West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

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

wvOASIS

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Welcome, Christopher W Seckman

Procurement | Budgeting | Accounts Receivable | Accounts Payable

**Solicitation Response(SR)** **Dept:** 0702 **ID:** ESR09012600000001608 **Ver.:** 1 **Function:** New **Phase:** Final

**Modified by** batch , 09/03/2026

**Header** 1

List View

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

**Procurement Folder:** 2044959

**Procurement Type:** Central Master Agreement

**Vendor ID:** VS0000046131

**Legal Name:** ONE2ONE COMMUNICATIONS LLC

**Alias/DBA:**

**Total Bid:** $568,400.00

**Response Date:** 09/01/2026

**Response Time:** 11:09

**Responded By User ID:** one2one2

**First Name:** Dave

**Last Name:** Moore

**Email:** dave.moore@onlyonesourc

**Phone:** 6145650022

**SO Doc Code:** CRFQ

**SO Dept:** 0702

**SO Doc ID:** TAX2700000001

**Published Date:** 8/26/26

**Close Date:** 9/3/26

**Close Time:** 13:30

**Status:** Closed

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

**Total of Header Attachments:** 1

**Total of All Attachments:** 1

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

# State of West Virginia
# Solicitation Response

**Proc Folder:** 2044959

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

**Proc Type:** Central Master Agreement

| Solicitation Closes | Solicitation Response | Version |
|---|---|---|
| 2026-09-03 13:30 | SR 0702 ESR09012600000001608 | 1 |

**VENDOR**

VS0000046131
ONE2ONE COMMUNICATIONS LLC

**Solicitation Number:** CRFQ 0702 TAX2700000001

**Total Bid:** 568400 **Response Date:** 2026-09-01 **Response Time:** 11:09:50

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**
Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|---|---|---|---|---|---|
| 1 | Printing and mailing of MV-1 Motor Vehicle Property letters | 0.00000 | | | 568400.00 |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 82121500 | | | |

**Commodity Line Comments:**

| | | |
|---|---|---|
| Printing of MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule | $0.071 ea. | $56,800.00 |
| Printed Envelopes for the MV-1 | $0.0185 ea. | $14,800.00 |
| Bulk Mailing of MV-1 | Included | Included |
| Postage | $0.621 ea. | $496,800.00 |
| TOTAL | | $568,400.00 |

**Extended Description:**

Printing of MV-1 Motor Vehicle Property Tax Adjust Credit

| | | |
|---|---|---|
| | Department of Administration<br>Purchasing Division<br>2019 Washington Street East<br>Post Office Box 50130<br>Charleston, WV 25305-0130 | **State of West Virginia**<br>**Centralized Request for Quote**<br>**Printing** |

| | | | |
|---|---|---|---|
| **Proc Folder:** 2044959 | | | **Reason for Modification:** |
| **Doc Description:** Printing and mailing of MV-1 Motor Vehicle Property letters. | | | |
| **Proc Type:** Central Master Agreement | | | |
| **Date Issued** | **Solicitation Closes** | **Solicitation No** | **Version** |
| 2026-08-19 | 2026-09-03 13:30 | CRFQ 0702 TAX2700000001 | 1 |

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code: VS0000046131**

**Vendor Name: One2One Communications dba OneSource**

**Address: 900 Asbury Drive**

**Street :**

**City: Buffalo Grove**

**State: Illinois** **Country: US** **Zip: 60089**

**Principal Contact: Dave Moore**

**Vendor Contact Phone: 614-565-0022** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**
Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

**Vendor Signature X** David D Moore **FEIN# 51-0491466** **DATE 09/01/2026**

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

## ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Tax Division to establish an open-end contract to provide Printing and mailing of MV-1 Motor Vehicle Property letters per the specifications, terms, and conditions, and bid requirements per the attached documentation.

| INVOICE TO | | SHIP TO | |
|---|---|---|---|
| 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 and mailing of MV-1 Motor Vehicle Property letters | 0.00000 | | | |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 82121500 | | | |

**Extended Description:**
Printing of MV-1 Motor Vehicle Property Tax Adjust Credit

## SCHEDULE OF EVENTS

| Line | Event | Event Date |
|---|---|---|
| 1 | Questions due by August 26th, 2026 at 10am ET | 2026-08-26 |

## 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 item 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: Questions due by August 26th, 2026 at 10am ET

Submit Questions to: Brandon Barr - Senior Buyer
2019 Washington Street, East Charleston, WV 25305
Fax: (304) 558-3970
Email: Brandon.L.Barr@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 *wv*OASIS, 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 *wv*OASIS at its sole discretion. Such a prohibition will be contained and communicated in the *wv*OASIS system resulting in the Vendor's inability to submit bids through *wv*OASIS. The Purchasing Division will not accept bids or modification of bids via email.

**Bids submitted in paper, facsimile, or via *wv*OASIS 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: Brandon Barr
SOLICITATION NO.: CRFQ TAX2700000001
BID OPENING DATE: September 3rd, 2026
BID OPENING TIME: 1:30pm ET
FAX NUMBER: 304-558-3970

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 *wv*OASIS (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 3rd, 2026 at 1:30pm ET

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: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. **RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: 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, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority- owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

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 *wv*OASIS 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 *wv*OASIS 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 Setember 1, 2026 August 31, 2027. 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 cover 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 3 years successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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

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

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

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _________________days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _________________years;

☐ the 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).

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

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as ___________________________________), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in ________________________

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

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

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

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

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

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

☐ **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 liquidated damages in the amount specified below or as described in the specifications:

☐ ____________________________ for ____________________________________.

☐ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages 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.

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

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

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

**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) David Moore, Senior Vice President of Sales

(Address) 900 Asbury Drive, Buffalo Grove, IL 60089

(Phone Number) / (Fax Number) 614-565-0022 / 847-243-8086

(email address) dave.moore@onlyonesource.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through *wv*OASIS, 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.*

One2One Communications LLC dba OneSource
(Company)

David D Moore

(Signature of Authorized Representative)
David Moore, Senior Vice President of Sales 09/02/2026
(Printed Name and Title of Authorized Representative) (Date)
614-565-0022 847-243-8086
(Phone Number) (Fax Number)
dave.moore@onlyonesource.com
(Email Address)

REQUEST FOR QUOTATION

**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). We are looking for a one year contract starting September 1, 2026 and ending August 31, 2027, with three (3) one-year renewals.

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.

**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, 2027, and January 16, 2027.

**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.

**4.2** 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 address: michelle.l.childers@wv.gov

## 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.

**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:** **David Moore**
**Telephone Number:** **614-565-0022**
**Fax Number:** **847-243-8086**
**Email Address:** **dave.moore@onlyonesource.com**

**Pricing Page**

| Requirments | Estmated Amount | Price Per Unit | Total |
|---|---|---|---|
| Printing of MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule | 800,000 | $0.071 | $56,800.00 |
| Printed Envelopes for the MV-1 | | $0.0185 | $14,800.00 |
| Bulk Mailing of MV-1 | | Included | |
| Postage | | $0.621 | $496,800.00 |
| | | **Total Bid** | $568,400.00 |

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:** | 2044959 | | **Reason for Modification:** |
| **Doc Description:** | Printing and mailing of MV-1 Motor Vehicle Property letters. | | Addendum No. 1 published to provide answers to vendor question and provide examples - please see attached |
| **Proc Type:** | Central Master Agreement | | |
| **Date Issued** | **Solicitation Closes** | **Solicitation No** | **Version** |
| 2026-08-26 | 2026-09-03 13:30 | CRFQ 0702 TAX2700000001 | 2 |

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code: VS0000046131**

**Vendor Name : One2One Communications**

**Address : 900 Asbury Drive**

**Street :**

**City : Buffalo Grove**

**State : Illinois** **Country: US** **Zip : 60089**

**Principal Contact : Dave Moore**

**Vendor Contact Phone: 614-565-0022** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**
Brandon L Barr
304-558-2652
brandon.l.barr@wv.gov

**Vendor Signature X** David D Moore **FEIN# 51-0491466** **DATE 09/01/2026**

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

| ADDITIONAL INFORMATION |
| --- |
| The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Tax Division to establish an open-end contract to provide Printing and mailing of MV-1 Motor Vehicle Property letters per the specifications, terms, and conditions, and bid requirements per the attached documentation. |

| INVOICE TO | | SHIP TO | |
| --- | --- | --- | --- |
| 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 and mailing of MV-1 Motor Vehicle Property letters | 0.00000 | | | |

| Comm Code | Manufacturer | Specification | Model # |
| --- | --- | --- | --- |
| 82121500 | | | |

**Extended Description:**
Printing of MV-1 Motor Vehicle Property Tax Adjust Credit

## SCHEDULE OF EVENTS

| Line | Event | Event Date |
| --- | --- | --- |
| 1 | Questions due by August 26th, 2026 at 10am ET | 2026-08-26 |

# SOLICITATION NUMBER: CRFQ TAX27*01
## Addendum Number: 1

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

**Applicable Addendum Category:**

[ ] Modify bid opening date and time

[ ] Modify specifications of product or service being sought

[✔] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[✔] Other

**Description of Modification to Solicitation:**

Addendum No. 1 published to:

1. Provide answers to vendor technical questions

2. Provide MV-1 Tax Sample - Please see attachment

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

# CRFQ TAX2700000001

# Answers to Vendor Questions

**Q1 - Ink Specifications**

**The solicitation states that the document may be printed using any standard printing method that produces clear, clean, and sharp text. Please confirm whether the MV-1 schedule and cover letter are to be printed in black ink only or if color printing is required or acceptable.**

**A1 - Color printing is required.**

**Q2 - Paper Stock**

**Section 3.1.1.2 identifies the document as two 8.5" x 11" sheets but does not specify paper weight. Please confirm the required paper stock (e.g., 20 lb. white bond) for both sheets.**

**A2 - 20lb paper is acceptable**

**Q3 - Lowest Possible Postage Rate**

**Section 3.1.3.2 requires the vendor to provide mailing services using a method that provides the Tax Division with the "lowest possible postage rate." Please clarify:**

- **Is the State expecting USPS Marketing Mail, First-Class Presort, or another specific mail class?**
- **May the vendor utilize commingling, co-mailing, postal optimization, or other USPS-approved methods to achieve the lowest available postage rate?**

**A3 - The selected vendor is allowed to use any method they deem appropriate in order to obtain the best available postage discount(s).**

**Q4 - Instruction Sheet Processing**

**Section 3.1.1.2 states that Page 2 consists of the instructions with a blank reverse side. Please confirm whether the instruction sheet may be produced and inserted as a separate insert during the mailing process, provided all content requirements are met.**

**A4 - The WV Tax Division will provide the selected vendor with a PDF file(s) that will contain all of the MV-1 records, which will include both pages as described in the RFQ.**

**Q5 - Mail Release Date**

**Section 3.1.3.2 states that the schedules are to be released for mailing on a date specified by the West Virginia Tax Division between January 2, 2027, and January 16, 2027. Please clarify:**

- **How will the specific mail date be determined?**
- **How much advance notice will the successful vendor receive regarding the selected release date?**

**A5 - The mail release date will be determined once the WV Tax Division has all data, and has worked with the selected vendor on the mail printing and processing. Once we get closer towards the end of the year, we will be able to better determine the mailing date.**

**Q6 - Production Start Date**

**Following proof approval and receipt of the Agency Delivery Order, when does the Agency anticipate providing the PDF data files and authorizing production to begin?**

**A6 - This will be determined based on receipt of data from the Counties, processing time for that data, and working with the selected vendor on transferring the files, testing, and proof creation.**

**Q7 - Mailing Window and Distribution Schedule**

**The solicitation requires mailing standard orders within 14 calendar days after letter files are received. Please clarify:**

- **Will the approximately 800,000 pieces be released as a single mailing project, or in multiple batches?**
- **If mailed in multiple batches, what is the anticipated mailing schedule and volume range for each release?**
- **Is there a required completion period for all mail to enter the USPS system after the designated release date?**

**A7 - There will be one main mailing, containing the majority of the files, with possible much smaller subsequent mailing(s). All mailings have to be in the USPS system no later than 1/31/27.**

**Q8 - Can a sample of the current MV-1 Motor Vehicle Property letter be provided?**

**A8 - Yes, we can provide a sample MV-1**

**Q9 - Can a sample of the current printed envelope be provided?**

**A9 - The envelope is up to the vendor's discretion, based on the requirements set forth in the RFQ.**

**Q10 - Has an addendum been issued for this bid?**

**A10 – No.**

**Q11 - Where can we find any released addenda?**

**A11 - N/A**

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

WEST VIRGINIA
TAX DIVISION

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.

etL014 v.3

# MV-1 MOTOR VEHICLE PROPERTY TAX ADJUSTMENT

Rev. 08.2026

To claim this credit you MUST use the original form issued by the Tax Division. Substitute forms are not accepted.

## TAXPAYER INFORMATION

| SOCIAL SECURITY NUMBER OR FEIN | | *SPOUSE'S SOCIAL SECURITY NUMBER | |
|---|---|---|---|

## TAXPAYER NAME AND ADDRESS INFORMATION

TAXPAYER NAME
TAXPAYER LINE 2
1234 MAIN STREET
CITY, WV 123456789 USA

**Letter ID: L0102971392**

## MV-1 CREDIT CLAIM INFORMATION

THIS INFORMATION IS REQUIRED TO CLAIM YOUR CREDIT. PLEASE INCLUDE THIS SCHEDULE WITH YOUR PAPER RETURN OR ENTER THE REQUIRED INFORMATION IN YOUR ELECTRONIC RETURN. THE **CLAIM NUMBER** MAY ONLY BE USED ONCE.

| | |
|---|---|
| CREDIT CLAIM NUMBER | **A1234B** |
| TAX PERIOD ENDING MM/DD/YYYY | 12/31/2025 |
| 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 | B | | PAID | PAID | $1.79 |
| 2012 FORD F-55 | A | | PAID | PAID | $1.70 |
| 2014 PETE 388 | A | | PAID | PAID | $1.42 |
| 2023 FLAT TRLR | A | | 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 | A | | 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 | A | NOT TIMELY | | | $0.00 |
| 2022 FLAT TRLR | T | NOT TIMELY | | | $0.00 |
| 2022 FLAT TRLR | T | 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, or any additional credit, you MUST with a completed West Virginia income tax return.**

- If you are not required to file the IT-140 and are not claiming additional credits, you may file this credit online at https://mytaxes.wvtax.gov

*B54032601A*
B 5 4 0 3 2 6 0 1 A

# MV-1
## Motor Vehicle Property Tax Adjustment Credit Instructions

WEST VIRGINIA TAX DIVISION

**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.*

**ADDENDUM ACKNOWLEDGEMENT FORM**
**SOLICITATION NO.: CRFQ TAX27*01**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**
(Check the box next to each addendum received)

| | | | |
|---|---|---|---|
| [X] | 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 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

One2One Communications LLC dba OneSource
Company

David D Moore

Authorized Signature

09/01/2026
Date

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

ONESOURCE

# PRINTING AND MAILING OF MV-1 MOTOR VEHICLE PROPERTY LETTERS

## Professional Bid Proposal

**Solicitation No. CRFQ 0702 TAX2700000001**

| | |
|---|---|
| PREPARED FOR | **State of West Virginia**<br>**Purchasing Division / Tax Division** |
| PREPARED BY | **One2One Communications LLC**<br>**dba OneSource** |
| BID OPENING | September 3, 2026<br>1:30 p.m. Eastern Time |
| PROPOSAL DATE | September 1, 2026 |

Open-end term contract: September 1, 2026 through August 31, 2027, with three one-year renewal options.

**Competitive evaluated total: $568,400.00 for the estimated 800,000-piece volume including postage.**

# Letter of Transmittal

September 1, 2026

Brandon L. Barr, Senior Buyer
West Virginia Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, West Virginia 25305-0130

**Re: CRFQ 0702 TAX2700000001 - Printing and Mailing of MV-1 Motor Vehicle Property Letters**

Dear Mr. Barr:

One2One Communications LLC dba OneSource is pleased to submit this fully compliant bid to the State of West Virginia for the printing and distribution of approximately 800,000 MV-1 Motor Vehicle Property Tax Adjustment Credit schedules. OneSource accepts the solicitation requirements without exception and offers a controlled, high-capacity production and mailing program designed to deliver accurate pieces, on schedule, at the lowest practicable postage cost.

Our approach directly addresses the State's priorities: first-grade, sharp printing; complete hard-copy proofing before production; secure, tinted envelopes marked "IMPORTANT TAX INFORMATION"; reliable release during January 2-16, 2027; and transparent postage reimbursement supported by postal documentation and summary reporting.

OneSource has more than 20 years of mission-critical billing and document communications experience, processes more than 15,000 jobs annually, and maintains production capacity exceeding 420,000 mail packages per day. The proposed workflow combines PDF preflight, control-total reconciliation, automated production controls, documented quality checks, Full-Service Intelligent Mail, and dedicated contract management.

Our evaluated bid total is $568,400.00.00 at the State's estimated 800,000-piece volume. This includes $71,600.00 for printing, envelopes, and bulk-mail processing, plus an estimated $496,800.00.00 in reimbursable USPS postage. Postage will be invoiced at actual cost with no markup, supported by USPS documentation.

We appreciate the opportunity to support the West Virginia Tax Division and stand ready to execute a disciplined transition immediately upon award.

Respectfully submitted,

David Moore, Senior Vice President of Sales
Phone: 614-565-0022
Email: dave.moore@onlyonesource.com

## Proposal Roadmap

| Section | Topic | Evaluator Value |
|---|---|---|
| 1 | Executive Summary | Why OneSource is a low-risk, lowest-total-cost choice |
| 2 | Solicitation Understanding | Exact scope, dates, quantities, and award basis |
| 3 | Technical and Production Approach | PDF intake through USPS release |
| 4 | Quality, Security, and Continuity | Controls protecting accuracy and delivery |
| 5 | Implementation, Schedule, and Governance | Mobilization and service commitments |
| 6 | Pricing Proposal | Completed evaluated pricing and postage basis |
| 7 | Compliance Matrix | Point-by-point confirmation of mandatory requirements |
| 8 | Risk Management and Service Assurance | Preventive controls and escalation path |
| 9 | Submission Forms and Checklist | Items to complete before final upload |

## 1. Executive Summary

OFFER AT A GLANCE **A fully compliant, high-capacity program for 800,000 MV-1 letters at an evaluated total of $568,400.00, including an estimated $496,800.00 in pass-through postage.**

The State is procuring a precise, time-sensitive public communication, not simply commodity printing. Each recipient must receive the correct two-sheet MV-1 package in a security-tinted envelope, and the mailing must enter the USPS network within the Tax Division's specified January window. OneSource's operating model is built for this kind of controlled, high-volume transactional work.

### Why OneSource

1. Proven mission-critical discipline: more than 20 years supporting billing, tax, election, financial, healthcare, and public-sector communications.
2. High-volume readiness: daily capacity above 750,000 mail packages supports the estimated volume with schedule contingency and redundant production paths.
3. Documented piece integrity: file-level totals, production reconciliation, barcode-driven controls, spoilage reprints, and final postal reconciliation protect completeness.
4. Postal optimization: CASS-certified address processing, NCOA where authorized, presort optimization, Full-Service Intelligent Mail, and direct USPS acceptance reduce avoidable postage.
5. Transparent economics: no-cost implementation, proofing, standard reporting, and permit administration are included; USPS postage is passed through without markup.
6. Accessible accountability: a dedicated contract manager, backup contact, programmer/IT support, and executive escalation remain available throughout the engagement.

### Commitment to the State

OneSource will meet the 14-calendar-day standard turnaround and 7-calendar-day emergency turnaround, will not hold an order to meet a minimum quantity, will mail only after the State approves the complete physical proof and issues the required Delivery Order, and will provide the requested supply, volume, expenditure, and postage reports.

# 2. Solicitation Understanding

OneSource understands the CRFQ as an open-end term contract for the West Virginia Tax Division. The initial term is September 1, 2026 through August 31, 2027, with three optional one-year renewals by mutual written consent and required State approvals. Estimated quantities are planning quantities only; OneSource will service the quantities actually ordered.

| Requirement Area | OneSource Understanding |
|---|---|
| Solicitation | CRFQ 0702 TAX2700000001 |
| Estimated quantity | Approximately 800,000 complete mailed packages |
| Input | One or more State-provided PDF files containing MV-1 schedules |
| Printed contents | Two 8.5 x 11-inch sheets: page 1 cover letter / MV-1 reverse; page 2 instructions / blank reverse |
| Envelope | Vendor-supplied security-tinted envelope; exterior marked “IMPORTANT TAX INFORMATION” |
| Proof gate | All pages and envelope mailed for approval; approval and Agency Delivery Order required before production |
| Standard order | Mail within 14 calendar days after receipt of letter files |
| Emergency order | Mail within 7 calendar days after receipt of letter files |
| Primary mailing window | Release date specified by Tax Division between January 2 and January 16, 2027 |
| Award basis | Lowest overall total cost among bids meeting all mandatory requirements |

### No Exceptions

COMPLIANCE STATEMENT **OneSource takes no exception to the specifications, terms, or mandatory requirements presented in the solicitation documents. Pricing is complete and includes all ordinary costs necessary to perform the stated scope, except reimbursable USPS postage expressly identified by the State.**

### Success Criteria

7. Every accepted input record is accounted for through proofing, production, insertion, spoilage replacement, and USPS acceptance.
8. The complete proof package accurately represents production output and receives written approval before live production.
9. Mailpieces qualify for the lowest lawful and operationally appropriate USPS automation price based on the final address and sort profile.
10. Postal release occurs on the Tax Division’s authorized date and within the contractual turnaround requirement.
11. The State receives a concise reconciliation package covering quantities, dollars, letters mailed, and actual postage.

# 3. Technical and Production Approach

## 3.1 Mobilize and Confirm Requirements

Immediately after award, OneSource will conduct a structured kickoff with the Tax Division. The team will confirm file-transfer procedures, PDF specifications, control totals, page and envelope appearance, delivery-order workflow, mailing permit funding, approval contacts, postal release target, reporting format, escalation contacts, and any authorized address-quality services.

| Control Step | OneSource Action |
| --- | --- |
| 1. Secure receipt | Receive PDF files through an approved secure channel and issue a receipt confirmation. |
| 2. Preflight | Validate readability, page count, page dimensions, orientation, fonts/images, address-zone placement, sequencing, and printability. |
| 3. Reconcile | Compare record, document, and page totals to State-provided control totals; quarantine exceptions for authorized resolution. |
| 4. Configure | Apply the approved production profile, envelope specification, inserter setup, postal class, presort parameters, and reports. |
| 5. Prove | Produce and mail a complete hard-copy proof containing all pages and the envelope for Tax Division approval. |

## 3.2 Proofing and Authorization Gate

OneSource will not release live production until both conditions in Section 3.1.1.3 are satisfied: (1) the Tax Division approves the complete proof, and (2) an Agency Delivery Order is completed. The production ticket will lock the approved file version, form profile, envelope version, and postal instructions. Any later change will trigger controlled re-proofing.

## 3.3 Printing

OneSource will print the two required 8.5 x 11-inch sheets using production methods suited to clean, sharp, first-grade output. The cover letter and MV-1 schedule will be imaged on the front and reverse of sheet one; instructions will be imaged on the front of sheet two with a blank reverse. Automated inspection and operator sampling will confirm image clarity, registration, orientation, sheet sequence, and approved content.

## 3.4 Envelope Manufacturing and Address Presentation

The quoted price includes an automation-compatible envelope selected to protect the two-sheet package and process reliably. The interior will carry a security tint that prevents casual viewing of the contents. The exterior will display “IMPORTANT TAX INFORMATION” and will present the delivery address and Intelligent Mail barcode in USPS-compliant clear zones. Final configuration will match the approved proof.

## 3.5 Inserting and Piece Integrity

Two-sheet sets will be folded, inserted, and sealed through a controlled workflow. Production totals are reconciled at job, file, batch, and mail-entry levels. Spoiled or diverted pieces are logged and reprinted under supervision so the final accepted quantity equals the authorized production quantity.

| Control Point | Evidence / Result |
| --- | --- |
| Input accountability | PDF/file checksum, file count, record count, document count, and page count |
| Version control | Approved proof version tied to the live production ticket |
| Print controls | Job setup verification, first-piece approval, interval samples, image and sequence checks |
| Insert controls | Sheet count, fold/insertion setup, seal verification, exception diversion and rework |
| Output reconciliation | Good pieces + spoilage + reprints + exceptions reconciled to authorized input |
| Postal reconciliation | Final piece count and postage reconciled to the USPS acceptance documentation |

### 3.6 Postal Optimization and Entry

OneSource will prepare the mailing for the lowest lawful postage rate available for the final piece design, address quality, presort distribution, and authorized mail class. The planned method uses automation-compatible letter design, CASS-certified address processing, Full-Service Intelligent Mail, presort optimization, and USPS electronic documentation. NCOA processing will be applied only if authorized by the Tax Division and consistent with the State's intended recipient policy.

12. OneSource will arrange the required USPS bulk-mail permit payment.
13. Postage will be funded and documented in coordination with the State's authorized process.
14. Mail will be released only on the State-specified date within January 2-16, 2027.
15. The State will receive postage documentation and an invoice for actual reimbursement with no markup.
16. OneSource will provide a mailing summary showing the number of letters and total postage.

### 3.7 Closeout Reporting

Following mail entry, OneSource will provide a concise production and postal package. At minimum, it will show supplies purchased, quantities, total supply value, letters mailed, total actual postage, release date, and supporting postal documentation. Operational status reports and exception notices will be supplied during production as needed.

## 4. Quality, Security, and Business Continuity

### 4.1 Quality Management

OneSource's "Perfect piece every time" operating philosophy is implemented through documented job setup, proof approval, control totals, operator verification, in-process inspection, exception handling, and final reconciliation. The objective is not merely to detect defects but to prevent unauthorized or unreconciled output from advancing.

| Quality Gate | Acceptance Standard |
| --- | --- |
| File acceptance | Readable, complete, authorized PDF input with expected totals |
| Proof approval | Complete physical proof of all pages and envelope; written State approval |
| Production release | Approved version and Delivery Order matched to production ticket |
| First-piece check | Content, orientation, print clarity, sheet order, fold, envelope, seal |

| Quality Gate | Acceptance Standard |
|---|---|
| In-process checks | Scheduled sampling and automated equipment controls |
| Final release | Counts reconciled; mail-entry documentation reviewed and retained |

### 4.2 Information Security and Confidentiality

OneSource will protect State information as confidential and will comply with the State's Confidentiality Policies and Information Security Accountability Requirements. Controls include encrypted transmission methods, access restricted to authorized personnel, production-area physical safeguards, monitored facilities, secure retention practices, and documented destruction when retention is no longer required. OneSource operates within a SOC 2 controls environment and maintains U.S.-based handling for customer production data.

| Safeguard | OneSource Control |
|---|---|
| Data transfer | Secure sFTP or HTTPS workflow; receipt confirmation; access restricted by role |
| Data at rest | Encrypted and access-controlled systems within the production environment |
| Physical security | Controlled entry, cameras, intrusion/fire monitoring, and production-floor controls |
| Confidentiality | Need-to-know access, workforce confidentiality obligations, and no unauthorized disclosure |
| Incident response | Documented escalation, containment, investigation, notification, recovery, and corrective action |
| Disposition | Retention aligned to contract/business need; secure destruction following authorization |

### 4.3 Business Continuity

OneSource maintains documented business-continuity and disaster-recovery procedures, redundant production resources, alternate processing capacity, backup and restoration controls, and executive escalation. The 800,000-piece estimate represents fewer than two days of rated package capacity, allowing schedule contingency within the 14-day standard and 7-day emergency commitments.

### 4.4 Insurance and Legal Compliance

Before award, OneSource will furnish evidence of commercial general liability coverage of at least $1,000,000 per occurrence and automobile liability coverage of at least $1,000,000 per occurrence, and will maintain workers' compensation as required by law. OneSource will remain properly registered, licensed, and in good standing and will comply with applicable federal, state, and local requirements.

## 5. Implementation, Schedule, and Governance

### 5.1 Implementation Plan

| Timing | Milestone | Owner |
|---|---|---|
| Award / Day 0 | Confirm award, designated contacts, secure transfer, ordering, postage funding, and escalation paths | OneSource + Tax Division |
| Days 1-3 | Kickoff, specification confirmation, PDF test receipt, control-total and postal review | Project / Data teams |

| Timing | Milestone | Owner |
|---|---|---|
| Days 4-6 | Configure production profile, envelope, reporting, and QA plan; generate internal test output | Production / Quality |
| Days 7-9 | Produce and mail complete hard-copy proof for Tax Division review | OneSource |
| Days 10-12 | Resolve comments, re-proof if required, and secure written approval | Joint team |
| Before live run | Confirm Agency Delivery Order and authorized mailing release date | Tax Division |
| Authorized window | Produce, reconcile, and release mail between January 2 and January 16, 2027 | OneSource |
| Post-mailing | Deliver production, expenditure, piece-count, and postage reports | Contract Manager |

## 5.2 Turnaround Commitments

| Service Level | Commitment |
|---|---|
| Standard order | Mail within 14 calendar days after receipt of complete, production-ready letter files |
| Emergency order | Mail within 7 calendar days after receipt of complete, production-ready letter files |
| Minimum quantity | No order will be held to satisfy a minimum production or mailing quantity |
| Delay notification | Written notice and recovery plan provided promptly if any condition threatens the authorized schedule |

## 5.3 Governance and Communication

The designated Contract Manager will own day-to-day accountability, status communication, issue resolution, reporting, and coordination across OneSource departments. A backup account contact, dedicated technical resource, production lead, quality lead, postal specialist, and executive sponsor will support the manager. Normal-business-hours support will be maintained, with 24/7/365 production escalation during active jobs.

| Role | Primary Responsibility |
|---|---|
| Contract Manager | Primary State contact; orders, approvals, status, reporting, issue ownership |
| Technical / Data Lead | PDF intake, secure transfer, preflight, control totals, exception resolution |
| Production Lead | Scheduling, print, insert, staffing, material readiness, throughput |
| Quality Lead | Proof gates, inspections, reconciliations, corrective action |
| Postal Specialist | Mailpiece compliance, presort, eDocumentation, permit, acceptance |
| Executive Sponsor | Escalation, resources, service assurance, contractual oversight |

## 5.4 Contract Manager

| Field | Response |
|---|---|
| Name / title | David Moore, Senior Vice President of Sales |
| Telephone | 614-565-0022 |
| Fax | 847-243-8086 |
| Email | dave.moore@onlyonesource.com |

# 6. Pricing Proposal

**COMPETITIVE PRICE The evaluated total is $568,400.00 for 800,000 pieces: $71,600.00 for production and mail processing plus $496,800.00 estimated reimbursable USPS postage.**

The following schedule mirrors Exhibit A. Unit prices govern. Production prices are firm for the contract term and mutually approved renewals. Postage is an estimate for evaluation and will be invoiced at actual USPS cost, without markup, consistent with Sections 3.1.3.3 and 3.1.3.4.

| Requirements | Estimated Amount | Price Per Unit | Total |
|---|---|---|---|
| Printing of MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule | 800,000 | $0.071 | $56,800.00 |
| Printed Envelopes for the MV-1 | 800,000 | $0.0185 | $14,800.00 |
| Bulk Mailing of MV-1 | 800,000 | $0.0000 | $0.00 |
| Postage - estimated; reimbursed at actual USPS cost | 800,000 | $0.621 | $496,800.00 |
| **TOTAL BID** | | | **$568,400.00** |

## 6.1 Included at No Additional Charge

17. Implementation, kickoff, standard project management, and production setup.
18. PDF preflight, control-total reconciliation, and standard file receipt confirmation.
19. Complete initial hard-copy proof package, including all pages and envelope.
20. Standard production and postal reporting, USPS documentation, and postage reconciliation.
21. Permit-payment administration and standard postage-funding coordination.
22. Standard exception management and spoilage replacement required to complete an accepted order.

## 6.2 Postage Estimate Basis

The primary mailing window falls within USPS's proposed temporary price period of October 4, 2026 through January 17, 2027. The August 25, 2026 proposed Notice 123 lists one-ounce commercial First-Class Mail automation letter prices of $0.621 at 5-Digit, $0.672 at 3-Digit/SCF, and $0.707 at Mixed, before applicable Full-Service and Seamless Acceptance discounts. The quoted $0.621 planning reflects an anticipated majority of mailpieces will qualify for statewide presort density and available automation discounts. Final postage depends on the actual address distribution, USPS-approved rates, eligibility, and mailing date.

| Pricing Element | Basis |
|---|---|
| Evaluated estimate | $0.621 per piece / $496,800.00 total |
| Billing method | Actual USPS postage incurred, no markup |
| Documentation | USPS postage statement / acceptance evidence and OneSource reconciliation |
| Rate protection | CASS, presort optimization, Full-Service Intelligent Mail, Seamless Acceptance where available |
| Adjustment handling | Any difference between estimate and actual USPS postage reconciled on the postage invoice |

### 6.3 Price Assumptions Incorporated into the Offer

These are scope interpretations, not exceptions. The prices include two 8.5 x 11-inch sheets per mailed piece, three printed sides as specified, clear first-grade monochrome text output, one security-tinted automation-compatible envelope per piece, required exterior legend, folding/inserting/sealing, postal preparation, and standard reporting. Quantities are billed for actual ordered units under the open-end contract. No unlisted setup, minimum-run, administrative, or fuel surcharge will be added.

## 7. Mandatory Requirements Compliance Matrix

| Reference | Requirement | Status | OneSource Response |
|---|---|---|---|
| 1. Purpose / term | One-year term 9/1/26-8/31/27; three one-year renewals | **COMPLIES** | Accepts term and renewal structure. |
| 3.1 | Open-end continuing supply of contract items | **COMPLIES** | Capacity and inventory maintained for actual orders. |
| 3.1.1 | Approximately 800,000 MV-1 schedules | **COMPLIES** | Quoted at 800,000; actual order quantities honored. |
| 3.1.1.1 | First-grade printing; clear, clean, sharp text | **COMPLIES** | Production print controls and quality sampling. |
| 3.1.1.2 | Two 8.5 x 11 sheets; specified front/reverse configuration | **COMPLIES** | Sheet 1 duplex; sheet 2 simplex with blank reverse. |
| 3.1.1.3 | Mail proof of all pages and envelope; approval and Delivery Order before print | **COMPLIES** | Hard-copy proof and locked approval gate. |
| 3.1.2 | Approximately 800,000 vendor-supplied envelopes | **COMPLIES** | Included at $0.0185 per unit. |
| 3.1.2.2 | Security tint preventing view-through | **COMPLIES** | Tinted envelope included. |
| 3.1.2.3 | Exterior “IMPORTANT TAX INFORMATION” | **COMPLIES** | Printed/sprayed as approved. |
| 3.1.3.1 | Accept one or more PDF files | **COMPLIES** | Secure intake, preflight, and reconciliation. |
| 3.1.3.2 | Lowest possible postage; State-selected release 1/2/27-1/16/27 | **COMPLIES** | Automation/presort and controlled release. |
| 3.1.3.3 | Arrange bulk permit payment; invoice postage for reimbursement | **COMPLIES** | Actual postage pass-through; no markup. |
| 3.1.3.4 | Include postage estimate | **COMPLIES** | $0.621 each / $496,800.00. |
| 4.1-4.2 | Complete Pricing Page; lowest overall total basis | **COMPLIES** | All four lines priced; total $568,400.00. |
| 5.1 | Accept written orders in specified forms | **COMPLIES** | Accepts wvOASIS, mail, fax, email, or other written form. |
| 6.1 | 14-day standard / 7-day emergency; no minimum hold | **COMPLIES** | Committed without minimum quantity hold. |
| 6.2 | Written delay notification | **COMPLIES** | Prompt notice and recovery plan. |
| 8.2 | Sufficient inventory | **COMPLIES** | Materials planned and reserved to contractual schedule. |
| 8.3 | Supply, quantity, value, letter, and postage reports | **COMPLIES** | Post-mailing reconciliation package. |
| 8.4 | Designated contract manager during normal hours | **COMPLIES** | David Moore/614-565-0022/ dave.moore@onlyonesource.com |

### Contractual Confirmations

23. OneSource accepts payment in arrears and will accept electronic funds transfer.
24. Unit prices prevail in the event of discrepancy, and production pricing is firm as required.
25. OneSource will comply with State privacy, security, confidentiality, licensing, no-debt, conflict-of-

interest, and applicable-law provisions.

26. The bid files will be submitted in accessible, unencrypted, non-password-protected formats.
27. OneSource acknowledges that the submitted bid and resulting contract are public documents.

# 8. Risk Management and Service Assurance

| Risk | Prevention / Response |
|---|---|
| Input PDF defect or count mismatch | Preflight immediately upon receipt; compare control totals; isolate issue; notify State; proceed only with authorized correction. |
| Proof feedback affects schedule | Prioritize proof production; maintain version log; re-proof only changed elements; reserve production capacity while awaiting approval. |
| Envelope or paper disruption | Forecast and reserve compliant stock; approve equivalent source only if it meets the specification and proof. |
| Equipment interruption | Use redundant print and insertion resources, trained backup operators, and alternate production scheduling. |
| Postal-rate or classification change | Apply rates in effect at mailing; optimize actual presort; document actual postage with no markup. |
| Mailing-date change | Maintain close coordination; revalidate postage and production plan; obtain written authorization for revised release. |
| Security event | Contain, preserve evidence, assess scope, notify under contractual requirements, recover, and document corrective action. |

## Escalation Path

| Level | Owners | Action |
|---|---|---|
| Level 1 - Operational | Contract Manager + Production/Technical Lead | Immediate acknowledgment; work-level resolution |
| Level 2 - Quality / Schedule | Quality Lead + Operations Management | Containment, impact assessment, corrective plan |
| Level 3 - Executive | Executive Sponsor / CEO escalation | Resource authorization, State briefing, recovery assurance |

**SERVICE ASSURANCE** **OneSource will notify the Tax Division in writing of any threatened delay and will prioritize corrective action to protect the authorized mailing date.**

**OneSource Pricing Page**

| Requirements | Estimated Amount | Price Per Unit | Total |
|---|---|---|---|
| Printing of MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule | 800,000 | $0.071 | $56,800.00 |
| Printed Envelopes for the MV-1 | | $0.0185 | $14,800.00 |
| Bulk Mailing of MV-1 | | Included | |
| Postage | | $0.621 | $496,800.00 |
| | | **Total Bid** | $568,400.00 |

# CERTIFICATE OF LIABILITY INSURANCE

ACORD®

DATE (MM/DD/YYYY): 1/14/2026

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

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

| PRODUCER | CONTACT NAME: | |
|---|---|---|
| ALLIANT INSURANCE SERVICES INC.<br>353 N CLARK ST FL 11<br>CHICAGO IL 60654 | PHONE (A/C, No, Ext): (800) 398-8296 | FAX (A/C, No): (866) 828-2424 |
| | E-MAIL ADDRESS: Certificate@Hanover.com | |

| INSURER(S) AFFORDING COVERAGE | | NAIC # |
|---|---|---|
| INSURER A : | Citizens Ins Co of America | 31534 |
| INSURER B : | Massachusetts Bay Ins Co | 22306 |
| INSURER C : | Allmerica Financial Benefit | 41840 |
| INSURER D : | | |
| INSURER E : | | |
| INSURER F : | | |

**INSURED**

ONE2ONE HOLDINGS LLC
ONE2ONE COMMUNICATIONS LLC
900 ASBURY DR
BUFFALO GROVE IL 60089

**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 HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | ✔ COMMERCIAL GENERAL LIABILITY<br>☐ CLAIMS-MADE ✔ OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>☐ POLICY ☐ PRO-JECT ✔ LOC<br>OTHER: | Y | N | OBC A343081 11 | 06/25/2025 | 06/25/2026 | EACH OCCURRENCE | $ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 300,000 |
| | | | | | | | MED EXP (Any one person) | $ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | $ 2,000,000 |
| | | | | | | | | $ |
| C | AUTOMOBILE LIABILITY<br>✔ ANY AUTO<br>☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS<br>✔ HIRED AUTOS ONLY ✔ NON-OWNED AUTOS ONLY | N | N | AWC M214466 00 | 10/25/2025 | 06/25/2026 | COMBINED SINGLE LIMIT (Ea accident) | $ 1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | $ |
| | | | | | | | BODILY INJURY (Per accident) | $ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| A | ✔ UMBRELLA LIAB ✔ OCCUR<br>☐ EXCESS LIAB ☐ CLAIMS-MADE<br>☐ DED ✔ RETENTION $ | Y | N | OBC A343081 11 | 06/25/2025 | 06/25/2026 | EACH OCCURRENCE | $ 5,000,000 |
| | | | | | | | AGGREGATE | $ 5,000,000 |
| | | | | | | | | $ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N<br>ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | N | WDC H642795 04 | 06/25/2025 | 06/25/2026 | ✔ PER STATUTE ☐ OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | $ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | $ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ 1,000,000 |
| A | ERRORS & OMISSIONS LIABILITY | Y | N | OBC A343081 11 | 06/25/2025 | 06/25/2026 | | |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

NAMED INSURED CONT: TMLK CORP; DBA CONTRACT DISTRIBUTION INC; DBA AB PRINT SHOP; ONE2ONE COMMUNICATIONS LLC; TMLK CORPORATION; DBA CONTRACT DISTRIBUTION INC DBA CDI; DBA ONESOURCE.
Excluded officers: MIKE MARTINEZ, TOM MAJCN
DENVER WATER is an Additional Insured on the General Liability pursuant to the terms and conditions by form 391-1006.

**CERTIFICATE HOLDER**

**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

Simone Shetler