



Transcription and Typing Services

November 20, 2006

Bureau of Employment Programs
Purchasing Division
Krista Ferrell
1321 Plaza East
Charleston, WV

REF: RFQ

To Whom It May Concern:

I wanted to let you know why we decided not to bid on the contract. We did not place a bid due to the restrictions on the RFQ.

In the event of no bidders, if the vendor is interested we are quite capable of handling their overflow. Our services are reliable, responsible, accurate and prompt. We can pick tapes up on a daily basis. We have references from our current contract if necessary. Due to our size we are limited financially.

The following restrictions would have to be dropped:

1. No bid or performance bond.
2. No \$1,000.00 a day deadline penalty.

Sincerely,


Terry Cole
Owner

1085 W. Main Street
Milton, WV 25541
(304) 390-0007

WV-36a	STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
		KF-#21	3	BEPO7050
Vendor:		Spending Unit:		

003

Requisition No.: _____

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

- No. 1 _____
- No. 2 _____
- No. 3 _____
- No. 4 _____
- No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

Jeny Cole
Signature

Transcription & Typing Services
Company

11-20-06
Date