise, if necessary
- Explore Option Pathway and Credit Recovery Programs
- Explore Community Readiness and Individual Work Readiness Competencies Programs
- Use career research, assessment and inventory information to update the IEP including identification of a career goal, post-secondary plans and 11th and 12th grade courses
- Ensure IEP and IEP are signed

11th Grade

- Explore opportunities, all schooling, job training and earning money programs
- Explore options for accessing transportation and/or other community agency services
- Obtain feedback on vocational evaluations
- Review high school options
- Enroll in Career and Technical Education (CTE) classes, where applicable
- Check in with and contact resources
- Investigate financial aid resources
- Establish graduation date
- Visit vocational, educational and residential options
- Register for and take the ACT or SAT test, if appropriate
- Write service providers to IEP meeting (i.e., Division of Rehabilitation Services, Center for Independent Living, etc.)
- Attend visits to post-secondary education programs
- Review transition plan in the IEP and revise, if necessary
- Review high school courses to ensure graduation requirements are being met



Middle fold with saddle stitching

total width of artwork measures 9"

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.

RR Donnelly & Sons Co
Company

Michael J. Rao
Authorized Signature

06/03/19
Date

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



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: PRINT JOBS - MATERIALS FOR STUDENT TRANSITION SERVICES

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-05-20	2019-06-04 13:30:00	CRFQ 0932 DRS1900000005	1

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:

*R R Donnelly & Sons Co
 101 Carriage Pt STE 307
 Hurricane, WV 25526
 304-757-6673*

FOR INFORMATION CONTACT THE BUYER

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

Signature X

Michael J. Ross

FEIN #

36-1004130

DATE

06/03/19

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division for the Agency, The West Virginia Division of Rehabilitation Services is soliciting bids from qualified vendors to establish a "One-Time" contract for the purchase of various Print Jobs for pre-employment transition services for students with disabilities, ages 14 to 21 per the Specifications, Terms & Conditions and bid requirements as attached.

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		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :
PER SPECIFICATIONS 3.1.1

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Comm Code	Manufacturer	Specification	Model #
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PER SPECIFICATIONS 3.1.2

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Line	* Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	TRANSITION SLIDE GUIDE	29660.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :
PER SPECIFICATIONS 3.1.3

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	TRANSITION GUIDE FOR STUDENTS & PARENTS	20000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
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Extended Description :
PER SPECIFICATIONS 3.1.4

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	WORK EXPLORATION MANUAL	725.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :
PER SPECIFICATIONS 3.1.6

SCHEDULE OF EVENTS

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: Tuesday, May 28, 2019, 4:00 p.m.

Submit Questions to: Linda Harper, Buyer Supervisor
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Linda.B.Harper@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: PRINT JOBS - MATERIALS FOR STUDENT TRANSITION SERVICES
BUYER: LINDA B. HARPER, BUYER SUPERVISOR
SOLICITATION NO.: CRFQ DRS1900000005
BID OPENING DATE: JUNE 4, 2019
BID OPENING TIME: 1:30 P.M.
FAX NUMBER: 304-558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: JUNE 4, 2019, 1:30 P.M.

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:
<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at:
<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

GENERAL TERMS AND CONDITIONS:

- 1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
- 2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.
 - 2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: **Initial Contract Term:** This Contract becomes effective on _____ and extends for a period of _____ year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

- Commercial General Liability Insurance** in at least an amount of: \$250,000.00 per occurrence.
- Automobile Liability Insurance** in at least an amount of: _____ per occurrence.
- Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence.
- Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.
- Cyber Liability Insurance** in an amount of: _____ per occurrence.
- Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
- Pollution Insurance** in an amount of: _____ per occurrence.
- Aircraft Liability** in an amount of: _____ per occurrence.
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Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

N/A for N/A

Liquidated Damages Contained in the Specifications

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Revised 01/24/2019

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

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.

Michael J. Ross, Account Manager
(Name, Title)
Michael J. Ross, Account Manager
(Printed Name and Title)
101 Carriage PT STE 307 Hurricane, WV 25526
(Address)
304-757-6673 / 304-757-6295
(Phone Number) / (Fax Number)
Michael.Ross@rrd.com
(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.

RR Donnelly & Sons Co
(Company)
Michael J. Ross, Account Manager
(Authorized Signature) (Representative Name, Title)
Michael J. Ross, Account Manager
(Printed Name and Title of Authorized Representative)
06/03/19
(Date)
304-757-6673 / 304-757-6295
(Phone Number) (Fax Number)

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.

RR Donnelly & Sons Co
Company

Richard J. Reas
Authorized Signature

06/03/19
Date

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

REQUEST FOR QUOTATION
[MULTIPLE PRINT JOBS]

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Rehabilitation Services to establish a contract for the one-time purchase of various Print Jobs for pre-employment transition services for students with disabilities, ages 14 to 21.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item”** means Printing of various brochures, guides and manuals as more fully described by these specifications.
 - 2.2 **“Pricing Page”** means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **GENERAL REQUIREMENTS:**
 - 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.
 - 3.1.1 **Contract Item #1: Transition Brochure** – a 6 page, two-sided, folded brochure, to meet the following requirements:
 - 3.1.1.1 Brochure shall be finished size 4.5” x 8.5”;
 - 3.1.1.2 Brochure shall have full color with bleeds;
 - 3.1.1.3 Brochure shall have two-sided printing with cut lines;
 - 3.1.1.4 Brochure paper shall be 80# text, non-coated satin finish, white in color and 14” x 8.5”;
 - 3.1.1.5 Brochure binding shall be folded, and saddle stitched.
 - 3.1.2 **Contract Item #2: Transition Planner** – a 20-page booklet, including cover, to meet the following requirements:
 - 3.1.2.1 Planner shall be finished size 8.5” x 11”;
 - 3.1.2.2 Planner shall be full color with bleeds;

**REQUEST FOR QUOTATION
[MULTIPLE PRINT JOBS]**

3.1.2.3 Planner shall have two-sided printing;

3.1.2.4 Planner paper shall be 80# cover stock for cover, non-coated and white in color;

3.1.2.5 Planner page paper shall be 70# text, non-coated and white in color;

3.1.2.6 Planner binding shall be folded, and saddle stitched.

3.1.3 Contract Item #3: Transition Slide Guide – a printed pocket sleeve with a cut out on the front panel containing three inserted pages (photos of this product are attached as Exhibit A), to meet the following requirements:

3.1.3.1 Guide sleeve finished size shall be 9.75" W x 9.25"H;

3.1.3.2 Guide sleeve shall be 80# cover stock, white gloss coated, one-sided, full-color, full bleed;

3.1.3.3 Guide sleeve is to be folded in the middle (unfolded 18.5" W), front panel must include .75" tab at the top and bottom, which is not included in the 9.25"H finished sleeve size. The .75" tabs will be folded inward and used to glue the back panel to the front panel, leaving the right edge of the sleeve open to make a pocket for additional inserts as described below;

3.1.3.4 Guide front panel sleeve Cut Out shall be 2.25" W x 8.25"H, located .5" from bottom and top edges, .625" from the right edge and 6.875" from the left edge.

3.1.3.5 Guide Insert 1 shall be 9.25" W x 9"H;

3.1.3.6 Guide Insert 1 shall be full color with bleeds;

3.1.3.7 Guide Insert 1 shall include a full-color tab 1" W x 4.375"H (making the finished width at the tab location 10.25"). Tab shall be flush with the top edge of paper;

3.1.3.8 Guide Insert 1 shall be 80# cover stock, white gloss coated, one-sided, full-color, full bleed.

3.1.3.9 Guide Insert 2 shall be 9.25" W x 9"H;

3.1.3.10 Guide Insert 2 shall be full color with bleeds;

3.1.3.11 Guide Insert 2 shall include a full-color tab 1" W x 4.375"H (making the finished width at the tab location 10.25"). Tab shall be .125" from the bottom edge of paper;

3.1.3.12 Guide Insert 2 shall be 80# cover stock, white coated gloss, two-sided, full-color, full-bleed.

3.1.3.13 Guide Insert 3 shall be 10.375" W x 9"H;

3.1.3.14 Guide Insert 3 shall be full color with bleeds;

**REQUEST FOR QUOTATION
[MULTIPLE PRINT JOBS]**

3.1.3.15 Guide Insert 3 shall be 80# cover stock, non-coated white, matte finish, one-sided, full-color, full-bleed.

3.1.4 Contract Item #4: Transition Guide for Students/Parents – Coil bound book, 8.5” x 11”, 126 pages, to meet the following requirements:

- 3.1.4.1** Transition Guide shall be 8.5” W x 11” H.
- 3.1.4.2** Transition Guide shall be full-color booklet with bleeds;
- 3.1.4.3** Transition Guide shall contain 126 pages.
- 3.1.4.4** Transition Guide shall include 6 full-color, full-page tabs;
- 3.1.4.5** Transition Guide shall be 100# cover white gloss, full-bleed, two-sided;
- 3.1.4.6** Transition Guide interior pages shall be 80# text offset white, two sided;
- 3.1.4.7** Transition Guide Title Page shall be 10-12pt card stock, gloss, one-sided;
- 3.1.4.8** Transition Guide shall be bound using ½” navy or black plastic coil on long edge;
- 3.1.4.9** Transition Guide shall have a clear front cover and navy or black heavy plastic back cover.

3.1.5 Contract Item #5: Sample Lessons for Life After High School – coil bound book, 8.5” W x 11”H, 244 pages, to meet the following requirements:

- 3.1.5.1** Sample Lesson Book shall be 8.5” x 11” full-color booklet with bleeds;
- 3.1.5.2** Sample Lesson Book shall be 244 pages;
- 3.1.5.3** Sample Lesson Book shall have 5 full-color, full-page tabs;
- 3.1.5.4** Sample Lesson Book full-page tabs shall be 100# cover white gloss, full-bleed, one-sided;
- 3.1.5.5** Sample Lesson Book interior pages shall be 80# text offset white, two sided;
- 3.1.5.6** Sample Lesson Book shall have a title page of 10-12pt card stock, gloss, one-sided;
- 3.1.5.7** Sample Lesson Book binding shall be ¾” navy or black plastic coil on long edge;
- 3.1.5.8** Sample Lesson Book shall have a clear front cover with navy or black heavy plastic back cover.

**REQUEST FOR QUOTATION
[MULTIPLE PRINT JOBS]**

3.1.6 Contract Item #6: Work Exploration Manual – coil-bound book, 8.5” x 11”, 32 pages, to meet the following requirements:

- 3.1.6.1 Work Exploration Manual shall be 8.5” x 11”, full-color booklet with bleeds;
- 3.1.6.2 Work Exploration Manual shall be 32 pages;
- 3.1.6.3 Work Exploration Manual shall have 3 full-color tabs, 100# cover white gloss, full-bleed, one-sided;
- 3.1.6.4 Work Exploration Manual shall have interior pages of 80# text offset white, two-sided;
- 3.1.6.5 Work Exploration Manual shall have a title page of 10-12pt card stock, gloss, one-sided;
- 3.1.6.6 Work Exploration Manual shall be bound with ¼” navy or black plastic coil on long edge;
- 3.1.6.7 Work Exploration Manual shall have a clear front cover and navy or black heavy plastic back cover.

3.1.7 General Requirements:

- 3.1.7.1 The Agency reserves the right to award to multiple vendors if in the best interest of the State to do so. Each item may be awarded to the lowest bid vendor meeting specifications for that item. Vendors should indicate on the face of their bid if they are unwilling to accept a partial award by stating, “all or none”. Vendors are not required to bid on all items if they do not desire to do so.
- 3.1.7.2 Any overruns of the printed items will be accepted by the Agency but will be provided at no cost to the Agency.
- 3.1.7.3 Quotes shall be all-inclusive. No separate reimbursement will be made to the vendor for shipping or any other expense.
- 3.1.7.4 Vendors must contact the Communications Manager in advance of delivery. Contact information to be included in any resulting contract(s).

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the

REQUEST FOR QUOTATION
[MULTIPLE PRINT JOBS]

Vendor or Vendors that provides the Contract Items meeting the required specifications for the lowest cost per line item as shown on the Pricing Pages.

4.2 Pricing Page: For Vendors submitting bids electronically through wvOasis, Vendor should complete the Pricing Page by inserting the unit price into each commodity line and the system will sum the total price automatically. For Vendors submitting paper bids, Vendor should print the solicitation documents and enter the unit price in each commodity line, multiply by the quantity, and enter the total price for each commodity line. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver a quantity of 500 of the Transition Brochures, Transition Planners, Transition Slide Guides and Sample Lessons for Life After High School by July 26, 2019. The remainder of the required quantities shall be delivered by August 9, 2019. Contract Items must be delivered to the Agency at WV Division of Rehabilitation Services, 10 McJunkin Road, Nitro, WV 25143, Attn: Tracy Carr.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the

**REQUEST FOR QUOTATION
[MULTIPLE PRINT JOBS]**

Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7 VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

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.

Work Study
 A program that provides financial support to students who are employed by the institution. It is designed to help students pay for educational expenses and living costs.

Apprenticeship with Disabilities Act (ADA)
 Provides information about people with disabilities in employment, promotion, public accommodations, transportation and governmental activities. The ADA sets minimum requirements for telecommunications relay services.

Apprenticeship System
 Job-related paid or unpaid work with a certified skilled journeyman to build occupational skills related to trade education.

Assessment Formal and Informal
 The wide variety of methods used to evaluate, measure and observe students' readiness, learning progress and self-education.

Business Tours
 Requested tours of businesses to explore career options, observe business practices and network with business professionals.

Career Exploration
 Learning about yourself and the world of work and identifying and exploring opportunities.

Career Interest Inventory
 A career tool for self-assessment that aids in career planning.

Career Readiness
 College and Career Readiness refers to the knowledge, skills and dispositions needed to be successful in higher education and/or training that leads to gainful employment.

Career Readiness Skills (Employability Skills)
 A set of knowledge and skills that all individuals need to transition into higher education or the workplace. Personal, workplace and technical skills are essential to a successful student-oriented career.

Career Tours
 On-site tours to explore a variety of career options.

Customized Employment
 A flexible process designed to personalize the employment relationship between a job candidate or employee and an employer in a way that meets the needs of both. It is based on identifying the strengths, conditions and interests of a job candidate or employee through a process of discovery. Customized Employment also identifies the business needs of an employer. Together, these create a match resulting in a customized position.

Identification of Assessment Programs (IDAP)
 A transition program for a student with an employment goal that includes the student's individual needs, interests, abilities and services necessary for successful transition to the workplace. IDAP is a key component of the Individualized Plan for Employment (IPE).

Individualized Plan for Employment (IPE)
 A plan that is developed and implemented in a manner that allows students with disabilities the opportunity to evaluate and choose the best employment outcome. The specific rehabilitation services to be provided under the plan, the way that will provide the rehabilitation services and the methods used to measure the services.

Individuals with Disabilities Education Act (IDEA) 2004
 IDEA requires that states ensure students with disabilities ages three through six years are provided a free, appropriate public education (FAPE) in the least restrictive environment.

Informational Interviewing
 An informal conversation with someone working in an area that interests you who will give you information and advice about a potential future workplace.

Internships
 Work experiences in which a student is assigned specific tasks in a workplace over a predetermined period of time. May be paid or unpaid, depending on the nature of the agreement with the employer and the nature of the tasks.

Job Observation
 An arranged visit to observe an individual in a specific job or type of work. The activity involves first-hand observation of job responsibilities and development of a set of questions or observations to be utilized during the observation.

Job Shadowing
 Work by a student that does not necessarily require the employer but allows the student to observe the employer in a work environment to learn aspects of business and tasks and "high school" required in the workplace.

Mock Interview
 Simulates a real interview for training purposes.

On-the-Job Training
 Training that is given to an employee at his/her workplace while they are doing the job for which he/she is being trained.

Personalized Education Plan (PEP)
 A plan that is developed by the student in collaboration with the school and the state. The PEP is designed to identify the student's individual needs and interests and to develop a plan to address those needs. The PEP must be reviewed annually.

Peer Mentoring
 On-campus classroom and workplace experiences which provide opportunities for high school students to try out one or more careers or trades. A Peer Mentorship allows students to explore essential workplace skills, strengthen their academic and technical skills and explore careers in the trades.

Service Learning
 Formal volunteer service in a structured community service program for the purpose of contributing to the community, learning soft skills, including follow-through, commitment and taking direction in a community environment.

Skill Inventories
 Questionnaires or reports containing information on knowledge, skills, abilities and experiences of the student.

Supported Employment
 Provides people with severe disabilities the appropriate ongoing support that is necessary for success in a competitive work environment.

Work
 Holding a part or full time job (supported or non-supported) or participating in a voluntary activity in the community. Related skills include specific job competencies, appropriate social behavior, appropriate work skills (e.g., completion of tasks, awareness of schedule, ability to seek assistance, take criticism), money management, the application of other functional academic skills and skills related to going to and from work, preparing for work, managing oneself at work and assessing responsibility.

Work-based Learning
 An extended learning opportunity for students to experience the local world of work through job shadow, paid or unpaid internships or actual employment conducted in cooperation with a school. Work-based learning programs follow established guidelines including training agreements and assurances to follow state and federal child labor and labor standards laws.

Work Experience
 Offers students the opportunity to explore careers and understand the nature of work through first-hand exposure to the work place. Students may or may not be paid.

Transition Slide Guide - Finished product with inserts, back view

WEST VIRGINIA TRANSITION GUIDE **ACTIVITY**

JOB EXPLORATION

- How do you explore a career?
- How do you explore a profession?
- How do you explore a trade?
- How do you explore a service?
- How do you explore a business?
- How do you explore a government job?
- How do you explore a military job?

WORK-BASED LEARNING

- How do you explore a career?
- How do you explore a profession?
- How do you explore a trade?
- How do you explore a service?
- How do you explore a business?
- How do you explore a government job?
- How do you explore a military job?

COUNSELING FOR TRANSITION & POST-SECONDARY PROGRAMS

- What is a career counselor?
- How do you explore a career?
- How do you explore a profession?
- How do you explore a trade?
- How do you explore a service?
- How do you explore a business?
- How do you explore a government job?
- How do you explore a military job?

WORKPLACE READINESS TRAINING

- What are the student's career goals?
- What skills need to be taught to reach these goals?
- What supports and/or resources along the way are needed to reach these career goals?
- What experiences are available to develop career readiness skills?
- Who is coordinating career readiness training experiences with other agencies?
- Who is providing training for career readiness skill development?
- How does explicit instruction in career readiness skills happen for all students?

SELF-ADVOCACY TRAINING

- Who is supporting development of self-advocacy skills?
- How does the student demonstrate decision-making skills & use of community resources?
- What are the student's plans to reach his/her goals?
- How is independent living being considered?
- What is coordinating referrals and information with other agencies?
- How does the student talk about his/her disability and needs for support?

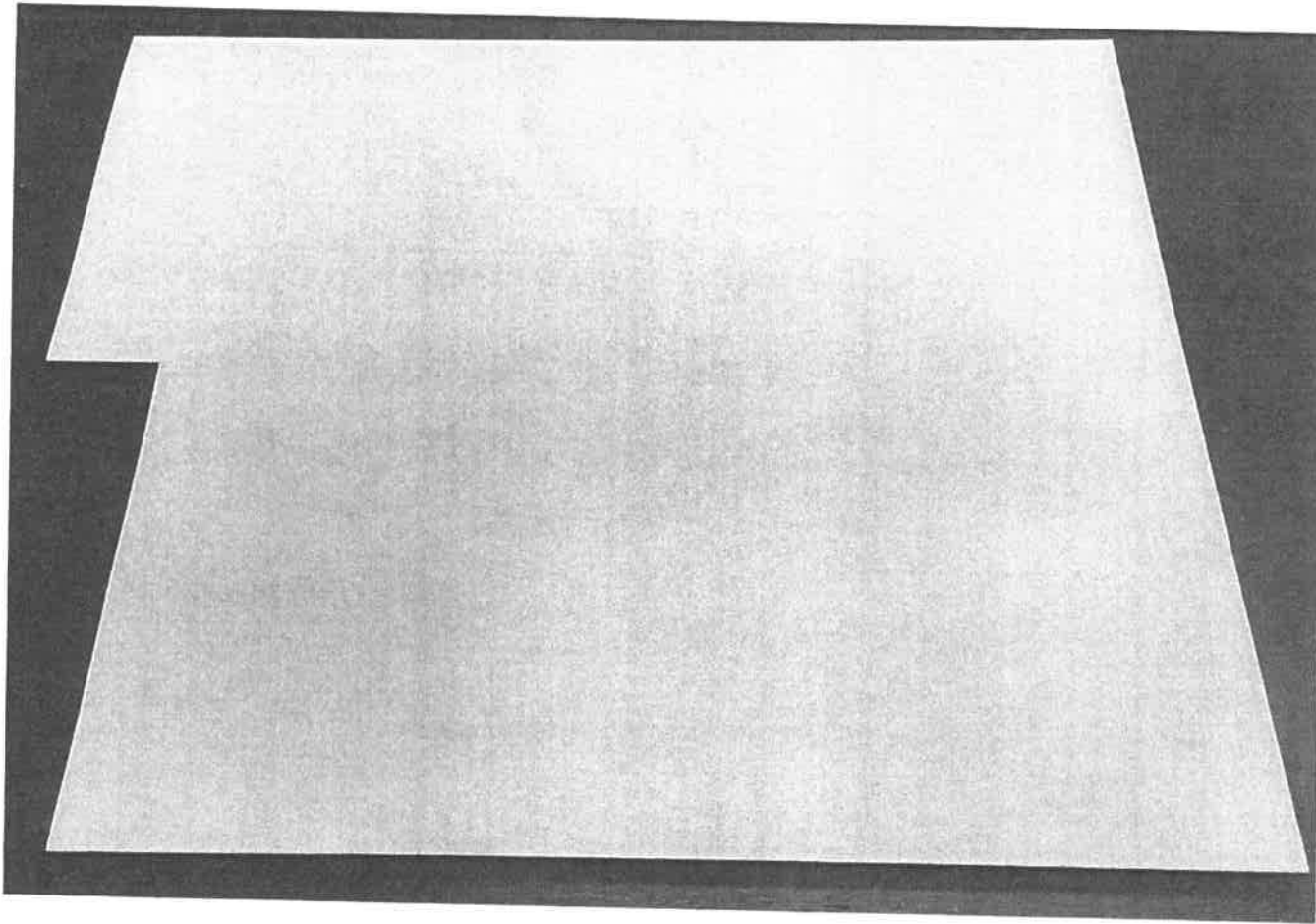
West Virginia DEPARTMENT OF EDUCATION

Transition Slide Guide --sleeve showing the cut out

GRADES 12+	GRADES 11-12	GRADES 9-10	MIDDLE SCHOOL
<p>Business 1001 1020 Career (Vocational) Assessment PathwaysWW.org</p>	<p>Career Education Classes Job Shadow Job Observation WW Career Centering College Foundation of WV Career Park Workplace Simulation Career and Technical Student Organization CTSO PathwaysWW.org Division of Workforce Services/Adviser</p>	<p>Career Education Classes Workplace Top Work Job Shadow Job Observation Career Park WW Career Centering Workplace PathwaysWW.org College Foundation of WV (cwf.com) Division of Workforce Services/Adviser</p>	<p>Career Tools EP/BAE Career Education Curriculum Job Observation Guest Speakers WW Career Centering College Foundation of WV (cwf.com) CTE Foundations Courses PathwaysWW.org</p>
<p>Apprenticeship Customized Employment Internships Career/Work Training Paid Work Experience Service Learning Career Related Competitions Non-Paid Work Experience</p>	<p>Internship Pre-Apprenticeship School Work Based Learning Service Learning Work Experience Simulated Work/Real Experience</p>	<p>Service Learning Workplace/Real Experience Simulated Performance Experience Non-Paid Work Experience</p>	<p>Work Based Learning Business Tours Job Shadowing Career Education Benefits Service Learning Simulated Workplace Experience Internship/Work Experience Simulated Experience Paid Work Experience Non-Paid Work Experience</p>
<p>Career Readiness Skills Personalized Education Plan (PEP) Group Mentoring Skill Inventories Career Interest Inventories Assessments, Formative/Summative Self-Directed Learning Rural/Urban Service Application Technology Needs Admission Test Accommodations</p>	<p>Career Readiness Skills IEP/504/AT Skill Inventories Personalized Education Plan (PEP) Career Interest Inventories Assessments, Formative/Summative Postsecondary Campus Visits Rural/Urban Service Application Admission Test Accommodations</p>	<p>Career Readiness Skills IEP Transition Plan (LIFE TOY) Skill Inventories Career Interest Inventories Assessments, Formative/Summative College Planning Tools Division of Workforce Services/Adviser College Foundation of WV (cwf.com)</p>	<p>Career Readiness Skills Personalized Education Plan (PEP) IEP Skill Inventories Career Interest Inventories Assessments, Formative/Summative PathwaysWW.org College Foundation of WV (cwf.com)</p>
<p>Mock Interview Career Readiness Skills Service Learning Assistive Technology (AT) Accessible Educational Materials (AEM) Social Skills/Interpersonal Skills Development Independent Living Skills Development</p>	<p>Career Readiness Modules Mock Interview Service Learning Assistive Technology Accessible Educational Materials (AEM) Social Skills/Interpersonal Skills Development Independent Living Skills Development Career Opportunity (CEO) Summit</p>	<p>Career Readiness Skills Accessible Educational Materials (AEM) Service Learning Assistive Technology (AT) Social Skills/Interpersonal Skills Development Independent Living Skills Development Career Opportunity (CEO) Summit</p>	<p>WW Career Centering Service Learning Assistive Technology (AT) Accessible Educational Materials (AEM) Social Skills/Interpersonal Skills Development Independent Living Skills Development</p>
<p>Customized Employment Personalized Education Plan (PEP) Student-led Parent Conference, IEP Group Mentoring E-Mentoring</p>	<p>Personalized Education Plan (PEP) Student-led Parent Conference, IEP/Individual Student Rights and Responsibilities for ADA, IDEA and 504 Group Mentoring E-Mentoring</p>	<p>Student-led Parent Conference, IEP Peer Mentoring Disability Mentoring Group Mentoring</p>	<p>Student-led Parent Conference, IEP Peer Mentoring</p>

SLIDE OUT

Transition Slide Guide -Insert 1, Front view



Transition Slide Guide -Insert 1, Back view

SELF-ADVOCACY

The ARC of West Virginia
<http://www.thearcofwv.org/>,
Services, information, resources and advocacy
for people with intellectual and developmental
disabilities and their families



**West Virginia Developmental Disabilities
Council**
<http://www.ddc.wv.gov/Pages/default.aspx>
Working to assure that West Virginians with
developmental disabilities receive the services,
supports and other forms of assistance they need to exercise
self-determination and achieve independence, productivity,
integration and inclusion in the community



I'm Determined
<http://www.imdetermined.org>
Instruction, models, videos to build skills on self-
determined behavior, IEP participation, etc.



**ME! Lessons for Teaching Self-
Awareness and Self-Advocacy**
[http://www.ou.edu/education/centers-and-
partnerships/zarrow/transition-education-materials/
me-lessons-for-teaching-self-awareness-and-self-
advocacy.html](http://www.ou.edu/education/centers-and-partnerships/zarrow/transition-education-materials/me-lessons-for-teaching-self-awareness-and-self-advocacy.html)
Self-determination oriented evaluation, research,
development, transition education instruction and
dissemination of best educational and support practices



ASSISTIVE TECHNOLOGY

**West Virginia Assistive Technology
Systems (WVATS)**
<http://wvats.cedwvu.org/>
Borrow equipment or software, and consult with a
specialist regarding accessibility issues



**Job Accommodation Network's
Researchable Online Accommodation
Resource (SOAR)**
<http://askjan.org/soar/>
Accommodation options in work and educational
settings



TRANSITION PLANNING RESOURCES

**Marshall University Autism Training
Center**
<http://www.marshall.edu/atc/>
Provides training, information and support to West
Virginians with autism, their families, educators
and other persons.



**National Center on Secondary Education
and Transition**
<http://www.ncset.org>
Transition resources, technical assistance and
information



PREPARING FOR CAREER TRAINING AND COLLEGE

Education Quest
<https://www.educationquest.org>
One stop shop for professionals, and students
grades 8-12 on preparing for college, career
options, reality check of skills and interests, self-
advocacy, tips, FAFSA, ACT, etc.



Going to College
<http://www.going-to-college.org>
Video clips and activities resources for teens to
get a head start in planning for the future



RESOURCES

Transition Slide Guide -Insert 2, Front view

Guidance Counselors Toolkit
<http://www.health.gwu.edu/files/downloads/toolkit.pdf>
 Toolkit of answers to counselors' questions about advising high school students with disabilities



Pathways to the Future
www.pathwayswv.org
 Career and education resources for students in West Virginia



Think College
<http://www.thinkcollege.net>
 College options for people with intellectual disabilities



West Virginia Career Technical Education
<http://careertechn.k12.wv.us/>
 West Virginia Department of Education's career technical education website for career readiness, career education standards and programs of study



West Virginia Commission for the Deaf and Hard of Hearing
<https://www.wvdhhr.org/wvcdhh/>
 Promotes & advocates for individuals who are deaf, deaf-blind, or hard of hearing to achieve equality and opportunity in social, educational, vocational and legal aspects impacting their daily lives; enhance & monitor access to effective communication & telecommunication technology



WinAhead's World
<http://winahead.wordpress.com>
 Guidebook for HS educators; answers to student question as they consider and transition to college



EMPLOYMENT

Goodwill Industries International, Inc.
www.goodwill.org
 Career planning, service learning opportunities, training, finding a job



National Collaborative on Workforce and Disability for Youth
<http://www.nawdyouth.info>
 Fact sheets, guides, strategies, resources for youth to plan for life after high school



West Virginia Division of Rehabilitation Services
<http://wvdrs.org/index.cfm>
 Skill and job exploration, adult life planning, training/education to find, and/or keep a job



West Virginia Advocates People with Disabilities Work-Ticket to Work
<http://wvadvocates.org/resources/publications/guides/people-with-disabilities-work-flyers/flyer-work-ticket-to-work/>
 Information for people with disabilities who wish to explore competitive employment opportunities

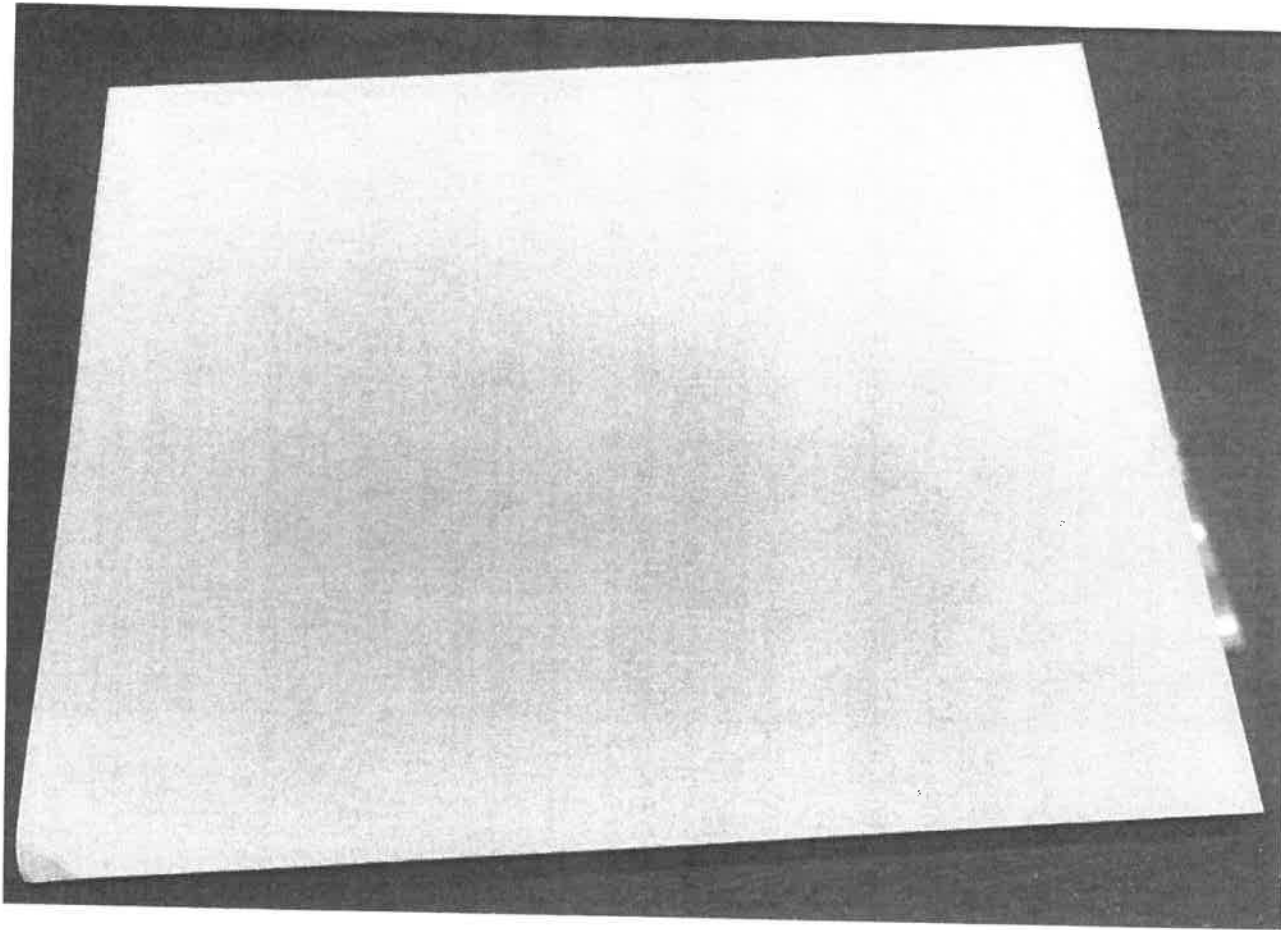


WorkForce West Virginia
<http://workforcewv.org/>
 Workforce development services designed to provide West Virginia's citizens and employers the opportunity to compete in today's competitive global economy



	Grades 12+	Grades 11-12	Grades 9-10	Middle School	NAME:
SELF-ADVOCACY					DATE:
WORKPLACE SKILLS					
COMMUNITY					
WORK-RELATED LEARNING					
ADAPTATION					

Transition Slide Guide -Insert 3, Front view



Transition Slide Guide -Insert 3, Back view

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: RR DONNELLEY & SONS CO

Authorized Signature: Michael J. Ross Date: 06/03/19

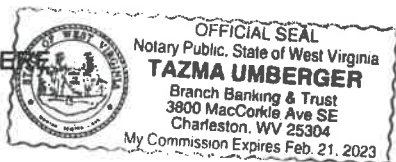
State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 3 day of June, 2019.

My Commission expires 2-21, 2023

AFFIX SEAL HERE



NOTARY PUBLIC

James Umberger
Purchasing Affidavit (Revised 01/19/2018)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA INC. 540 W. MADISON CHICAGO, IL 60661 Attn: chicago.CertRequest@marsh.com	CONTACT NAME: _____	
	PHONE (A/C, No. Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : ACE American Insurance Company		22667
INSURER B : N/A		N/A
INSURER C : N/A		N/A
INSURER D : _____		_____
INSURER E : _____		_____
INSURER F : _____		_____

INSURED
 R.R. DONNELLEY & SONS COMPANY
 AND ITS SUBSIDIARIES
 35 W WACKER DRIVE
 36TH FLOOR (RISK MANAGEMENT)
 CHICAGO, IL 60601

COVERAGES **CERTIFICATE NUMBER:** CHI-009279255-01 **REVISION NUMBER:** _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____			HDO G7109778A	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ _____
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
State of West Virginia is included as Additional Insured where required by written contract.

CERTIFICATE HOLDER WV Division of Rehabilitation Services 107 Capitol Street Charleston, WV 25301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
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