

PO Box 1167
Dayton OH 45401
Phone: 937-221-1000
Fax: 937-221-1026
www.standardregister.com

**The Standard
Register Company**

Fax

To: WV Department of Administration Purchasing Division	From: The Standard Register Company
Fax: 304-558-3970	Pages: 22 (including cover)
Phone:	Date: 3/10/2010
Re: SEALED BID	cc:

Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

SEALED BID

Buyer: 44
RFQ No.: DNR210117
Bid Opening Date: 03/10/10
Bid Opening Time: 1:30 PM

If you have any questions regarding this submittal, please contact your account representative Dave Chidester at David.Chidester@standardregister.com or phone (412) 503-4075.

RECEIVED
 PURCHASING DIVISION
 STATE OF WV
 2010 MAR 10 P 12:51



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
 DNR210117

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

The Standard Register Company
 600 Albany St.
 Dayton, OH 45417

DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE

324 4TH AVENUE
 SOUTH CHARLESTON, WV
 25303-1228 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	POB	FREIGHT TERMS
02/11/2010	Net 30 after delivery and acceptance	Common Carrier	Destination	Freight Included
BID OPENING DATE: 03/10/2010		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-12		See pricing sheet
<p>HUNTING AND FISHING LICENSES SALES FORMS</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT TO PROVIDE THE AGENCY WITH FORMS FOR SALES OF HUNTING AND FISHING LICENSES PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 02/23/2010 AT 3:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 3</p> <p>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.</p> <p>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.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	937-221-1000	March 10, 2010
TITLE Joseph P. Morgan, Jr. President & CEO	FEIN 31-0455440	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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6 6).



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
 DNR210117

PAGE
 2

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

RFQ COPY

TYPE NAME/ADDRESS HERE

The Standard Register Company
 600 Albany St.
 Dayton, OH 45417

**DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE**

324 4TH AVENUE
 SOUTH CHARLESTON, WV
 25303-1228 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/11/2010	Net 30 after delivery and acceptance	Common Carrier	Destination	Freight Included
BID OPENING DATE: 03/10/2010		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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.</p> <p>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.</p> <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>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY</p>						

SIGNATURE		TELEPHONE	DATE
		937-221-1000	March 10, 2010
TITLE Joseph P. Morgan, Jr. President & CEO	FEIN 31-0455440	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

Request for Quotation

PRO NUMBER
DNR210117

PAGE
3

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 The Standard Register Company
 600 Albany St.
 Dayton, OH 45417

BUYER

DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE
 324 4TH AVENUE
 SOUTH CHARLESTON, WV
 25303-1228 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/11/2010	Net 30 after delivery and acceptance	Common Carrier	Destination	Freight Included

BID OPENING DATE: 03/10/2010 BID OPENING TIME 01:30PM

EINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT 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. 05/26/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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> <p>BUYER: 44</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
	31-0455440	March 10, 2010
TITLE Joseph P. Morgan Jr. President & CEO	FEIN 31-0455440	ADDRESS CHANGES TO BE NOTED ABOVE

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



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
DNR210117

PAGE
4

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

RFQ COPY
TYPE NAME/ADDRESS HERE
 The Standard Register Company
 600 Albany St.
 Dayton, OH 45417

**DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE**
**324 4TH AVENUE
 SOUTH CHARLESTON, WV
 25303-1228 304-558-3397**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/11/2010	Net 30 after delivery and acceptance	Common Carrier	Destination	Freight Included
BID OPENING DATE: 03/10/2010		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				DNR210117		
				BID OPENING DATE:	03/10/10	
				BID OPENING TIME:	1:30 PM	
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 412-503-4075						
CONTACT PERSON (PLEASE PRINT CLEARLY): Dave Chidester - Account Representative						
***** THIS IS THE END OF RFQ DNR210117 ***** TOTAL:						See pricing sheet

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 937-221-1000 DATE: March 10, 2010
 TITLE: Joseph P. Morgan, Jr. President & CEO FEIN: 31-0455440 ADDRESS CHANGES TO BE NOTED ABOVE

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

DNR210117**West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms**

The West Virginia Division of Natural Resources' Wildlife Resources Section is seeking a Vendor to supply West Virginia Sporting License Applications and West Virginia Additional Sporting License Applications. All items must be F.O.B. Destination. Freight or delivery charges must be included in the price of the goods. Delivery must be made within thirty (30) days of purchase order award.

**WEST VIRGINIA SPORTING LICENSE APPLICATION GENERAL SPECIFICATIONS
(Attachment I):**

Application form is three-part with double sided printing and a preslugged unique application number. The form must meet the following specifications:

- • Page One must have one sided printing and be printed on scannable-mark reflex paper; Side One must have a unique license number pre-printed and pre-slugged for scanning; and weight of paper must be .0123 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources' NCS Opscan 10 Scanner.
 - All bubble grids on Page One must be scannable and their locations identified precisely by track marks along the the page margin. In addition, the unique license control number on West Virginia Sporting License must be litho-coded, scanner-readable sequential binary number on each form and scannable.
- Page Two must have one sided printing and be printed on NCR paper or equal, not scanned; contents must be same as Page One except for footer, bottom left corner, "Agent's Copy"; and weight of paper must be .0086 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources' NCS Opscan 10 Scanner.
- Page Three must have double-sided printing and be printed NCR card stock or equal; card stock must have perforations; a unique license control number must be pre-printed on license and check tags; and weight of paper must be .0244 pounds and size dimensions must be 9 inches by 11 inches for compatibility with the West Virginia Division of Natural Resources' NCS

DNR210117**West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms.**

Opscan 10 Scanner.

- Page Three must have perforations allowing separation of individual field tags and must allow for align creases on the license proper to provide for this feature. Please Note: 3/16" diameter holes must be provided on each field tag for attachment to harvested animals.
- Copy for a 15% screen overprint on the license proper and additional copy for the non-license, non-field tag areas of these pages (both sides) will be provided each year by the West Virginia Division of Natural Resources.
- **Please Note:** Social Security Number heading cannot be included on Page Three.
- The top page of each form must be readily and quickly distinguishable from all others to facilitate activities of license agents and data processing staff. Ink colors of all items on the final copy should be identical to Attachment I. With the exception of black, no ink colors shall be detectable by the ink-read head in the NCS Opscan 10.
- Skunk marks to identify each type of form to the scanner must be new. It is the responsibility of successful Vendor to obtain from West Virginia Division of Natural Resources locations of skunk marks previously used in the system to assure no duplications
- Forms must be packaged in boxes in sets of approximately eight hundred (800). The forms should be turned every fifty (50) or one hundred (100) to facilitate selection of known quantities from the boxes without counting the contents. The boxes must be shrink-wrapped in such a manner as to prevent water damage to the forms.
- Applications must be inside delivery at Archives Services, 1045 Hansford Street, Charleston, West Virginia.

DNR210117**West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms****WEST VIRGINIA ADDITIONAL SPORTING LICENSE APPLICATION GENERAL
SPECIFICATIONS (Attachment II):**

Application form is two-part with one-sided printing. The form must meet the following specifications:

- Page One must have one-sided printing and be printed on scannable mark reflex paper; and weight of paper must be .0123 pounds and size dimensions must be 9 inches by 11 inches for combatibility with the West Virginia Division of Natural Resources NCS Opscan 10 Scanner.
 - All bubble grids on Page One must be scannable and their locations identified precisely by track marks along the page margin. In addition, the unique license control number on West Virginia Sporting License must be litho-coded, scanner-readable sequential binary number on each form and scannable.
- Page Two must have one-sided printing and be printed on NCR Paper or equal; and weight of paper must be .0075 pounds and size dimensions must be 9 inches by 11 inches for combatibility with the West Virginia Division of Natural Resources NCS Opscan 10 Scanner.
- The top page of each form must be readily and quickly distinguishable from all others to facilitate activities of license agents and data processing staff. Ink colors of all items on the final copy should be identical to Attachment II. With the exception of black ink, no ink colors shall be detectable by the ink-read head in the NCS Opscan 10.
- Skunk marks to identify each type of form to the scanner must be new. It is the responsibility of successful Vendor to obtain from West Virginia Division of Natural Resources locations of skunk marks previously used in the system to assure no duplications.
- Forms must be packaged in boxes in sets of approximateley eight hundred (800). The forms should be turned every fifty (50) or one hundred (100) to

DNR210117**West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms**

facilitate selection of known quantities from the boxes without counting the contents. The boxes must be shrink-wrapped in such a manner as to prevent water damage to the forms.

- Applications must be inside delivery at Archives Services, 1045 Hansford Street, Charleston, West Virginia.

Contact for Additional Information:

For additional information and/or samples of existing forms, please contact:

Frank Whittaker, Senior Buyer
West Virginia Purchasing Division
(304) 558-2316

Liquidated Damages:

Liquidated damages will be assessed at \$100.00 per day for late delivery, unless written authorization for a later shipping date is issued by the director of state purchasing or designee.

Form Deficiencies:

If any forms do not scan properly due to defective materials and/or products used in the form manufacturing process, the Vendor is responsible for having all data normally collected and delivered by the scanning program keyed and blind verified and delivered to the West Virginia Division of Natural Resource within thirty (30) days of receipt by the Vendor of the bad forms. Vendor will be responsible for all costs for keying, shipping, and charge the Vendor the time spent in preparing forms to be shipped to the Vendor. Data format that shall be used will be supplied by the West Virginia Division of Natural Resources. Keyed data will be delivered electronically to the West Virginia Division of Natural Resources. The West Virginia Division of Natural Resources carries a maintenance contract with Harland Technology Services for the NCS Opscan 10. If the scanner needs adjusted to enable scanning the forms provided by the Vendor, and the

DNR210117**West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms**

cost is not covered under the agency's maintenance contract , the Vendor must pay the cost.

Vendor must agree to seventy-two (72) business hours shipment turnaround for reprints of applications deemed unacceptable by joint agreement or unscannable. Vendor shall pay all costs associated with production and delivery of reprints to the West Virginia Division of Natural Resources.

Testing:

The apparent low bidder must supply fifty (50) forms, upon request, to the Division of Natural Resources with a litho-coded number on Side One, and scanning grids on front and back that are produced in exactly the same manner as the license applications for testing purposes by the West Virginia Division of Natural Resources. All forms must scan accurately to ensure the forms are compatible with and can be scanned by the Agency's NCS Opscan 10 Scanner.

DNR210117

10

West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms
Open End
PRICING SHEET

Item	Estimated Quantity	Description	Unit Price Per Thousand	Amount
1	200,000	West Virginia Sporting License Application, 3-part form.	145.12	29,024.00
2	100,000	West Virginia Additional Sporting License Application, 2-part form.	70.15	7,015.00
LICENSE REPRINTS				
3	50,000	Reprint of West Virginia Sporting License Application, 3-part form.	163.31	8,165.50
4	100,000	Reprint of West Virginia Sporting License Application, 3-part form.	126.66	12,666.00
5	150,000	Reprint West Virginia Sporting License Application, 3-part form.	118.23	17,734.50
6	200,000	Reprint of West Virginia Sporting License Application, 3-part form.	112.88	22,576.00
7	50,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.	81.55	4,077.50
8	100,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.	66.77	6,677.00
9	150,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.	58.10	8,715.00
10	200,000	Reprint of West Virginia Additional Sporting License Application, 2-part form.	55.83	11,166.00
TOTALS				127,816.50

The quantities listed above are for bid evaluation purposes only. Actual quantities may differ.



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
DNR210117

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

The Standard Register Company
 600 Albany St.
 Dayton, OH 45417

DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE

324 4TH AVENUE
 SOUTH CHARLESTON, WV
 25303-1228 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	POB	FREIGHT TERMS
02/25/2010	Net 30 after delivery and acceptance	Common Carrier	Destination	Freight Included
BID OPENING DATE: 02/10/2010		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>***** ADDENDUM NO. 1 *****</p> <p>THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED TECHNICAL QUESTIONS & ANSWERS AND SAMPLES OF THE WEST VIRGINIA HUNTING AND FISHING LICENSE FORMS.</p> <p>COPIES OF THE HUNTING AND FISHING FORMS MAY BE ALSO OBTAINED FROM THE WEST VIRGINIA PURCHASING DIVISION BY CONTACTING THE BID REQUEST LINE AT 304-558-2306.</p> <p>BID OPENING DATE AND TIME HAVE NOT CHANGED.</p>						

SIGNATURE		TELEPHONE	DATE
		937-221-1000	March 10, 2010
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
Joseph P. Morgan President & CEO	31-0455440		

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

DNR210117
West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms
ADDENDUM NUMBER ONE

QUESTIONS AND ANSWERS - LOT 1 SPORTING LICENSE APPLICATION FORM:

QUESTION 1:

Specs say this is a 3 part set-Overall size 9x11. Is this a snapout form with a glued 1/2" stub on one of the sides? If not, is it edge glued to form the 3-part set? We need to know where the glued stub is (along which dimension of form)

ANSWER 2:

Yes

QUESTION 2:

Is the actual portion that is scanned in Opscan 10 an overall size 8 1/2 x 11?

ANSWER 2:

Yes

QUESTION 3:

Which parts have the scannable lithocode numbering in the 3-part set?

ANSWER 3:

Bottom Please see sample

QUESTION 4:

How many total positions of litho code numbering in the 3-part set?

ANSWER 4:

One

QUESTION 5:

Can we get total number of human readable number positions on each part?

ANSWER 5:

Please see sample

DNR210117
West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms
ADDENDUM NUMBER ONE

QUESTION 6:

Specs mention colored background—which parts have this colored background?

ANSWER 6:

Colored runs to separate lines through shading

QUESTION 7:

Is this a flood coated color over entire dimension of sheet (front & back) or is it just positioned over select portions of the copy?

ANSWER 7:

Selected portions

QUESTION 8:

Is PLY 2 a 16 LB self-contained CB sheet?

ANSWER 8:

Please see sample

QUESTION 9:

Can we get diagram for positioning etc. of perfs, punch holes, number positions on ply 3 of this form. (Showing license & check tags)

ANSWER 9:

Yes

QUESTION 10:

We assume that only PLY 1 is scanned on front side only.

ANSWER 10:

Yes

DNR210117
West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms
ADDENDUM NUMBER ONE

QUESTIONS AND ANSWERS - LOT 2 ADDITIONAL SPORTING LICENSE

QUESTION 11:

Specs say this is a 2 part set—overall size 9x11. Is this a snapout form with a glued 1/2" stub on one of the sides? If not, is it edge glued to form the 2-part set? We need to know where the glued stub is (along with dimension of form)

ANSWER 11:

Yes

QUESTION 12:

Is the actual portion that is scanned in Opscan 10 an overall size 8 1/2 x 11?

ANSWER 12:

Yes

QUESTION 13:

Which parts have the scannable lithcode numbering in the 2-part set?

ANSWER 13:

Bottom

QUESTION 14:

How many total positions of lithcode number positions on each part?

ANSWER 14:

One

QUESTION 15:

Can we get total number of human readable number positions on each part?

ANSWER 15:

Please see sample

DNR210117
West Virginia Division of Natural Resources' Wildlife Resources Section
Purchase of Hunting and Fishing Licenses Sales Forms
ADDENDUM NUMBER ONE

QUESTION 16:

Is PLY 2 a 16 lb self-contained CB sheet?

ANSWER 16:

Yes

QUESTION 17:

We assume that only ply 1 is Scanned on front side only.

ANSWER 17:

Yes

QUESTION 18:

Is there any additional colors printed on this lot to Visually ID this as being different from lot 1—specs only mentioned black.

ANSWER 18:

Yes

QUESTION 19:

Plant wants to know if there are any bar code numbers on these forms.

ANSWER 19:

No

APPLICATION FOR ADDITIONAL SPORTING LICENSE

BASIC INFORMATION

Agent No.: --- Time: _____ AM PM

Agent Signature: _____

Applicant Last Name: _____

First Name: _____ MI. _____

I born on or after January 1, 1975, provide your Hunter Education Certificate card number: _____

I hereby certify under penalty of perjury that information provided on this form is true to the best of my knowledge and belief.

Applicant Signature: _____

LICENSE YEAR

Darken the oval next to the year for which the license is being sold.

2010
 2011
 2012
 2013

LICENSE CONTROL NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

DATE

MONTH	DAY
Jan	1
Feb	2
Mar	3
April	4
May	5
June	6
July	7
Aug	8
Sept	9
Oct	0
Nov	1
Dec	2

COMPLETE ALL BOXES ABOVE, AND EITHER RESIDENT OR NONRESIDENT BELOW.

Fill in dates pertaining to stamps purchased

H Valid Beginning _____ Ending _____

LL Valid Beginning _____ Ending _____

LL Valid Beginning _____ Ending _____

RESIDENT

BASE LICENSE

<input type="checkbox"/> AB-L	Annual License
<input type="checkbox"/> A-L	Senior Citizen
<input type="checkbox"/> B-L	

DARKEN OVALS FOR STAMPS SOLD TODAY

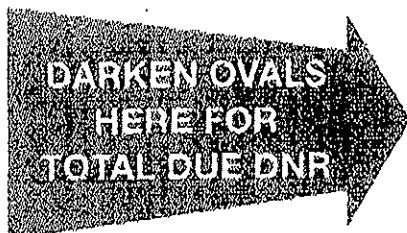
CODE	CLASS	FEE	DESCRIPTION
70	<input type="checkbox"/> LS	\$5.00	Conservation Stamp (MANDATORY WITH A, B)
01	<input type="checkbox"/> A	\$10.00	Hunting
02	<input type="checkbox"/> S	\$19.00	Fishing
04	<input type="checkbox"/> BG	\$10.00	Big Game
05	<input type="checkbox"/> N	\$10.00	Antlerless Deer
06	<input type="checkbox"/> N	\$10.00	Antlerless Deer
06	<input type="checkbox"/> N	\$10.00	Antlerless Deer
07	<input type="checkbox"/> RG	\$21.00	Additional Deer - Gun
08	<input type="checkbox"/> RB	\$21.00	Additional Deer - Bow
08	<input type="checkbox"/> RB	\$21.00	Additional Deer - Bow
09	<input type="checkbox"/> RM	\$18.00	Additional Deer - Muzzleloader
00	<input type="checkbox"/> O	\$10.00	Trout Fishing
00	<input type="checkbox"/> AT	\$8.00	Pistol
05	<input type="checkbox"/> DS	\$10.00	Bear Damage

NONRESIDENT

DARKEN OVALS FOR STAMPS SOLD TODAY

CODE	CLASS	FEE	DESCRIPTION
20	<input type="checkbox"/> E	\$110.00	Hunting
73	<input type="checkbox"/> CS/LE	\$13.00	Conservation/Law Enforcement Stamp (MANDATORY WITH E, EE, F, H, LL, or X)
26	<input type="checkbox"/> EE	\$162.00	Bear Hunting
27	<input type="checkbox"/> F	\$37.00	Fishing
30	<input type="checkbox"/> H	\$27.00	Small Game Hunting (8-Day, complete above)
31	<input type="checkbox"/> I	\$2.00	National Forest
32	<input type="checkbox"/> LL	\$3.00	Fishing (1-Day, complete box above)
32	<input type="checkbox"/> LL	\$3.00	Fishing (1-Day, complete box above)
34	<input type="checkbox"/> NN	\$27.00	Antlerless Deer
34	<input type="checkbox"/> NN	\$27.00	Antlerless Deer
35	<input type="checkbox"/> NRG	\$43.00	Additional Deer - Gun
36	<input type="checkbox"/> NRB	\$37.00	Additional Deer - Bow
36	<input type="checkbox"/> NRB	\$37.00	Additional Deer - Bow
37	<input type="checkbox"/> NRM	\$37.00	Additional Deer - Muzzleloader
38	<input type="checkbox"/> OU	\$32.00	Archery Deer
39	<input type="checkbox"/> VV	\$32.00	Muzzleloader Deer
40	<input type="checkbox"/> WW	\$32.00	Turkey
01	<input type="checkbox"/> OO	\$18.00	Trout Fishing
00	<input type="checkbox"/> AT	\$8.00	Pistol
05	<input type="checkbox"/> DS	\$10.00	Bear Damage

Mark Rabin & Co. 1502-9-0926022 P203



\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

← **TOTAL DUE DNR**

+ _____ Agent Fee

\$ **Total Due Agent**

Darken the oval if any ovals on this form were marked in error. Cross out errors.

COMPLETE THIS FORM COMPLETELY USING A NO. 2 PENCIL OR BLUE/BLACK INK PEN.

RESIDENT

Hunter Education Certification

License Card No.

Duplicate License

Original License Control Number

Stamps Sold This Transaction

- CLASS FEE
7 \$25.00 Survival
8 \$10.00 In-Sportgear
9 \$5.00 Diver's Sleep (DEEP) WITH A II
10 \$5.00 Hunting
11 \$10.00 Hunting
12 \$10.00 Hunting
13 \$10.00 Hunting
14 \$10.00 Hunting
15 \$10.00 Hunting
16 \$10.00 Hunting
17 \$10.00 Hunting
18 \$10.00 Hunting
19 \$10.00 Hunting
20 \$10.00 Hunting
21 \$10.00 Hunting
22 \$10.00 Hunting
23 \$10.00 Hunting
24 \$10.00 Hunting
25 \$10.00 Hunting
26 \$10.00 Hunting
27 \$10.00 Hunting
28 \$10.00 Hunting
29 \$10.00 Hunting
30 \$10.00 Hunting

Grid for stamp sales totaling \$100.00

TOTAL DUE DNR Agent Fee Total Due Agent

West Virginia Sporting License Application

License Year 2010 2011 2012 2013

AGENT NO.

Track

AGENT SIGNATURE

BASIC INFORMATION

Hair Color Eyes Color Birth Date Sex Male Female

Last Name First Name

Street Address City State Zip Code

COMPLETE FOR MULTIPLE LICENSES

CLASS REGION TIME

3024592

SELECT ONE CATEGORY

SOCIAL SECURITY NUMBER

Grid for social security number

Darken the circles below in any circles on this form were marked in error. Cross out errors.

NONRESIDENT

Hunter Education Certification

License Card No.

Stamps Sold This Transaction

- CLASS FEE
1 \$10.00 Survival
2 \$10.00 In-Sportgear
3 \$5.00 Diver's Sleep (DEEP) WITH A II
4 \$5.00 Hunting
5 \$10.00 Hunting
6 \$10.00 Hunting
7 \$10.00 Hunting
8 \$10.00 Hunting
9 \$10.00 Hunting
10 \$10.00 Hunting
11 \$10.00 Hunting
12 \$10.00 Hunting
13 \$10.00 Hunting
14 \$10.00 Hunting
15 \$10.00 Hunting
16 \$10.00 Hunting
17 \$10.00 Hunting
18 \$10.00 Hunting
19 \$10.00 Hunting
20 \$10.00 Hunting
21 \$10.00 Hunting
22 \$10.00 Hunting
23 \$10.00 Hunting
24 \$10.00 Hunting
25 \$10.00 Hunting
26 \$10.00 Hunting
27 \$10.00 Hunting
28 \$10.00 Hunting
29 \$10.00 Hunting
30 \$10.00 Hunting

Grid for stamp sales totaling \$100.00

TOTAL DUE DNR Agent Fee Total Due Agent

RE: WV DNR210117

STANDARD REGISTER EXCEPTIONS DOCUMENT

The following exceptions are requested:

Liquidated Damages:

Liquidated damages will be assessed at \$100.00 per day for late ~~delivery~~ each day beyond the Vendor's promised ship date, unless written authorization for a later shipping date is issued by the director of state purchasing or designee.

Form Deficiencies:

If any forms do not scan properly due to defective materials and/or products used in the form manufacturing process, and such defective materials and/or product used is not a result of the Divisions of Natural Resources specifications, the Vendor is responsible for having all data normally collected and delivered by the scanning program keyed and blind verified and delivered to the West Virginia Division of Natural Resource within thirty (30) days of receipt by the Vendor of the bad forms. Vendor will be responsible for all costs for keying, shipping, and charge the Vendor the time spent in preparing forms to be shipped to the Vendor. Data format that shall be used will be supplied by the West Virginia Division of Natural Resources. Keyed data will be delivered electronically to the West Virginia Division of Natural Resources. The West Virginia Division of Natural Resources carries a maintenance contract with Harland Technology Services for the NCS Opscan 10. If the scanner needs adjusted to enable scanning the forms provided by the Vendor, and the cost is not covered under the Agency's maintenance contract, the Vendor must pay the cost, provided such adjustment is not a result of the Division of Natural Resources specifications.

Add the following:

Excluded Damages: Neither party shall be liable to the other party for any special, indirect, incidental, consequential or punitive damages (the "Excluded Damages"), whether based upon contract, tort or any other legal theory resulting from or in any way connected with the performance by either party of their respective covenants and agreements under this contract. Neither party shall be liable to the other party for the Excluded Damages, whether foreseeable or not, and even if the applicable party has been advised of the possibility of the Excluded Damages.

Price Adjustments: Prices are firm for six months from the Effective Date of this Agreement, after which the prices are subject to change by Vendor upon sixty (60) days' prior written notice to West Virginia Division of Natural Resources based on (i) documented increase or decrease in costs during that period, as reflected by the Bureau of Labor Statistics Index for Manifold Business Form Printing, PCU323116323116, or (ii) anticipated volume commitments not materializing, prices will be renegotiated based on actual volume, or (iii) combination of (i) and (ii). The prices are subject to annual adjustments thereafter.

Rev 08/08

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a 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 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation 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,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which is a minimum of one hundred (100) employees and which has maintained its headquarters or principal place of business in West Virginia continuously for four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that during the life of the contract, at least 75% of the employees working on the project being bid are residents of West Virginia who have resided continuously for the two years immediately preceding submission of this bid;
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state resident employees or a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business in West Virginia employing a minimum of one hundred state residents who certifies that during the life of the contract, at least 75% of the employees or Bidder'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; or,
4. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder meets either the requirements of both subdivisions (1) and (2) or subdivision (1) and (3) as indicated above; or,
5. **Application is made for 3.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

Application is made for 3.5% resident vendor preference for the reason checked:
 Bidder is a nonresident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for the purpose of this certificate, the vendor certifies that during the life of the contract, at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder certifies that if the Secretary of Revenue determines that a vendor receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such vendor 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 the bid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes and that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commission to be confidential.

Under penalty of law for false statements (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and 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.

Bidder: _____ Signed: _____
Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No DNR210117

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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 owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

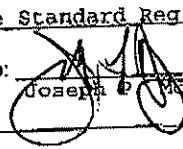
"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: The Standard Register Company

Authorized Signature:  Date: March 10, 2010


State of Ohio
Joseph P. Morgan, Jr. - President & CEO

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 10 day of March, 2010.

My Commission expires April 5, 2011

AFFIX SEAL HERE

NOTARY PUBLIC 



TERESA L. MYERS, Notary Public
in and for the State of Ohio
My Commission Expires April 5, 2011