



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 1

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1223122

Procurement Type: Central Master Agreement

Vendor ID: 000000211218

Legal Name: INNOVATIVE BUSINESS SOLUTIONS

Alias/DBA: BRIAN LYNN BARTLETT

Total Bid: \$2,190,460.00

Response Date: 05/18/2023

Response Time: 13:24

Responded By User ID: innovativebs

First Name: Brian

Last Name: Bartlett

Email: lbs@citynet.net

Phone: 304-628-3049

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC2300000006

Published Date: 5/3/23

Close Date: 5/18/23

Close Time: 13:30

Status: Closed

Solicitation Description: Open-End Contract for Multi-Sized Envelopes (OT23112)

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	3.1.1 6" Special Window Envelopes	7500.0000	PM	41.830000	313725.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	3.1.2 10" Special Double Window Envelopes	5000.0000	PM	39.370000	196850.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Diagonal Seam, Commercial Style
Same construction style as Item 3 (Exhibit C) except with double windows

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	3.1.3 10" No Window. Commercial/Plain Envelopes	1000.0000	PM	37.040000	37040.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	3.1.1.6 6" Special Window Envelopes - Year 2	7500.0000	PM	41.830000	313725.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	3.1.2.6 10" Special Double Window Envelopes - Year 2	5000.0000	PM	39.370000	196850.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Diagonal Commercial Style

Extended Description:

See Exhibit B - Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 2	1000.0000	PM	37.040000	37040.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit C - Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	3.1.1.6 6" Special Window Envelopes - Year 3	7500.0000	PM	41.830000	313725.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit A - Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	3.1.2.6 10" Special Double Window Envelopes - Year 3	5000.0000	PM	39.370000	196850.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Diagonal Commercial Style

Extended Description:

See Exhibit B - Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 3	1000.0000	PM	37.040000	37040.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit C - Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	3.1.1.6 6" Special Window Envelopes - Year 4	7500.0000	PM	41.830000	313725.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	3.1.2.6 10" Special Double Window Envelopes - Year 4	5000.0000	PM	39.370000	196850.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments: Diagonal Commercial Style

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 4	1000.0000	PM	37.040000	37040.00

Comm Code	Manufacturer	Specification	Model #
44121504			

Commodity Line Comments:

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2



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

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1223122			Reason for Modification:
Doc Description: Open-End Contract for Multi-Sized Envelopes (OT23112)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-05-03	2023-05-18 13:30	CRFQ 0210 ISC2300000006	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: 0211218
Vendor Name : INNOVATIVE BUSINESS SOLUTIONS
Address : 1224 BRUSHY FORK
Street :
City : CAIRO
State : WV **Country :** **Zip :** 26337
Principal Contact : BRIAN BARTLETT
Vendor Contact Phone: 304-628-3049 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@wv.gov

Vendor Signature *Brian Bartlett* FEIN# 550785005 DATE 5-18-2023

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology (WVOT) to establish an open-end contract for the purchase of multiple sized envelopes, per the specifications, exhibits and terms and conditions as attached hereto.

INVOICE TO	SHIP TO
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DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	3.1.1 6" Special Window Envelopes	7500.00000	PM	\$ 41.83	\$ 313,725

Comm Code	Manufacturer	Specification	Model #
44121504			

Extended Description:
 See Exhibit A- Sample
 Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO	SHIP TO
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DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	3.1.2 10" Special Double Window Envelopes	5000.00000	PM	\$ 39.37	\$ 196,850

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:
 See Exhibit B- Sample
 Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US	WV	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	3.1.3 10" No Window. Commercial/Plain Envelopes	1000.00000	PM	\$ 37.04	\$ 37,040

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US	WV	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	3.1.1.6 6" Special Window Envelopes - Year 2	7500.00000	PM	\$ 41.83	\$ 313,725

Comm Code	Manufacturer	Specification	Model #
44121504			

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	3.1.2.6 10" Special Double Window Envelopes - Year 2	5000.00000	PM	\$ 39.37	\$ 196,850

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 2	1000.00000	PM	\$ 37.04	\$ 37,040

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	3.1.1.6 6" Special Window Envelopes - Year 3	7500.00000	PM	\$ 41.83	\$ 313,725

Comm Code	Manufacturer	Specification	Model #
44121504			

Extended Description:

See Exhibit A- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	3.1.2.6 10" Special Double Window Envelopes - Year 3	5000.00000	PM	\$ 39.37	\$ 196,850

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 3	1000.00000	PM	\$ 37.04	\$ 37,040

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:
See Exhibit C- Sample
Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	3.1.1.6 6" Special Window Envelopes - Year 4	7500.00000	PM	\$ 41.83	\$ 313,725

Comm Code	Manufacturer	Specification	Model #
44121504			

Extended Description:
See Exhibit A- Sample
Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US	WV	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	3.1.2.6 10" Special Double Window Envelopes - Year 4	5000.00000	PM	\$ 39.37	\$ 196,850

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:

See Exhibit B- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US	WV	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	3.1.3.6 10" No Window. Commercial/Plain Envelopes - Year 4	1000.00000	PM	\$ 37.04	\$ 37,040

Comm Code	Manufacturer	Specification	Model #
44121504		Diagonal, Commercial Style	

Extended Description:

See Exhibit C- Sample

Enter a unit price. Quantities are estimated and represents an approximate volume for evaluation purposes only. See Specification 4.2

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions are due by 4:00 p.m.	2023-05-11

	Document Phase	Document Description	Page 8
ISC2300000006	Final	Open-End Contract for Multi-Sized Envelopes (OT23112)	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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.

(Printed Name and Title) Brian Bartlett, President
(Address) 1224 Brushy Fork Camp, WV 26337
(Phone Number) / (Fax Number) 304-628-3049 / 304-628-3051
(Email address) ibs@citynet.net

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Innovative Business Solutions
(Company)
Brian Bartlett
(Signature of Authorized Representative)
Brian Bartlett 5/18/2023
(Printed Name and Title of Authorized Representative) (Date)
304-628-3049 / 304-628-3051
(Phone Number) (Fax Number)
ibs@citynet.net
(Email Address)