



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 6

[List View](#)

General Information

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

Procurement Folder: 594676

Procurement Type: Central Purchase Order

Vendor ID: VC0000085844



Legal Name: C4IMPRESS CUSTOM DESIGN & GRAPHICS LLC

Alias/DBA:

Total Bid: \$23,050.00

Response Date: 07/17/2019



Response Time: 17:40

SO Doc Code: CRFQ

SO Dept: 0932

SO Doc ID: DRS2000000001

Published Date: 7/16/19

Close Date: 7/18/19

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No. 3 - Graphic Design and Banner/poster

Total of Header Attachments: 6

Total of All Attachments: 6

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	GRAPHIC DESIGN SERVICES	1.00000	JOB	\$150.000000	\$150.00

Comm Code	Manufacturer	Specification	Model #
82140000			

Extended Description : PER ITEM 4.1.1 SPECIFICATIONS

Comments: Price Includes all Days/Time Spent to ensure customer satisfaction of designs.. :)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	RETRACTABLE BANNER	160.00000	EA	\$135.000000	\$21,600.00

Comm Code	Manufacturer	Specification	Model #
82121505			

Extended Description : PER ITEM 4.1.2 SPECIFICATIONS

Comments: 15 - 20 Day's From Date Design Is approved for Printing

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	POSTER	200.00000	EA	\$6.500000	\$1,300.00

Comm Code	Manufacturer	Specification	Model #
82121505			

Extended Description : PER ITEM 4.1.3 SPECIFICATIONS

Comments: 15-20 Day's From Date Design is approved for printing



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: CY Impress Custom Design & Graphics

Authorized Signature: Courtney Malhes Date: 7/3/19

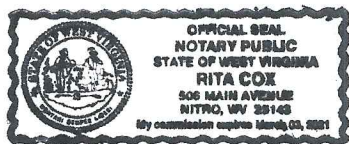
State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 3rd day of July, 2019

My Commission expires March 3, 2021

AFFIX SEAL HERE



NOTARY PUBLIC

Rita Cox

REQUEST FOR QUOTATION
CRFQ DRS2000000001
Graphic Design and Promotional Materials

- 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 10.1.4. Failure to remedy deficient performance upon request.
- 10.2. The following remedies shall be available to Agency upon default.
 - 10.2.1. Immediate cancellation of the Contract.
 - 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
 - 10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

- 11.1. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Courtney Mathes
Telephone Number: 304-545-6884
Fax Number: _____
Email Address: C4impressa@gmail.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DRS200000001

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 checked="" type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input checked="" type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input checked="" type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input checked="" type="checkbox"/> Addendum No. 9 |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input checked="" 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 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.

C4 Impress Custom Design & Graphics
Company

Courtney Mathes
Authorized Signature

7/16/19
Date

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

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.

Courtney Mathes Owner
(Name, Title)

(Printed Name and Title)

605 Main Ave Nitro WV, 25143
(Address)

304-545-6884
(Phone Number) / (Fax Number)

C4impress@gmail.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.

C4impress Custom Design & Graphics
(Company)

Courtney Mathes Owner
(Authorized Signature) (Representative Name, Title)

Courtney Mathes
(Printed Name and Title of Authorized Representative)

7/16/19
(Date)

304-545-6884
(Phone Number) (Fax Number)


We are a Women Owned Small Business (WOSB). We are also currently working on getting our certification to become a government contractor. Thank you for your time and consideration. We appreciate you and look forward to hopefully doing business with you.

From our family to yours, Thank You



Apparel, Decals, Banners, Vinyl, Direct to Garment, Sublimation
Screen Printing, Embroidery Promotional Products & More

  **C4Impress**

 304-545-6884 or 304-395-5637

 www.c4impress.com

Locally Owned and Operated
by Casey & Courtney Mathes
605 Main Ave Nitro, WV



ALLAN L. MCVEY
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

June 28, 2019

C4IMPRESS CUSTOM DESIGN & GRAPHICS LLC
605 MAIN AVE
NITRO, WV 25143

Ms. Mathes:

This is to notify you that your Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application has been approved on the basis of your representations that the vendor named above meets the definition of a Small, Women-, and Minority-Owned Businesses as set forth in the *West Virginia Code of State Rules* 148-22-1 et seq. This certification becomes effective:

06/27/2019

And shall automatically expire without notice two years after the effective date unless revoked by the Purchasing Director or upon expiration pursuant to the *West Virginia Code of State Rules* 148-22-8. The type(s) of Small, Women-, and Minority-Owned Businesses (SWAM) Certification approved for your entity:

Small Business Minority-Owned Business Women-Owned Business

To maintain certification without lapse, a certified business shall apply to renew its certification at least 60 days prior to the end of the two-year certification period. Complete renewal instructions, recertification forms, and a list of all SWAM Certified entities are available online at www.state.wv.us/admin/purchase/VendorReg.html.

If you have questions, please contact the West Virginia Purchasing Division at 304-558-2306.

Sincerely,

Gail Montantez

Gail Montantez
Vendor Registration Coordinator

Retractable Banners/ Posters

item #	Description	Unit of Measure	Quantity	Unit Price	Extended Amount
1	Retractable Banner 33"X80" (Carrying bag included)	EACH	160	\$135.00	21,600
2	Full Color Poster 18"X24"	EACH	200	\$6.50	1,300
3	Set Up Fee For Banner/ Poster	EACH	1	0	0
4	Graphic's Collaboration Fee	EACH	1	\$150.00	150
5	Shipping For Retractable Banner Must Come Freight	EACH	1	\$0	0
				Grand Total	23,050

Bidder/Vendor Information:	
Name: C4Impress Custom Design & Graphics	
Address:605 Main Ave Nitro WV, 25143	
Phone No.:304-545-6884 or 304-395-5637	
Fax No.:	
Email Address:c4impress@gmail.com	
Authorized Signature: Courtney Mathes	