



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

# Request for Quotation

RFQ NUMBER  
**DNR209042**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**FRANK WHITTAKER**  
**304-558-2316**

VENDOR

\*709010154      304-345-7711  
 WV MEDIA MANAGEMENT LLC  
 13 KANAWHA BLVDSTE 300  
  
 CHARLESTON WV 25302

SHIP TO

DIVISION OF NATURAL RESOURCES  
 WILDLIFE RESOURCES SECTION  
 BUILDING THREE  
 1900 KANAWHA BOULEVARD EAST  
 CHARLESTON, WV  
 25305

DATE PRINTED <b>09/09/2008</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **11/06/2008**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>REQUEST FOR PROPOSAL</b>  THE WV PURCHASING DIVISION, FOR THE AGENCY, WV DIVISIO OF NATURAL RESOURCES, IS SOLICITING BIDS FOR A CONTRACT TO PRODUCE AND AIR 52 90-SECOND SEGMENTS OF "WEST VIRGINIA WILDLIFE", PRODUCE 8 30-SECOND COMMERCIALS TO AIR PRIOR TO EACH "WEST VIRGINIA WILDLIFE" SEGMENT, LINK THE "WEST VIRGINIA WILDLIFE" SEGMENTS TO THE DNR'S WEBSITE, AND TO ATTEND AND PARTICIPATE IN SEVERAL ADDITIONAL EVENTS AND ACTIVITIES.  A MANDATORY PRE-BID CONFERENCE WILL BE HELD 10/20/2008 AT 10:00 AM AT THE DNR OFFICES LOCATED AT THE CAPITOL COMPLEX, BULDING 3, ROOM 811. FAILURE TO ATTEND THIS MANDATORY PRE-BID CONFERENCE WILL RESULT IN BID DISQUALIFICATION.  INQUIRES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 9/25/2008. QUESTIONS MAY BE SENT VIA USPS, COURIER, OR EMAIL. IN ORDER TO ASSURE NOT VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:  FRANK WHITTAKER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 FRANK.M.WHITTAKER@WV.GOV  ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT						

RECEIVED  
 08 OCT 21 PM 12:17  
 DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130.



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ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR	*709010154      304-345-7711
	WV MEDIA MANAGEMENT LLC
	13 KANAWHA BLVDSTE 300
	CHARLESTON WV 25302

SHIP TO	DIVISION OF NATURAL RESOURCES
	WILDLIFE RESOURCES SECTION
	BUILDING THREE
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/09/2008				
BID OPENING DATE: 11/06/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		915-82		
VIDEO PRODUCTION SERVICES  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.  UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.  RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.  CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE			TELEPHONE		DATE	
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		

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<p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS</p>						

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V E N D O R	*709010154      304-345-7711
	WV MEDIA MANAGEMENT LLC
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	CHARLESTON WV 25302

S H I P T O	DIVISION OF NATURAL RESOURCES
	WILDLIFE RESOURCES SECTION
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<p>CERTIFICATION; OR</p> <p>(<input checked="" type="checkbox"/>) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(<input checked="" type="checkbox"/>) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE</p>						

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<p>OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p>						

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### Request for Quotation

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RODNEY

\*709010154      304-345-7711  
 WV MEDIA MANAGEMENT LLC  
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<p>BIDDER: <u>West Virginia Media</u></p> <p>DATE: <u>10/21/08</u></p> <p>SIGNED: <u>Mark Allen</u></p> <p>TITLE: <u>Statewide Sales</u></p>						
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p>						
<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p>						
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

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				BUYER:		
				RFQ. NO.:		
				BID OPENING DATE:		
				BID OPENING TIME:		
				PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:		
					<b>304/770-0592</b>	
				CONTACT PERSON (PLEASE PRINT CLEARLY):		
					<b>Mark Allen</b>	
				***** THIS IS THE END OF RFQ DNR209042 ***** TOTAL:		

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STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: West Virginia Media

Authorized Signature: Mark Allen Date: 10/21/08



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

INFORMATION PAGE WC 00 00 01 (A)

RENEWAL OF POLICY NUMBER: NEW
POLICY NUMBER: WC10210610-01

INSURER: BRICKSTREET MUTUAL INSURANCE COMPANY

- 1. INSURED: WEST VIRGINIA MEDIA MANAGEMENT LLC
C/O WV MEDIA 96 18TH STREET WHEELING WV 26003
PRODUCER: WELLS FARGO INSURANCE SERVICES OF WEST VIRGINIA INC
PO BOX 1551 (304)346 0611 CHARLESTON WV 25326 1551

Insured is a(n) LLC

Other work places and identification numbers are shown in the schedule(s) attached

2. The policy period is from 07/01/2008 to 07/01/2009 12:01 A M at the insured's mailing address

3. A. WORKERS COMPENSATION INSURANCE: Part One of the policy applies to the Workers Compensation Law of the state(s) listed here:

WEST VIRGINIA

B. EMPLOYERS LIABILITY INSURANCE: Part Two of the policy applies to work in each state listed in Item 3 A The limits of our liability under Part Two are:

Table with 3 columns: Injury Type, Amount, and Limit/Employee. Rows include Bodily Injury by Accident (\$500,000 Each Accident), Bodily Injury by Disease (\$500,000 Policy Limit), and Bodily Injury by Disease (\$500,000 Each Employee).

C. OTHER STATES INSURANCE: Part Three of the policy applies to the states, if any, listed here:

See West Virginia Limited Other States Insurance Endorsement WC 99 03 05

D. This policy includes these endorsements and schedules:

SEE LIST OF ENDORSEMENTS - EXTENSION OF INFORMATION PAGE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made in accordance with Part Five of the Policy.

DATE OF ISSUE: 07/02/2008
ISSUING OFFICE: Charleston, WV
PRODUCER: WELLS FARGO INSURANCE SERVICES OF WEST VIRGINIA INC



WORKERS COMPENSATION  
AND  
EMPLOYERS LIABILITY POLICY

EXTENSION OF INFORMATION PAGE LIST OF  
ADDITIONAL NAMED INSURED(S) WC 00 00 01  
(A)

RENEWAL OF POLICY NUMBER: NEW  
POLICY NUMBER: WC10210610-01

LIST OF ADDITIONAL NAMED INSURED(S):

WTRF-TV LLC  
99 16TH ST  
WHEELING WV 26003  
99-9999999

WVNS-TV LLC  
141 OLD CLINE ROAD  
GHENT WV 25843  
99-9999999

WQWK-TV LLC  
13 KANAWHA BLVD W  
CHARLESTON WV 25302  
99-9999999

WBOY-TV LLC  
904 W PIKE STREET  
CLARKSBURG WV 26301  
99-9999999

STATE JOURNAL  
904 VIRGINIA STREET E  
CHARLESTON WV 25301  
99-9999999

DATE OF ISSUE: 07/02/2008  
ISSUING OFFICE: Charleston, WV  
PRODUCER: WELLS FARGO INSURANCE SERVICES OF WEST VIRGINIA INC

Endorsement Effective

Policy No: WC10210610 Endorsement No:  
01

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WORKERS COMPENSATION  
AND  
EMPLOYERS LIABILITY POLICY

EXTENSION OF INFORMATION PAGE LIST OF  
NAMED INSURED LOCATIONS WC 00 00 01 (A)

RENEWAL OF POLICY NUMBER: NEW  
POLICY NUMBER: WC10210610-01

LIST OF NAMED INSURED LOCATIONS:

LOCATION ADDRESS:

1  
13 KANAWHA BLVD W  
CHARLESTON WV 25302

MAILING ADDRESS:

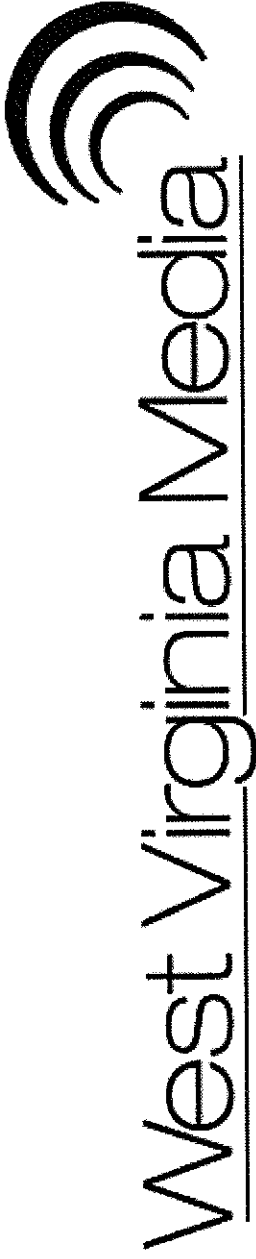
13 KANAWHA BLVD W  
CHARLESTON WV 25302

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01

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**YOUR TOWN • YOUR STATE • YOUR FUTURE**

**Proposal for Production and Broadcast of  
“West Virginia Wildlife”  
in response to RFQ# DNR209042  
Technical Proposal**

Submitted by:

Mark Allen

West Virginia Media  
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Suite 100  
Charleston, WV 25302  
304/720-6500

*Mark Allen*  
*10/20/08*



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# Section I

## Understanding Scope of Work

- The WV DNR is seeking an outside vendor to produce (film, report, edit) and broadcast 52 high quality, 90-second “West Virginia Wildlife” features. In addition to producing the weekly 90-second features, the successful vendor will also produce eight :30 commercials throughout the year.
- These :30 DNR commercials will be broadcast adjacent to each of the “West Virginia Wildlife” feature.
- The “West Virginia Wildlife” features and adjacent commercial will be broadcast in local news programming on the following preferred weekly schedule:  
Wednesdays at 6P, Wednesdays at 11P, Thursdays at 5A, Thursdays at 6A, Thursdays at 12N and Saturdays at 11P.
- A photojournalist and reporter will be permanently assigned to “West Virginia Wildlife” to provide continuity. West Virginia Media is responsible for all travel and lodging costs for the photojournalist and reporter incurred while filming “West Virginia Wildlife”.



# Section I

## Understanding Scope of Work

YOUR TOWN • YOUR STATE • YOUR FUTURE

- Scripts must be pre-approved by WRS personnel two days before broadcast.
- No “West Virginia Wildlife” feature will air without approval of WRS.
- Two DVD’s archiving “West Virginia Wildlife” will be delivered to WRS each quarter.
- West Virginia Media will also archive all “West Virginia Wildlife” features on stations’ websites and provide a link to the DNR website.
- West Virginia Media will staff a booth at National Hunting and Fishing Days at Stonewall Resort in September and at the West Virginia Trophy Hunter’s Show in January, making sure photojournalist and reporter are in attendance at both shows, and archived “West Virginia Wildlife” features are played.
- “West Virginia Wildlife” features are one of the best methods for the DNR to accomplish its mission of promoting the enjoyment and preservation of the state’s renewable resources and outdoor recreational opportunities. It is with this goal in mind that West Virginia Media will produce “West Virginia Wildlife” features.

# Section I Understanding Scope / Experience

- WOWK partnered with the WV DNR and WRS to produce features similar to “West Virginia Wildlife” for several years prior to the last two contracts with Sinclair Media and has many years of experience in producing similar features.
- In addition to these programs, West Virginia Media first began producing a half-hour West Virginia hunting and fishing program, titled “Woods and Waters,” in 2004.
- “Woods and Waters” currently airs Saturday and Sunday mornings from 6:30A to 7AM on West Virginia Media stations.
- West Virginia Media has broadcast weekly vignettes of “Woods and Waters,” which are similar to “West Virginia Wildlife.” These one to two minute features have been edited from the half-hour program and have been broadcast in newscasts statewide on West Virginia Media’s network of television stations.
- Samples of features done in conjunction with the WV DNR and WRS accompany this proposal.

# Section I Mandatory Requirements

## Overview

- West Virginia Media will assign one reporter and one photographer to produce 52 West Virginia Wildlife features to air six times per week per station on the WRS preferred schedule (see following page).
- One :30 DNR commercial will air adjacent to each “West Virginia Wildlife” program.
- Reporter will submit script to WRS for final approval prior to editing of program.
- West Virginia Media will provide WRS the opportunity to review programs and commercials at least two days prior to broadcast.
- No programs or commercials will be broadcast without the approval of WRS.
- West Virginia Media will provide two DVD copies of all programs on a quarterly basis.
- Participating West Virginia Media stations will archive West Virginia Wildlife features on station websites and provide a link to the DNR website.
- West Virginia Media will produce eight thirty-second commercials per year as part of this commitment.
- No commercial or promo will air without the approval of the WRS prior to broadcast.
- West Virginia Media will provide travel and lodging as needed.
- There will be no additional charge over and beyond the contracted amount for commercial production or editing.

# Section I Preferred Schedule

## Air Schedule and Promos

- West Virginia Wildlife and the commercial adjacency will air on the following schedule
  - Wednesday 6P News
  - Wednesday 11P News
  - Thursday 5A News
  - Thursday 6A News
  - Thursday 12N News
  - Saturday 11P News
- West Virginia Media will air 5 promos per week (260 annually per station).
  - Promos may be :05, :10, :15 or :30.



# Section I Mandatory Requirements

## Other Commitments

- West Virginia Media will provide personnel to staff a booth at West Virginia's National Hunting and Fishing Days at Stonewall Jackson Lake Resort State Park each year that they maintain this contract, including the assigned West Virginia Wildlife photojournalist and reporter, and broadcast "West Virginia Wildlife" features as a continuous loop.
- West Virginia Media will also staff a booth at the WV Trophy Hunters Association Hunt Show in January in Charleston, including assigned West Virginia Wildlife photojournalist and reporter, and broadcast West Virginia Wildlife on a continuous loop.

# Section I

## Mandatory Requirements

### Understanding of Mission Statement

- West Virginia Media understands that “West Virginia Wildlife” is the primary outreach and marketing component of the Wildlife Resource Section of the West Virginia Division of Natural Resources to educate the public on the activities and programs of the WRS.
- As such, West Virginia Wildlife fulfills and expands the Mission of the DNR.
- “West Virginia Wildlife” not only promotes West Virginia’s renewable resources such as wildlife and forests but fosters preservation of these natural resources.
- West Virginia Media will strive incorporate the ideals of the DNR’s mission station in each “West Virginia Wildlife” feature.
- West Virginia Media is the ideal partner for the WRS to bring information on West Virginia’s natural resources to the most people.
- Only West Virginia Media can take that powerful message statewide to 47 of the state’s 55 counties.

The West Virginia Media team assigned to oversee and produce "West Virginia Wildlife" has many years of experience in filming, script writing, reporting and editing for all types of local production, including, but not limited to, natural resources and wildlife related television.

- Marc Sandoval – Photojournalist and Editor
  - Associate Degree in Communications, West Virginia State University, 1984
  - 24 years experience in commercial production across multiple formats, including outdoor related content
  - Addy award winner
- Shane Irwin – Reporter
  - BS Journalism, Marshall University, 2006
  - Photographer and Reporter, WOWK, January '07 to Present
- John Fawcett, WOWK General Manager
  - BS in Communication Arts, James Madison University, 1984
  - 25 years of production, marketing, operations and management experience, including outdoor related content
  - Multiple Addy award winner
  - Two-time Telly Award winner
  - Pro-Max Gold Award winner
- Leeza Glazier – WOWK News Director
  - BS Journalism, Ohio University, 1999
  - 5 years on-air experience, 3 years experience as assignment editor, named News Director in '08
- Jon Bernard – Web Master
  - BA Communications, Bethany College, 2008
  - Overseeing WV Media's 10 websites since May, 08
- Mark Allen – WV Media Account Executive
  - BS Journalism, West Virginia University, 1986
  - 20 Years Media Sales Experience, including 5 at WOWK
  - Extensive copy writing experience



## Section III Sample of Similar Production

- See accompanying DVD of “Woods and Waters” samples.

