

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 Printing**

Proc Folder:

1770725

**Doc Description:** Printing and mailing of MV-1 Motor Vehicle Property letters.

Reason for Modification:

**Proc Type:** 

Central Master Agreement

Version Date Issued **Solicitation Closes** Solicitation No. 2025-09-23 13:30 CRFQ 0702 2025-09-08 TAX2600000001

**BID RECEIVING LOCATION** 

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION 2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

**Vendor Customer Code:** 

**Vendor Name:** 

Runbeck Election Services, LLC

Pending

Address:

2800 S. 36th Street

Street:

Phoenix City:

State:

Arizona

Country: United States

**Zip:** 85034

Principal Contact: Allen Matuszewski, Sales Director of Strategic Accounts

Vendor Contact Phone: 602-781-6818

**Extension:** 

FOR INFORMATION CONTACT THE BUYER

David H Pauline 304-558-0067

david.h.pauline@wv.gov

Rizwan Fidai, Chief Revenue Officer

Vendor

Signature X

FEIN# 20-2681027

**DATE** 9/19/2025

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

Date Printed: Sep 8, 2025 Page: 1 FORM ID: WV-PRC-CRFQ-002 2020/05

#### **ADDITIONAL INFORMATION**

The WV Purchasing Division is soliciting bids on behalf of the WV State Tax Division for an opened contract to provide reliable Printing and distribution of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule (MV-1 schedule) WV, per the specifications, terms and conditions and bid requirements.

#### Note:

These letters are for the notification of personal property tax credits as required by new tax laws.

INVOICE TO		SHIP TO	ALL STATE
TAX DIVISION OF		TAX DIVISION OF	
PO BOX 11748		1001 LEE STREET EAST	
CHARLESTON	WV	CHARLESTON WV	
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Printing of MV-1 Motor Vehicle Property Tax Adjust Credit	0.00000			

Comm Code	Manufacturer	Specification	Model #	
82121500				

#### **Extended Description:**

Printing of MV-1 Motor Vehicle Property Tax Adjust Credit

#### **SCHEDULE OF EVENTS**

<u>Line</u> <u>Event</u>	<b>Event Date</b>
Vendor Technical Questions Due By 11:00 am., EST.	2025-09-11

Date Printed: Sep 8, 2025 Page: 2 FORM ID: WV-PRC-CRFQ-002 2020/05

#### 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. PRE-BID MEETING: The its	em identified below shall apply to this Solicitation.
✓ A pre-bid meeting will not be	held prior to bid opening
☐ 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 individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying 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. 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.

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.

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 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 non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: September 11, 2025, at 11:00 am., EST.

Submit Questions to: David Pauline, Senior Buyer 2019 Washington Street, East Charleston, WV 25305

Fax: (304) 558-3970

Email: david.h.pauline@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 on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, 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. The Purchasing Division will not accept bids or modification of bids via email.

Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME: BUYER: SOLICITATION NO.: BID OPENING DATE: BID OPENING TIME: FAX NUMBER:

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.

### **Bid Delivery Address and Fax Number:**

Department of Administration, Purchasing Division 2019 Washington Street East Charleston, WV 25305-0130

Fax: 304-558-3970

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 or via delivery by mail).

Bid Opening Date and Time: September 23, 2025, at 1:30 pm., EST.

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 Acknowledgement Form. 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 shall 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. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6.2, 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.
- 12. **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.
- 13. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 14. **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 must 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: <a href="https://www.state.wv.us/admin/purchase/vrc/Venpref.pdf">www.state.wv.us/admin/purchase/vrc/Venpref.pdf</a>.

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. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request help facilitate request can be found form to the www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

#### 15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, womenowned, 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.

- 16. 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 § 148-1-4.7.
- 17. 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.
- 18. 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."
- 19. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3."

- 20. 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 § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.
- 21. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.
- 22. 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.

#### **GENERAL TERMS AND CONDITIONS:**

- 1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, 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: The Initial Contract Term will be for a period of 1 year  The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cove page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.
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)
<b>Delivery Order Limitations:</b> 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 withindays.

Fixed Period Contract with Renewals: This Contract be	ecomes effective upon Vendor's
receipt of the notice to proceed and part of the Contract more	e fully described in the attached
specifications must be completed within	_ days. Upon completion of the
work covered by the preceding sentence, the vendor agrees t	hat:
the contract will continue for	years;
the contract may be renewed for periods or shorter periods provided that they do not excontained in all available renewals. Automatic renewal Renewals must be approved by the Vendor, Agency, Progeneral's Office (Attorney General approval is as to for	ceed the total number of months of this Contract is prohibited. urchasing Division and Attorney
One-Time Purchase: The term of this Contract shall run Document until all of the goods contracted for have been do Contract extend for more than one fiscal year.	
Construction/Project Oversight: This Contract become date listed on the first page of this Contract, identified as the cover page containing the signatures of the Purchasing I Encumbrance clerk (or another page identified as and continues until the project for which the vendor is provided.	e State of West Virginia contract Division, Attorney General, and
Other: Contract Term specified in	
<b>4. AUTHORITY TO PROCEED:</b> Vendor is authorized to be the date of encumbrance listed on the front page of the Award Doc "Fixed Period Contract" or "Fixed Period Contract with Renewals above. If either "Fixed Period Contract" or "Fixed Period Contract Vendor must not begin work until it receives a separate notice to proceed will then be incorporated into the Contract via change ord that work commenced.	cument unless either the box for "has been checked in Section 3 ct with Renewals" has been checked, proceed from the State. The notice to
<b>5. QUANTITIES:</b> The quantities required under this Contra with the category that has been identified as applicable to this	
✓ Open End Contract: Quantities listed in this Solicitation approximations only, based on estimates supplied by the Age that the Contract shall cover the quantities actually ordered for Contract, whether more or less than the quantities shown.	ency. It is understood and agreed
Service: The scope of the service to be provided will be m specifications included herewith.	nore clearly defined in the
Combined Service and Goods: The scope of the service provided will be more clearly defined in the specifications in	

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.
Construction: This Contract is for construction activity more fully defined in the specifications.
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 of 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 in this section must be provided to the Purchasing Division by the Vendor as specified:
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 upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.
The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications 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 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 that insurance requirement is listed in this section.

Vendor must maintain:
Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.
Automobile Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence
Professional/Malpractice/Errors and Omission Insurance in at least an amount of:  per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.
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.

- 9. WORKERS' COMPENSATION INSURANCE: 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. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

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

dated damages in the	ne amount specified below or as described in the	e specifications:
	for	
Liquidated Da	mages Contained in the Specifications.	
☐ Liquidated Dat	mages Are Not Included in this Contract.	

- 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: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.
- 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, included in the Contract, 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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.
- 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 regarding 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 www.state.wv.us/admin/purchase/privacy.

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 NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they 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.

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. NO DEBT CERTIFICATION: 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. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.
- 38. 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.

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 <a href="mailto:purchasing.division@wv.gov">purchasing.division@wv.gov</a> .

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the

- **40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, 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. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.
- 41. 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 heath, basic oxygen, electric furnace, Bessemer or other steel making process.
  - c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
    - 1. 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
    - 2. 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.

42. 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.

43. 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 disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work 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.

- **44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.
- **45. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.
- **46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**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) Allen Matuszewski, Sales Director of Strategic Accounts
(Address) 2800 S. 36th Street Phoenix, AZ 85034
(Phone Number) / (Fax Number) 602-781-6818 / 602-437-1411
(email address)amatuszewski@runbeck.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.

Runbeck Election Services, LLC	
(Company)—Docullagred by:	
(Signature of Authorized Representative)	
Rizwan Fidai, Chief Revenue Officer	
(Printed Name and Title of Authorized Representative) (Date)	
602-230-0510 602-437-1411	
(Phone Number) (Fax Number)	
rfp@runbeck.net	
(Email Address)	

#### REQUEST FOR QUOTATION - CRFQ TAX26\*01

# Printing and Distribution of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule

#### **SPECIFICATIONS**

- 1. PURPOSE AND SCOPE: The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Tax Division to establish a contract for printing and distribution of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule (MV-1 schedule).
- 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" or "Contract Items" means the list of items identified in Section 3.1 below and on the Pricing Pages.
  - **2.2** "Pricing Pages" means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
  - **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 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
  - 3.1.1 MV-1 Motor Vehicle Property Tax Adjustment Credit schedule (Quantity: approximately 800,000).
    - 3.1.1.1 The printing of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule may be printed using any standard printing method the vendor sees fit. Printing shall be of first grade, producing clear, clean, sharp text.
    - 3.1.1.2 The MV-1 Motor Vehicle Property Tax Adjustment Credit schedule will consist of two (2) 8 ½" x 11" sheets of paper. Page 1 will be a cover letter with the MV-1 schedule on the reverse side, and page 2 will be the instructions with a blank reverse side.
    - 3.1.1.3 Proof of the MV-1 Motor Vehicle Property Tax Adjustment Credit schedule shall be mailed to the West Virginia Tax Division for approval. This proof should include all pages and the envelope. Proof must be approved, and an Agency Delivery Order must be completed prior to printing.
  - 3.1.2 Printing of envelopes that the MV-1 Motor Vehicle Property Tax Adjustment Credit schedule will be inserted into (Quantity: approximately 800,000).
    - 3.1.2.1 The Vendor shall provide the envelope. Any envelope that the vendor deems appropriate is acceptable, so long as it meets any specific requirements contained in this RFQ.

#### REQUEST FOR QUOTATION - CRFQ TAX26\*01

# Printing and Distribution of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule

- 3.1.2.2 Inside of the envelope must be tinted with a security tint to prevent viewing envelope contents through the envelope.
- 3.1.2.3 The outside of the envelope will be printed/sprayed with "IMPORTANT TAX INFORMATION".

# 3.1.3 Direct and Bulk mailing of printed MV-1 Motor Vehicle Property Tax Adjustment Credit schedule

- 3.1.3.1 Successful vendor will be provided with one or more PDF files containing the MV-1 Motor Vehicle Property Tax Adjustment Credit schedules.
- 3.1.3.2 The vendor will mail the letters. The vendor must have mailing services in a method that provides the West Virginia Tax Division with the lowest possible postage rate. MV-1 Motor Vehicle Property Tax Adjustment Credit schedules are to be released for mailing at a date to be specified by the West Virginia Tax Division between January 2, 2026, and January 16, 2026.
- **3.1.3.3** Successful vendor must arrange for the Post Office Bulk Mailing Permit payment and supply the agency with an invoice for the total postage cost for reimbursement.
- **3.1.3.4** Postage cost estimate must be included in the bid.

#### 4. CONTRACT AWARD:

- 4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- Vendors should complete the Pricing Page by completely filling out *Exhibit "A" Pricing Page*, following the directions in the Exhibit. Vendors should complete the Pricing Page in full as failure to complete the Pricing Pages in its entirety may result in Vendor's bid being disqualified.

Vendors who wish to respond to a Centralized request for Quotation (CRFQ) online may submit information through the State's wvOASIS Vendor Self Service (VSS). Vendors should download the Exhibit "A" Pricing Pages that are attached separately to the CRFQ and published to the VSS. Vendors must complete this form with their pricing information and include it as an attachment to their online response.

If Vendors are submitting their bid online, Vendors must submit Pricing Page as attachment. TOTAL BID AMOUNT is the amount Vendors are to enter into wvOASIS commodity line when submitting. Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following <a href="mailto:address:michelle.l.childers@wv.gov">address:michelle.l.childers@wv.gov</a>

#### **REQUEST FOR QUOTATION - CRFQ TAX26\*01**

# Printing and Distribution of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule

#### 5. ORDERING AND PAYMENT:

- 5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- **5.2** Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

#### 6. DELIVERY AND RETURN:

- **6.1 Delivery Time:** Vendor shall mail standard orders within 14 calendar days after letter files are received. Vendor shall mail emergency orders within 7 calendar days after letter files are received. Vendor shall mail all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- **6.2** Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in mailing that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

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

#### 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 the 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.

# REQUEST FOR QUOTATION – CRFQ TAX26\*01 Printing and Distribution of MV-1 Motor Vehicle Property

## Tax Adjustment Credit schedule

#### 8. MISCELLANEOUS:

- **8.1** No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- **8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- **8.3** Reports: Vendor shall provide a summary report to the Agency showing the supplies purchased, quantities of supplies purchased, and total dollar value of the supplies purchased. Vendor shall also provide the number of letters mailed, and the total cost of postage associated with mailing those letters. Failure to supply such reports may be grounds for cancellation of this Contract.
- **8.4** 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: Allen Matuszewski, Sales Director of Strategic Accounts

**Telephone Number:** 602-781-6818 602-230-0510

Fax Number: 602-437-1411

Email Address: amatuszewski@runbeck.net

### **Exhibit "A" Pricing Page**

Requirments	Estmated Amount	Price Per Unit	Total
Printing of MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule		\$0.073 each	\$58,400.00
Printed Envelopes for the MV-1		\$0.062 each	\$49,600.00
Bulk Mailing of MV-1	800,000	\$0.035 each	\$28,000.00
Postage Estimated 1st Class Rate (to be invoiced to State and paid prior to mailing drop date)		\$0.59 each	\$472,000.00



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 Printing**

**Proc Folder:** 

1770725

Reason for Modification:

**Doc Description:** Printing and mailing of MV-1 Motor Vehicle Property letters.

Addendum No. 1

**Proc Type:** 

**Central Master Agreement** 

Version **Date Issued Solicitation Closes Solicitation No** 2025-09-23 13:30 CRFQ 0702 TAX2600000001 2025-09-16

#### **BID RECEIVING LOCATION**

**BID CLERK** 

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

#### VENDOR

**Vendor Customer Code:** 

Pending

**Vendor Name:** 

Runbeck Election Services, LLC

Address:

2800 S. 36th Street

Street:

City:

Phoenix

State:

Arizona

Country: United States Zip: 85034

Principal Contact:

Allen Matuszewski, Sales Director of Strategic Accounts

Vendor Contact Phone: 602-781-6818

Extension:

### FOR INFORMATION CONTACT THE BUYER

David H Pauline 304-558-0067

david.h.pauline@wv.gov

Rizwan Fidai, Chief Revenue Officer

Signature X

FEIN# 20-2681027

**DATE** 9/19/2025

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

Date Printed: Sep 16, 2025 Page: 1 FORM ID: WV-PRC-CRFQ-002 2020/05

#### **ADDITIONAL INFORMATION**

Addendum No. 1

To provide responses to the vendor technical questions, see attached. To provide sample of the letter as per Vendor's request, see attached. Bid opening date and time remains September 23, 2025, at 1:30 pm., EST.

No other changes.

INVOICE TO		SHIP TO				
TAX DIVISION OF		TAX DIVISION OF				
PO BOX 11748		1001 LEE STREET EAST				
CHARLESTON	w	CHARLESTON WV				
us		US				

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Printing of MV-1 Motor Vehicle Property Tax Adjust Credit	0.00000			

Comm Code	Manufacturer	Specification	Model #	
82121500				

#### **Extended Description:**

Printing of MV-1 Motor Vehicle Property Tax Adjust Credit

### **SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<b>Event Date</b>	
1	Vendor Technical Questions Due By 11:00 am., EST.	2025-09-11	

Date Printed: Sep 16, 2025 Page: 2 FORM ID: WV-PRC-CRFQ-002 2020/05

# SOLICITATION NUMBER: CRFQ TAX2600000001 Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("TAX2600000001") to reflect the change(s) identified and described below.

Appl	icable A	Addendum Category:
		Modify bid opening date and time.
		Modify specifications of product or service being sought
	$\boxtimes$	Attachment of vendor questions and responses.
		Attachment of pre-bid sign-in sheet.
		Correction of error.

### **Description of Modification to Solicitation:**

Other.

To provide responses to the vendor technical questions, see attached.

To provide a sample of the letter as per the Vendor's request, see attached.

The opening date and time remain September 23, 2025, at 1:30 pm. EST.

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:**

 $\boxtimes$ 

- 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.

### TAX26000000001 CRFQ

### Addendum 1

### **Questions and Answers**

Postage: Will the State prepay the postage invoice prior to mailing? We must have postage funds in-hand prior to mailing.

The State will pre-pay the postage, provided a timely invoice is received and prompt mailing once the postage is paid for.

The qty of 800k, will the files be sent to us during the January time frame only. Or will the files be spread-out over the course of the year? I want to make sure I understand the cadence.

This is one mailing, so the files will be sent during the January time frame only, with the possibility of small supplemental mailings soon thereafter.

Historically, has your current vendor used a single or double window outer envelope? I need to understand if the address blocks for the recipient and return can be formatted to fit certain locations.

We allow vendor discretion on which envelope to use and the address block can be formatted within a restricted area.

Does the State have a preference on weight of paper, 20# or 24#? 20# paper is sufficient.

Could you clarify your definition of "Bulk Maining"? As a longstanding provider of government tax mailings, we want to ensure our understanding aligns with the State's intent. In practice, tax communications are processed as First-Class Presorted Mail to guarantee forwarding and return services—benefits not provided under Marketing Mail (commonly referred to as "Bulk Rate"). Please confirm whether you are referring to First-Class presorted rates.

First-Class Presorted Mail

Section 3.1 states: "items listed below on an open-end and continuing basis." Could you clarify whether this represents one annual order of approximately 800,000 records. Or if the volume will be divided into multiple mailings throughout the year?

One annual order of approximately 800,000 letters, with the possibility of smaller supplemental mailing shortly after the main mailing.

Will the PDFs be sent in a zip file? If so, how many files and at what intervals? Is the data sent in all one run?

Yes, they will be sent in a zip file. Vendor discretion on the number of files, but the files will be sent at once, with possible smaller supplemental files.

How many PDF files per order? Is there one file with many or is it a separate PDF for each record?

There will be one file with approximately 800,000 PDF letters, unless the vendor requires multiple zip files containing a certain number of PDFs per file.

Is the mail class First Class Presorted or Standard (Bulk Mail)?

First Class Presorted

Is the	letter	printed	black	only (	or in	color?	lf in	color,	is it full	color	or
spot c	olor?										

**Spot Color** 

Is the envelope printed black only or in color?

Black only

What is the desired paper thickness?

20#

Can you provide a sample PDF of the letter?

Yes, a sample will be provided

Do both pages of the letter contain variable data?

No. Only one page contains variable data.

Is a hard copy proof required to be provided prior to mailing, or is a digital proof acceptable?

Digital proof is acceptable.

Will all of the print files be delivered on the same day?

For the initial batch, yes. There may be possible small supplemental batch(es) shortly thereafter.

### What approximate date range will the print files be delivered?

Between January 2nd, 2026 and January 16th, 2026

### Approximately how many .pdf files will be transmitted?

Vendor discretion. We will work with the vendor to determine how best to submit the files. Our plan would be to send one file with possible smaller supplemental files.

# Will there be any variable data composition required or will the .pdf field be precomposed and print ready.pdfs?

They will be precomposed and print ready, assuming no formatting changes are needed, such as for address placement.

# My question is if the PDF files received will include the mailing address needed on the credit schedule?

The PDF files will include the mailing address on the credit schedule.

I ask because if the PDF's of the credit schedules are to be generic, it sounds like we would then need to receive a separate data file containing the addresses to mail. Just want to ensure I am understanding the expectation correctly since processing PDF files versus data files would change our pricing slightly.

Each credit schedule is unique. In addition to the mailing address there is other variable data on the schedule. The PDF letter will come precomposed and print ready.

### What is the reason for going out to RFP at this time?

The volume of this mailing

Will addendums be emailed to posted online for review?

Yes

Are there any service related issues with the current vendor?

Current vendor can't handle the volume of this mailing

Are you looking for something specific the current vendor did not provide?

No

Is it possible for you to provide PDF samples or scans of the envelope from the prior years mailing, front and back and in color if applicable?

Vendor discretion on the envelope

The RFQ states the project is "...to be released for mailing at a date to be specified by the West Virginia Tax Division between January 2, 2026 and January 16, 2026." – can you confirm that the mailing will be scheduled to go out no later than January 16th, 2026 and what is the last possible date the vendor can expect to receive data?

The main file will be sent to the vendor no later than January 16th, 2026 with mailing within 3-5 calendar days

# What time of day is data typically sent to the vendor and is there a cut off time for processing and proofing?

Files(s) will be sent in the evening. Questions can be answered after hours, if necessary.

# What software platform or CIS are you currently using and please confirm that the data output will be PDF format?

Files will be sent via SFTP and the data output will be in a PDF format. Will work with the vendor on whether the files need to be zipped or not.

# What is the desired implementation time frame for this project or when would you like to Go Live (be ready to mail)?

Work with the vendor will begin as soon as the contract has been awarded.

# Who is the current or most recent vendor providing this service and what was or is the cost per piece including paper, materials and mailing (not including postage)?

The current vendor is the WV State Print Shop. Current cost will not be provided.

# With regards to annual renewals and mutual approval – are CPI review permitted in order to keep pace with inflation?

This is a 1 year contract with no renewals

# Do you need any of the letter images archived online and if so for how long – 12, 24, or 36 months?

No. They will be archived in our system.

#### What is the estimated award date for this project?

As soon as possible after bid closing

Do you require or prefer a vendor with multiple production sites located in a regionally diverse manner throughout the US in the event of power outage, weather related event or other emergency that could impact this mailing schedule?

Not required

Do you require or prefer a vendor that can provide same-day disaster recovery at no additional cost to the State?

Not required



Tax Account Administration P.O. Box 1572 Charleston, WV 25326



Matthew R. Irby, Tax Commissioner

Letter ID: L0102971392 Issued: 09/12/2025 Lead ID: 0000000000002 Period: 12/31/2025

TAXPAYER NAME 1234 MAIN STREET CITY WV 12345-1234

Our records indicate that you have paid personal property taxes on one or more vehicles in West Virginia and may be eligible for the Motor Vehicle Property Tax Adjustment Credit. The enclosed MV-1 Credit Certificate states the amount that you are entitled to claim as a tax credit on your 2025 West Virginia income taxes. The amount of tax credit is listed on the MV-1 under Eligible Amount Paid on Time.

You may be eligible for the tax credit if:

- 1. You paid West Virginia personal property taxes on a Class A, B, G, H, T, V or X vehicle or an all-terrain vehicle, and
- 2. You paid your personal property taxes on your vehicle timely. That means the first half of the assessment was paid before October 1st and the second half was paid before April 1st.

The credit is only available for the actual tax paid. If an early payment discount is applied, the credit is limited to the amount actually paid after deduction of the discount. If you have paid personal property taxes on vehicles in multiple counties, you will receive a letter and MV-1 Credit Certificate from the Tax Division for each county.

Automobile dealerships and rental car companies are not eligible to claim the Motor Vehicle Property Tax Adjustment Credit. If you are an automobile dealership or a rental car company and have received this letter, please disregard.

Please review the instructions included with this letter on how to properly file and claim the Motor Vehicle Tax Adjustment Credit. You may visit www.tax.wv.gov for more information about how to file or submit your claim. For more information on how to file, eligibility, or submitting your claim, contact Taxpayer Services at (304) 558-3333, (800) 982-8297, or via email at TaxHelp@wv.gov.

#### MV-1 MOTOR VEHICLE PROPERTY TAX ADJUSTMENT

Rev. 08/2025



You must use the original form issued by the Tax Division to claim this credit. Substitute forms are not permitted.

TAXPAYER	INFORMATION					
SOCIAL SECURITY NUMBER OR FEIN	*SPOUSE'S SOCIAL SECURITY NUMBER					
TAXPAYER NAME AND ADDRESS	MV-1 CREDIT CLAIM INFORMATION					
TAXPAYER NAME TAXPAYER LINE 2	THIS INFORMATION IS REQUIRED TO CLAIM YOUR CREDIT. PLEASE INCLUDE THIS SCHEDULE WITH YO PAPER RETURN OR ENTER THE REQUIRED INFORMATION IN YOUR ELECTRONIC RETURN. THE CLAIM NUMBER OF THE SCHEDULE WITH YOUR SELECTRONIC RETURN. THE CLAIM NUMBER OF THE SCHEDULE WITH YOUR SELECTRONIC RETURN. THE CLAIM NUMBER OF THE SCHEDULE WITH YOUR SELECTRONIC RETURN.					
1234 MAIN STREET CITY, WV 123456789 USA	CREDIT CLAIM NUMBER	A1234B				
	TAX PERIOD ENDING (MM/DD/YYYY)	12/31/2025				
Letter ID: L0102971392	ELIGIBLE AMOUNT PAID ON TIME	14.00				

#### VEHICLE ELIGIBILITY

THE FOLLOWING INFORMATION IS PROVIDED FOR EACH OF THE VEHICLES ON THE TICKET(S) LISTED ABOVE: THE VEHICLE MAKE, MODEL, CLASS, AND ELIGIBLE AMOUNT OF TAX PAID OR REASON NOT ELIGIBLE

Vehicle	Class	2nd 2024	1st 2025	2nd 2025	Total Eligible
2024 LOWB TRLR	T		PAID	PAID	\$3.07
2012 FREI M106	В		PAID	PAID	\$1.79
2012 FORD F-55	Α		PAID	PAID	\$1.70
2014 PETE 388	Α		PAID	PAID	\$1.42
2023 FLAT TRLR	Α		PAID	PAID	\$1.09
2022 4DR TRLR	T	NOT TIMELY	PAID	PAID	\$0.76
2022 VAN TRLR	T	NOT TIMELY	PAID	PAID	\$0.76
2009 INTE 4300	Α		PAID	PAID	\$0.72
2022 VAN TRLR	T	NOT TIMELY	PAID	PAID	\$0.61
2022 VAN TRLR	C	NOT ELIGIBLE			\$0.00
2011 FORD E350	Α	NOT TIMELY			\$0.00
2022 FLAT TRLR	T	NOT TIMELY			\$0.00
2022 FLAT TRLR	Т	NOT TIMELY			\$0.00
2022 LOWB TRLR	T	NOT TIMELY			\$0.00
2022 LOWB TRLR	T	NOT TIMELY			\$0.00
2022 FLAT TRLR	T	NOT TIMELY			\$0.00
2022 VAN TRLR	C	NOT ELIGIBLE			\$0.00
29 Extra Item(s)					\$2.27
2 Extra Ineligible Item(s)					\$0.00

#### Are you required to file a federal return?

- Yes -To claim this credit, you MUST include this form with your completed West Virginia income tax return.
- No If you are claiming the Homestead Excess Property Tax Credit, please submit the forms for ALL those credits together with an IT-140.
  - If you are not required to file the IT-140 and are only claiming SCTC and/or MV-1, you must file this credit online at https://mytaxes.wvtax.gov.

Letter ID: L0102971392

#### Motor Vehicle Property Tax Adjustment Credit Instructions

MV-1

You must follow the instructions listed below in order to claim this credit. Failure to follow the instructions and complete necessary documentation will result in denial of your credit claim.

Answer the question "Are you required to file a federal return?"

- "Yes": If you are required to file a federal tax return, you are required to file a WV Tax Return. You must submit the MV-1 with your WV Tax Return. If you are claiming any other credits, you must complete those additional credit schedules as well and submit them with your WV Tax Return. Failure to submit a tax return and the necessary schedules and supporting documentation when required will result in denial of claims.
  - Paper Filers: Enter your social security number (SSN) on the MV-1 certificate where indicated. If filing a joint return, you must also enter your spouse's SSN. If filing as a business, use your EIN. You must submit the MV-1 certificate with your paper filing. If you are trying to claim any additional amounts you believe should be eligible, submit your paper receipts as well for consideration.
  - Electronic Filers: You must include the credit claim number, noted in red on your MV-1 Certificate, with your electronic filing. If you are trying to claim any additional amounts you believe should be eligible, submit attachments of your paper receipts as well for consideration.
- "No": If you are not required to file a federal personal income tax return and are not claiming any other credits with your MV-1 credit other than the Senior Citizen Tax Credit (SCTC), you can file a claim for your refund by using the Tax Division's web portal at https://mytaxes.wvtax.gov. Select the online service "Claim The Motor Vehicle and/or Senior Citizen Property Tax Credit(s)" and follow the on-screen instructions.
  - If you are not required to file an WV Tax Return but unable to submit through our online portal, you must follow the instructions under "Yes" and submit a completed WV Tax Return along with the MV-1 in order to claim your credit. DO NOT SEND AN MV-1 CERTIFICATE OR SCTC IN WITHOUT A COMPLETED WV INCOME TAX RETURN. IT WILL BE DENIED.
  - If it is later determined that you are required to file a WV Tax Return, the return MUST be marked and completed as an amended return. Be sure to enter the amount of Motor Vehicle Tax Credit refund originally received.

#### "Vehicle Eligibility"

The Vehicle Eligibility section of your MV-1 Certificate provides some detailed information on the eligibility of the vehicles on your ticket(s). Based on the records available, each row should show:

- the type of vehicle,
- the class of the vehicle,
- if the ticket for that vehicle was paid on time or not, and
- total amount of the ticket attributable to that vehicle.

Some vehicles may be marked as "Ineligible" if:

- the class of the vehicle was not covered or unknown; or
- the ticket was associated with an ineligible business activity, such as a car dealership, taxi service, or rental car company.

For taxpayers with more vehicles than could be displayed on the letter or that need another copy of their letter, please visit our MyTaxes MV-1 letter portal.

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# ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: CRFQ TAX2600000001

**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.

		Tumbers Received:	1)	
(Chec	k the bo	x next to each addendum recei	ved)	
	×	Addendum No. 1		Addendum No. 6
		Addendum No. 2		Addendum No. 7
		Addendum No. 3		Addendum No. 8
		Addendum No. 4		Addendum No. 9
		Addendum No. 5		Addendum No. 10
furthe	r unders	stand that that any verbal repres Id between Vendor's representa	sentatio atives a ne speci	denda may be cause for rejection of this bid. I n made or assumed to be made during any oral nd any state personnel is not binding. Only the fications by an official addendum is binding.
			Run	beck Election Services, LLC
			- Docut	Company
Rizv	van Fid	lai, Chief Revenue Officer	(	
		,	894F1	Authorized Signature
			9/19/2	2025
				Date

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



# MINIMIZE HASSLE -MAXIMIZE REVENUE

Outsource your printing & mailing overflow to a resource you can count on.

# Printing and Mailing of MV-1 Motor Vehicle Property Letters

State of West Virginia RFP CRFQ 0702 TAX2600000001 SF 2025-425

September 2025



9/19/2025

David H. Pauline
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305

Dear David,

Runbeck Election Services LLC (RES) is excited to respond to the State of West Virginia's request for bids to provide motor vehicle property letter printing and mailing services. Throughout our response we will share detailed information to support why we believe RES is the State's best choice to achieve your objectives for this project — and beyond.

#### **Experience** and Service

RES has over five decades of elections and variable printing, mail inserting, and sorting expertise. Our unmatched team of industry professionals perfectly complements this experience. RES' government service-focused team understands processes, procedures, laws, products, and equipment—inside and out— and is fully dedicated to helping the State succeed every step of the way. We are committed to giving the State unbeatable service and support to expertly plan and execute your project.

#### 100% Purpose-built Variable Print and Mail Facility

Our variable print and mail facility is minutes away from the Phoenix USPS Distribution Center and Phoenix Sky Harbor Airport. RES' state-of-the-art, purpose-built facility ensures the State can expect the highest quality print and the strictest security standards in the industry—an exceptional advantage for The State.

In addition, RES leads the country in our environmental efforts when it comes to printing. Our commitment to the environment is evident in our business strategy, our work with clients, and our operational activities. With our modernized headquarters, including our rooftop solar panel array, we live our commitment every day while increasing our production ability.

Choosing RES as your print and mail partner also means the State has access to our full range of capabilities built upon our election industry experience, innovative solutions, and benefits that will exceed your expectations. We respect the importance of this project to the State and appreciate the opportunity to present our proposal.

Very Truly Yours,

Rizwan Fidai Chief Revenue Officer



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In 1972, Chuck Runbeck forms the company as an advertising agency, printing brokerage, and publishing firm. Runbeck begins printing insurance forms and brochures before being contracted by Computer Election Systems to print its new Votomatic punch card ballot system. After graduating from the University of Redlands in 1986, Kevin Runbeck brings ballot production experience to the company. The partnership of Chuck and Kevin Runbeck begins developing new commercial printing business. Later, Kevin Runbeck purchases the business from his father, Chuck, in 1986 and Runbeck acquires Southwest Graphics and publishes a regional, printing industry trade magazine in 1991.

In 1992, Runbeck partners with Maricopa County to provide ballot print & mail services. In 2000, with the need for change in the election industry, Kevin conceptualizes a new ballot print on demand system, Sentio. In 2005, Runbeck Election Services is incorporated to reflect the Company's focus on election-related products and services. In 2008, RES patents and offers the Sentio Ballot Printing System®, allowing local precincts and polling locations to print election ballots on-demand for voters.

In 2010, RES patents and brings the Agilis® Ballot Sorting System to market, allowing County customers to accurately and securely sort mail at scale. In 2011, RES's Simulo® Ballot Duplication Software is born, enabling County customers to support overseas voters. In 2012, RES partners with Hillsborough County, Florida and Pinellas County, Florida to print & deliver election ballots. In 2014, RES purchases its first Web Press printer to meet growing print demands and partners with Sacramento County, California to provide ballot print & mail services. RES also introduces Novus®, allowing customers to tabulate damaged or unreadable ballots.

In 2016, RES introduces Vocem®, expedited and efficient petition processing. In 2018, RES constructs a new, purpose-built, 93,000 sq. ft. headquarters and production facility and acquires a second Web Press. In 2019, RES partners with Salt Lake County, Utah for ballot print & mail services, acquires a third Web Press, and introduces the AgilisDuo® configuration for low-volume election mail sorting. In 2020, RES partners with Clark County, Nevada, DuPage County, Illinois, and the State of Georgia for ballot print & mail services. Plus, RES produces over 13 million tax forms for the State of California. RES election print & mail services and other products reach more than 33% of voters nationwide in 22 states + Washington DC. To support future elections and continue supporting nationwide election services during the coronavirus pandemic, RES purchases 11 new inserters bringing the total to 14 inserters.

In 2021, RES procures 2 envelope makers to enhance production quality and chain of custody, and introduces its line of Vote Center Hubs and Election Supply Carriers through a new partnership with FlexMet, Inc. In 2022, RES expands by adding 70,000 sq. feet to the already 93,000 sq. ft. production facility. In 2023, Lincoln Shields, a subsidiary of Black Mountain Investment Company, acquires a majority stake in Runbeck Election Services. The ownership change & investment expands RES's goods, services, and reach as an election partner. RES acquires Global Mobile, introduces the 2VOTE Mobile Technology Platform, and introduces the AgilisFalcon™ configuration for mid-volume mail sorting. In 2024, RES introduces Runbeck Emergency Support Technology (R.E.S.T.) badges to support election officials & staff, PackeTrak for mail packet tracking, and continues to expand 2VOTE features.

In 2025, Kevin Runbeck retires, and Jeff Ellington continues to serve as CEO & President. RES launches The Hub customer portal. RES introduces Sentinel™, the first secure smart drop box of its kind. As of January 2025, RES's products or services reach over 54% of registered voters in 31 states + Washington DC. RES employs over 150 staff members across several departments and states.



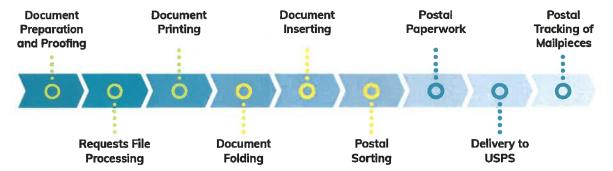
#### Background

It takes extreme focus, unlike any other industry, to be perfect. Public administration, election services, and government services demand it. It is our hope that our government service focus is clearly reflected in every facet of our response and it's clear that we take pride in *Defending Democracy*<sup>e</sup>. Security, Project Management, Quality Control in Prepress, Printing, Bindery, Inserting, Sorting, and Mail Operations are all very successful and highly refined processes. These competencies are time-tested—developed over many years of meaningful partnerships within the public service and elections community and why we are considered *America's Election Partner*<sup>e</sup>. We look forward to extending this tremendous experience and expertise to the State's project.

We know that seeing is believing. As such, we cordially invite the State to visit our purpose-built facility in Phoenix, Arizona. If unable to visit, we invite the State on a self-guided, virtual tour of our facility and production floor which is available upon request. We guarantee you will discover the difference RES can bring to the State and why our clients consistently choose us for their printing and mailing services. We understand the critical nature of printing, insertion and mailing for you, and understand the importance of reliable solutions beyond elections. We look forward to growing our partnership and are here to support you.

#### The Full Process Under One Roof

Enjoy the benefits of efficiency and security when you bring your entire Print and Mail process to one partner in one facility. All stages complement each other with a series of audit procedures after each stage. The process is structured to maintain a 100% chain of custody with full control of your data, printing, inserting, mail sorting and the final audit paperwork, tying the entire process together.



#### Security

Physical and cybersecurity are of the utmost importance. RES incorporates extensive planning, training, and technology to ensure the integrity of physical and cybersecurity. We understand the need for transparency, integrity and security required by election officials and their voters during the electoral process. RES has demonstrated a high standard of security for years. In many cases, our security procedures and technology exceed those of our customers' own facilities. We maintain long-term relationships with our partners by providing the highest quality service and outstanding security.

#### Security Measures

- ✓ Modernized 24/7 video surveillance, on-site security, and alarm systems are active throughout the entire facility.
- Parking lots and entrances are secured by ID badge-protected gates and doors. Additional layers of ID badge protection secure sensitive products and information. A dedicated, secure vault stores specific election material.
- All manufacturing waste material is immediately placed inside locked collection bins where it's shredded immediately in a secure area. Alternatively, waste material is securely shipped back to the State, at their request.
- Criminal background checks, drug screenings, reference checks, and federal workforce authorization checks through E-Verify are performed for each employee prior to hiring. A copy of our E-Verify certificate is included in this response.
- Our internal network is hardened with the latest technology to ensure all data is inaccessible through network, or other, intrusion. A secure FTP site is used to transfer large files and data to/from our customers. RES is SOC 2 Type 2 certified.
- Personnel at RES have a defined chain of custody role with specific responsibilities regarding the operation of equipment, processes and procedures. Checklists are mandatory and approval levels are established to ensure proper chain of custody controls are adhered to.
- ✓ All visitors entering our facility must sign in upon entry, obtain security badges, and remain accompanied by an authorized escort.
- The loading area is protected by a secure fence and the docks are monitored by 24/7 video surveillance. Trucks must check into secure docks, all inbound materials are checked-in and verified before acceptance into our secure facility, and drivers are not permitted into the warehouse area without an authorized escort.
- Our facility allows on-site postal inspectors who verify the manifests for mail before trucks are loaded.



#### **Customer Success and Project Management Excellence**

Our experienced Client Services Department understands the print and mail process from start-to-finish, and we are proactive when it comes to exceeding our customer's needs. Our up-to-date knowledge of election law, printing processes, equipment, and our personal dedication to the customer is unmatched and completely collaborative. This results in both public administration officials and production personnel working together, as a synchronized team.

Planning begins well in advance of your scheduled mail dates to ensure accurate and timely results. Our entire Client Services Department has become, over time, very intuitive to the needs of our county and state customers. Upon contract execution, RES will contact the State within a business day to begin the onboarding process and request applicable tax-exempt forms or other needed documents.

Next, RES will schedule an introductory "Kick-off" meeting and introduce the Account Coordinator and the Client Services Supervisor designated for the State. The RES Account Coordinator will work closely to plan and execute the print and mail project regardless of size, schedule, or complexity. Our experienced staff is trained to intimately understand your state and county, resulting in seamless project management from start to finish.

Based on the production dates and meeting, RES's Account Coordinator will develop the production calendar, which includes all key dates and milestones. Based on that calendar, Runbeck adheres to a production schedule which ensures the State can even plan visits to our facility, if desired, to inspect material as produced, inserted, and readied for delivery to recipients. If desired, RES will work closely with the State to adjust the production calendar while ensuring a successful project execution.

Serving as a centralized point of contact during our relationship, our Account Coordinator will proactively communicate daily with the State. During production, the Account Coordinator and the wider Client Services Department will be available 24/7 to address and overcome any obstacles to deliver successful results.

Daily communication with the State will involve proactive outreach and follow ups for artwork and other proofing in conjunction with RES' Mail Design Professionals and USPS Mailpiece Design Analysts (MDA) to ensure complete USPS compliance. In addition, if a State requests additional items not originally requested or outside of our usual scope, RES is the single point of contact and manages any approved outside relationships and communication.

As a result of this centralized and proactive communication, RES prevents obstacles from interfering with production timelines. RES Account Coordinators, Prepress, and Production staff work together in the same building. Staff members hold regular meetings and can physically check the status of a job on the production floor, just a few steps away.

RES takes all feedback seriously. After every print and mail project, RES debriefs with the State. The State is invited to speak and share openly about what went well and what, if anything, could be improved. RES also requests feedback through customer surveys so we may score and evaluate our processes. RES meets internally multiple times per year to address these topics and resolve any issues.

#### **Prepress**

We have multiple methods of receiving the State's secure data via a SFTP site with data encryption and 100% backup protection. Our prepress process for print and mail provides innovative variable printing. This includes 100% version control, file process automation with multiple accuracy checkpoints, and pre-production accuracy testing to successfully meet the demands of each project.

RES utilizes a Coding Accuracy Support System or CASS processing, a certification system USPS for address validation. This validation service processes mailing data to ensure recipient addresses are valid, complete and are USPS compliant.

Before supplying the State with proofs, production setup is conducted utilizing a pre-flight quality control checklist ensuring accuracy of embedded fonts, color, image cropping, and artwork.

For mail packet tracking, our proprietary Celero Print-Process Management Software is fully automated. Celero verifies and validates all data and tracking files to production groups. Celero's process allows us to control and accommodate a vast array of mailing options as per the State's project scope. Celero uses least privileged access protocols to control files, eliminating the risk of changes, corruption, or deletion.

#### Print Room

Demonstrating our capacity, RES orders paper supplies typically a year in advance of production and stores a large paper reserve in our secure facility. The Department of Commerce grants RES a high "DO" Priority for paper purchasing, second only to the federal government itself.

At RES, we print continuously to meet production goals in a humidity and temperature-controlled environment. Maipieces are printed by segment on 3 large Web Press digital high-speed inkjet printers complete with segment cards clearly labeled by segment number, page, quantity, and date with time of completion. We can print documents of virtually any combination of size, page, language, overlay, colorization, and barcode capabilities to meet all State requirements.

Documents receive inline scoring and perforation, if required. As segments are completed, samples are pulled and inspected for RES' strict requirements, including image registration from front to back, image position, sheet size, and presentation quality.

#### **Envelope Production**

All envelopes are produced in-house to ensure quality, chain of custody, and shorten lead times. RES employs USPS certified Mail-Design Professionals (MDPs) to accurately and precisely provide envelope and mail designs meeting exact USPS requirements. RES works in close conjunction with USPS Mailpiece Design Analysts (MDAs) and RES is a certified USPS Full-Service Mail Service Provider (MSP).

	Full-Servi	ice Certif	ied Mail S	Servic	e Pro	vide	ers (	MSP) I	nform	ation S	heet	
Mail Service Provider/Mail Conner	States Where Services Are Uthered	MSF Point of Cantairs	Write-Nr-J7 mad	Grift	ratem Sauderd	Pint. 8 Mei	with	Server (ex Preside & Committee	Present French & Compil	Copyller Extended White	Mail Type Fortiant (F), Inflict (A) For (F) Mail Cas	Destination Discoun
Runbeck Elections Sevices Phoenis AZ	All	Bryan Dandurand 480-455-1056	runbeck.net		×	×	k		я	×	P, L, F First-Cines Mkt Meil	DNDC, DSCF, Origin

#### Bindery Room

In our bindery room, controlled segments of mailpieces are handled through precision services which may include cutting and stitching of documents, or cutting, scoring and folding of any mailpieces. Print projects are processed based on customer requirements which may include stitching, creating pads, shrink-wrapping, or labeling before printed pieces are packaged and prepared for delivery to government officials.

#### Mail Room Insertion

RES engineers work closely with equipment manufacturers developing automated software to identify, match, insert, and verify the State's mail packets quickly and with accuracy. From the beginning of insertion, closed loop controls eliminate any operator-level interference through packet completion. If at any time the insertion process is interrupted because of a jam or cover being opened, the mail packets in process are automatically marked as bad and rejected. This process always results in accurate mail packets with 100% confidence.

Our mail inserters are equipped with high-resolution cameras, 2D barcode scanning capabilities, and optical character recognition. Using elections as an example, once the correct ballot style is confirmed, the voter information is printed onto the return affidavit and the carrier envelopes. The same process applies to nonelection, variable print and mail projects involving return mail envelopes. Additionally, an Intelligent Mail Barcode is printed onto the carrier envelope to ensure the mail packet is delivered accurately by USPS.

The inserter's computer validates and marks the mail packet as complete to prevent duplicate mail packets from being produced. Our comprehensive process ends with the inserter counting and double-checking post-insertion segment quantities with pre-insertion segment quantities inline before the packets exit the inserter, completely sealed and ready for in-house USPS sorting.

#### Sorting

RES' election mail sorting process provides the State with the highest level of efficiency and postage discounts. Our sorters are equipped with built-in diagnostics, intelligent mail barcode, 3 of 9 barcode reading capabilities, and a robust tray management system. Our time-tested processes provide the State with seamless, piece-level integrity.

Sorter Validation: RES utilizes three sorters to validate the accurate completion of all records provided by the State in their data request file. Each mail packet is run through the machine and verified against the original data file sent by the State to ensure all requested packets are completed and there are no duplicate packets. Each piece is measured in thickness to determine the contents of the packets are accurate. The sorter also captures an image of each individual mail packet produced as a verification to be supplied to the State, if required.

Pre-Sorting for Postal Savings: The sorter pre-sorts all mail packets into mail trays based on 3- or 5-digit zip codes. This pre-sorting process results in significant cost savings for the State, with approximately 60% savings for all presorted items before submission to USPS.

#### A Partner Your State Can Trust

At RES, we attribute our reputation and success in the government services industry to our philosophy of partnership with our customers. We work closely with all our customers to identify and solve problems, offer beneficial enhancements to our suite of variable print and mail services and products, and continue developing new products.

With our knowledgeable staff, exceptional customer service, extensive understanding of changes and trends in the industry, use of industry-defining technology, and multi-layered security protocols make RES the State's best choice for quality variable printing, products, and services.

After reviewing our proposal, we want the State to deeply understand our approach to your project, how we'll accomplish your objectives, and the real benefits of partnering with us. We hope the State chooses to experience a modernized print and mail process, produced by the seasoned professionals at RES.



Equipment	Speed (depending on specs)
3 T240HD HP Web Presses	400-500 feet per minute, each
1 HP Indigo 12000 digital offset press	1725-4600 sheets per hour
6 MBO Continuous Folders	36,000-40,000 per hour, each
1 HM25 channel 6-gun glue system	6,000-15,000 per hour
2 Perfecta Cutters	
2 Deluxe Stitchers	30,000 per hour, each
1 INT Preferred Packaging system	100-800 packs per hour
3 Straw pack paper band machines	8,000 per hour, each
2 WD Envelope Producers	500 envelopes per minute, each
14 WD Inserters	File base jobs 5,000 per hour, each Commercial jobs 8,000 per hour, each
3 Vantage Sorters	50,000 per hour, each



#### **Equipment and Paper**

- All equipment receives preventative maintenance performed prior to each major production cycle.
- Ample paper stock is stored in a secure, clean, and climate-controlled environment not exceeding 40% humidity.

#### **Prepress**

- Prepress file accuracy processing A pre-flight quality control checklist is utilized to ensure accuracy of embedded fonts, color, image cropping and artwork. Each pdf is examined individually for 100% accuracy before placement in the repository.
- RES utilizes Coding Accuracy Support System (CASS) processing, a certification system from USPS for address validation.

#### Print Room

- Mailpieces are printed per segment on digital high-speed inkjet printers complete with segment cards labeled with segment number, page, quantity, and date with time of completion.
- Throughout printing, samples are pulled and inspected to ensure strict quality requirements are met.
   Checkpoints include image registration front to back, image position, sheet size and print quality.

#### Insertion

- From start to end of insertion, closed-loop controls eliminate any operator level interference. (If the
  insertion process is interrupted due to a jam or cover opening, the packets in process are automatically
  marked and rejected.)
- An Intelligent Mail Barcode (IMB) is ink-jetted onto the carrier envelope which validates the recipient's address.
- After printing is complete, the recipient data record file is 100% validated—no duplicates can be created.

#### Packing and Shipping

- Print segments are printed, stacked, shrink-wrapped and labeled per customer request. A detailed packing slip is included with each mailing. Labeled boxes are palletized based on customer specifications.
- All pending shipments are under 24/7 surveillance. Loading docks are monitored by authorized personnel.
   All trucks are loaded by RES personnel and individually assigned a container seal for tamper intervention.

#### Delivery to USPS

- RES' mailing processing experts are trained in USPS requirements and laws with the certifications and specifications required for high-integrity mail services.
- Each shipment is tracked via GPS to allow RES and the customer to always know its precise location.



#### Disaster or Security Event Recovery

RES has never experienced a downed facility due to a catastrophic event in our entire 53-year history thanks to our extensive physical and cybersecurity measures, our national critical infrastructure designation, experience-based protocols, and dedicated staff. Still, we have a strategy to address such an event. Our specific processes are described below.

RES has double and triple redundancies in the manufacturing equipment used to produce official ballots and vote-by-mail packets. System outages can periodically occur on a specific piece of equipment, but our redundancies do not allow for interruptions in manufacturing. RES operators have received formal training and have the knowledge, skills, and tools to bring equipment back online quickly—without help from our vendors. Additionally, our service level agreements with our equipment vendors are robust and, if necessary, onsite support is expedient, which shortens the downtime of any equipment and allows us to maintain our delivery schedule. We test this process periodically as mechanical issues arise on equipment and during major election cycles.

In the event our facility is inoperable during an election cycle, our contingency action plan addresses four key functions: data preparation, printing, vote-by-mail inserting, and vote-by-mail sorting. The action plan also incorporates two critical processes: security and chain of custody.

The data preparation and processing would still be executed by RES personnel using alternate, secure, physical offsite and cloud data backups.

Printing would be completed by our partners with similar equipment (in order to maintain the use of our data) and meet our manufacturing speeds and ballot quality.

Insertion of mail packets and outbound mail sorting would be completed by our industry partners with similar equipment, allowing us to use our data in the same manner as before.

The two critical processes that would be maintained: First, the security of our data and its use in our contingency environments. And second, a strict chain of custody of all election material to and from the contingent facilities.

### **RES Escalation Process**

#### **Print and Mail Services**

RES Account
Coordinator will
communicate or
respond immediately
by phone or email.

If the issue is not immediately resolved, RES will involve the appropriate Supervisor of Client Services.

If the issue persists, RES will escalate to the Director of Client Services. If the issue still persists, RES will host a conference call with the Chief Operating Officer to find a resolution.

At each step, RES will continue to communicate openly and proactively.

#### **Printing Error Recovery**

For example, if a print run of 300,000 documents is currently printing and the printer malfunctions halfway through the job, our staff would respond in the following manner.

#### 1. Recovery Process

- a. Mail Run Data File Segmentation: For large jobs, such as a 300,000-documents print run, the original customer request file is segmented into smaller groups of 30,000 documents, known as Mail Run Data Files (MRDFs). This segmentation ensures that any issues are confined to a smaller subset of the total job, minimizing the impact.
- b. Quality Inspection: If a quality issue is detected, each MRDF is thoroughly inspected. If a problem is identified within an MRDF, the entire MRDF is reviewed. Any questionable product is removed to maintain the integrity of the entire document run.
- c. Machine Reset and Issue Documentation: When an issue is identified, the press is shut down, the buffer is cleared, and the machine is restarted. The operator documents the quantity of isolated documents and provides a detailed description of the issue on the production ticket.

#### 2. Ensuring Data Integrity and No Addressing Skips

- a. Barcode Verification: Each recipient's document is assigned three barcodes: App ID (Code 39 or 128b), Intelligent Mail Barcode (IMB), and a 2D barcode. These barcodes are printed on the mail packet by the inserter's printer system. Cameras on the inserter machine scan, merge, and verify these barcodes against the recipient data-file to ensure accuracy.
- b. Mismatch Handling: If a barcode does not match the recipient's data, the inserter machine automatically shuts down, and the suspect pieces are diverted for manual inspection and correction.
- c. Data Verification by Networked Computers: The inserter machine's networked computers manage both physical operations and data verification. The system tracks valid and invalid pieces, with invalid pieces flagged for reruns to ensure that every resident receives the correct materials.

#### 3. Documentation and Incident Tracking

- a. Incident Recording: Both the main computer (BSC) and the data computer (IBC) maintain comprehensive records of valid and invalid pieces. The system tracks which pieces have reached the conveyor, ensuring no data is lost during the restart process.
- b. Unique App IDs: Each recipient's unique App ID prevents duplicate processing, ensuring all recipient data records are accounted for and processed correctly before completing the insertion file.

#### 4. 4. Quality Control and Sorter Validation

- a. Sorter Validation: RES has three sorters to validate each 30,000-document MRDF. Each mail packet is processed through the sorter, where it's cross-checked against the original data file provided by the State to ensure all requested packets are complete and free of duplicates. The sorter measures the thickness of each packet to confirm the accuracy of its contents. Additionally, the sorter also captures an image of each individual mail packet, produced as verification to be supplied to the State, if required.
- b. Pre-Sorting for Postal Savings: The sorter pre-sorts all mail packets into mail trays based on 3- or 5-digit zip codes. This pre-sorting process results in significant cost savings for the State, with approximately 60% savings for all pre-sorted items before submission to USPS.

This comprehensive process ensures that, after a printer malfunction, production resumes efficiently, maintaining data integrity, and preventing any loss of mailpieces or addressing skips. Please also see our provided Project Management Excellence and Quality Assurance Checklist sections for more information on RES' project support.



As mentioned, RES assigns an experienced Account Coordinator to manage each project at the notification of the award and contract execution with the State of West Virginia. The Client Services Department is directed by Rachel Eaglin and further supported by our Client Services Supervisors. Please see below for biographies of all relevant personnel at Runbeck Election Services.

#### Jeff Ellington, President & Chief Executive Officer

Leading RES since 2021, Jeff brings over a decade of election industry expertise. Since joining in 2011, he has held key roles, including VP of Vote by Mail and Field Operations, before becoming COO in 2015. With prior experience at MailCode Inc. and Pitney Bowes, he focused on innovation and customer satisfaction.

#### Riz Fidai, Chief Revenue Officer

With 20+ years of experience, Riz oversees all revenue functions at RES since 2018, driving significant growth through process-driven sales strategies and a strong focus on customer success. He is known for building high-performing teams and fostering long-term client partnerships.

#### Bryan Dandurand, Chief Operating Officer

With 35+ years in print manufacturing, Bryan has been a cornerstone of RES operations since 2011. His expertise in election logistics and operational excellence ensured precision and reliability through four presidential cycles.

#### Anthony Paiz Chief Product Officer

With 20+ years of elections experience, Anthony oversees all product and software development and support and has been with RES since 2011. Anthony implements specialized election products that coincide with industry best practices, as well as leading the innovation and engineering of new and existing RES products.

#### Jeff Wintemute Vice President of Operations

Jeff brings 29+ years of experience in the digital print industry, including more than two decades managing print, prepress, data processing, and IT operations for election services providers. At RES, he is responsible for overseeing all aspects of print production operations.

#### Rachel Eaglin, Director of Client Services

Since 2019, Rachel has been dedicated to client satisfaction, ensuring smooth election operations through meticulous attention to detail. Her leadership fosters strong relationships and a collaborative team culture.

#### Amanda Nanneman Supervisor of Client Services

With 11+ years of industry and client service experience, Amanda has brought her strong leadership skills, customer relationship skills, and keen attention to detail to RES since 2021. Amanda now supervises the internal Project Coordinators and project management in the department.

#### Brian Runbeck, Supervisor of Client Services

With 30+ years in election print production, Brian oversees the production of voter guides and election materials for counties and districts across California and Arizona, with accuracy and efficiency. Brian serves as the backup and direct supervisor to the designated Account Coordinator.

#### Allen Matuszewski, Director of Sales, Strategic Accounts

Joining RES in 2024, Allen brings 16+ years of election and government print and mail experience to the company. Rooted in the family print business background; he approaches each project with a unique passion to ensure customer success.





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Jurisdiction/Customer Name	Sacramento County CA
Address	Sacramento County, 7000 65th Street, Suite A Sacramento, CA 95823
Contact Name and Title	Hang Nguyen, Registrar of Voters
Contact Phone	916-875-6451
Contact Email	nguyenha@saccounty.net
Project Duration	2014 - Present
Project Description	RES printed, inserted, mailed around 800,000 mail packets for every single election since 2014. RES also mailed voter outreach postcards every year since 2020.

## Reference #2

Jurisdiction/Customer Name	Honolulu County Hi
Address	530 South King Street, Room 100 Honolulu, HI 96813
Contact Name and Title	Rex Quidilla, Elections Administrator
Contact Phone	808 768 3806
Contact Email	Rex.quidilla@honolulu.gov
Project Duration	2020 - Present
Project Description	RES printed, inserted, and mailed approximately 50,000 mailers requiring voter response for each election since 2020.



#### Reference #3

Jurisdiction/Customer Name The Market Builder, Inc. Address 6030 E. Main Street, Sute 102 Mesa, AZ 85205 Contact Name and Title Paul Lawson, Account Contact **Contact Phone** 480 641 6204 paul@themarketbuilder.com Contact Email **Project Duration** 2024 - 2024 RES printed, inserted, and mailed over 116,000 letters in three versions for St. Vincent DePaul through The Market Builder, Inc. The project included a **Project Description** card insert and return envelope, demonstrating our capability to provide specialized print and mail services eliciting a response from the recipient in nonelection work.





Form W-9
(Rev. October 2018)
Department of the Treesury
Internal Riverus Service

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Department of the Trassury Internal Revenue Service		Go to www.irs.go	v/FormW9 for i	nstructions and the lets	est inform	etion			86	end	to the	IRS.		
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Client#: 1431422

#### RUNBEELE

ACORD.

#### **CERTIFICATE OF LIABILITY INSURANCE**

01/13/2025

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(les) 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 any rights to the certificate holder in lieu of such endorsement(s).

this certificate does not confer any rights to the certificate holder if	n lieu of such endorsement(s).						
PRODUCER	CONTACT Zoe Weest						
USI Insurance Services LLC	PHONE (AIC, No. Ext): 602-374-1338 (AIC, No.)						
2375 E. Camelback Rd, Suite 250	ADDRESS: ZOE.West@usi.com						
Phoenix, AZ 85016	INSURER(S) AFFORDING COVERAGE	NAIC #					
	INSURER A: Citizens Insurance Company of America	31534					
INSURED	MSURER 8 : Hanover Insurance Company	22292					
Runbeck Election Services LLC	INSURER C: Hanover American insurance Company	36064					
2800 S 36th St	INSURER D : Gemini insurance Company	10833					
Phoenix, AZ 85034	INSURER E : Convex Insurance UK Limited	1129					
	INSURER F : Allmerica Financial Benefit Ins. Co.	41840					
COVERAGES CERTIFICATE NUMBER:	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 CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HERREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURED TYPE OF INBURANCE ADDISJUES POLICY NUMBER (MANDOYTYY), LIMITS

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O4/01/2024 04/01/2025 EACH OCCURRENCE \$1,000,000

MED EXP (Any one person) \$100,000

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Tech E&O
DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Insurer G: Associated industries insurance Company; NAIC #23140 | Cyber Security & Privacy Liability Policy
Number: AES123191301 | Effective: 04/01/2024 - 04/01/2025 | Limits: \$4,000,000 Each Claim; \$4,000,000
Aggrégate

Insurer H: Twin City Fire Insurence Company; NAIC #29459 | Crime Policy Number: 59KB057512023 | Effective (See Attached Descriptions)

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		
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ACORD 25 (2016/03) 1 of 2 #\$47815540/M44226029

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Company ID Number:571783

Client Company ID Number:1672104

Employer			
Runbeck Election Services			
Name (Please Type or Print)	Title Manager Manager		
Elizabeth Sommers			
Signature	Date		
Electronically Signed	April 19, 2021		
E-Verify Employer Agent			
Paylocity Corporation			
Name (Please Type or Print)	Title		
Kellee Doucette			
Signature	Date		
Electronically Signed	April 19, 2021		
Department of Homeland Security - Verification Di	ivision		
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USCIS Verification Division	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Signature	Date		
Electronically Signed	April 19, 2021		



#### Certificate of Insurance

We're including a generic copy of our Certificate of Insurance. A processed copy listing the State of West Virginia as the certificate holder and any other requested endorsements or information can be provided upon award.

#### State of WV vendor registration and payment is in progress

Our prior business registration, Runbeck Election Services, Inc., lapsed when our corporate entity changed from Inc. to LLC. We are in the process of updating this registration and finalizing any needed fees or certifications with the State. We intend to resolve this as soon as possible.



Runbeck Election Services is dedicated to providing the most secure, efficient, and innovative printing and mailing services. With a legacy spanning over 50 years, our comprehensive solutions ensure the integrity and reliability of production processes for jurisdictions of all sizes. Our state-of-the-art 163,000 sq. ft. facility in Phoenix, Arizona, is equipped with advanced technology and staffed by experts committed to excellence and transparency at every stage. Our services include high-volume printing, automated mail sorting, and precise mailing operations, all underpinned by stringent security measures to protect government service integrity. By adapting to the evolving needs of public administrators and leveraging our extensive experience, we support the democratic process with unmatched dedication and reliability. Partnering with RES means choosing a team that values innovation, integrity, teamwork, and excellence, ensuring your project operations are seamless, secure, and successful. We look forward to the opportunity to contribute to your next project and uphold the highest standards of integrity and efficiency. Thank you for considering Runbeck Election Services for your project needs.

Allen Matuszewski

Director of Sales, Strategic Accounts

amatuszewski@runbeck.net

602-781-6818

**Runbeck Election Services** 

2800 S. 36th St.

Phoenix, AZ 85034