



Creative Litho Systems, Inc.

January 13, 2010

State of West Virginia
Department of Administration
Purchasing Division

To Whom It May Concern:

Enclosed is Bid #EDD331023, with a total of 6 pages plus this cover letter. This Bid is opening on January 13, 2010 at 1:30 PM. The Buyer is Shelly Murray.

Thank you.

Sincerely yours,

Marlene Kellett
Vice-President



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

request for
Quotation

REQ NUMBER
EDD331023

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY
304-558-8801

*709005438 410-730-7205
CREATIVE LITHO SYSTEMS INC
6355 TAMAR DRIVE
COLUMBIA MD 21045

DEPARTMENT OF EDUCATION
BUILDING 6
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/31/2009				

BID OPENING DATE: 01/13/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		615-15		\$23,750.00
<p>ADDENDUM NO. 1</p> <p>THIS ADDENDUM IS ISSUED TO MAKE CLARIFICATION OF SPECIFICATIONS AS PER THE ATTACHED.</p> <p>THE BID OPENING IS EXTENDED:</p> <p>FROM: 01/06/2010 TO : 01/13/2010</p> <p>BOOKS, SCHOOL LAW</p> <p>EXHIBIT 10</p> <p>REQUISITION NO. : EDD331023</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO. S:</p> <p>NO. 1 <input checked="" type="checkbox"/></p> <p>NO. 2 <input type="checkbox"/></p> <p>NO. 3 <input type="checkbox"/></p>						

RECEIVED
2009 JAN 13 P 12:15
includes CD's and deliveries

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Michael Kellett* TELEPHONE: (410) 730-7205 DATE: 1/13/2010

TITLE: V-PRES FEIN: 22-2503433 ADDRESS CHANGES TO BE NOTED ABOVE

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



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304-558-8801

PROPERTY

*709005438 410-730-7205
CREATIVE LITHO SYSTEMS INC
6355 TAMAR DRIVE
COLUMBIA MD 21045

PROPERTY

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BUILDING 6
1900 KANAWHA BOULEVARD, EAST
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DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/31/2009				

BID OPENING DATE: 01/13/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 4						
NO. 5						
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p><i>Marlene Kellett</i> SIGNATURE</p> <p>CREATIVE LITHO SYSTEMS, INC. COMPANY</p> <p>..... 1/13/2010 DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>----- END OF ADDENDUM NO. 1 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Marlene Kellett</i>	TELEPHONE (410) 730-7205	DATE 1/13/2010
TITLE V. PRES	FBN 22-2503433	ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

Creative Litho Systems, Inc.
 6355 Tamar Drive
 Columbia, MD 21045

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/07/2009				
BID OPENING DATE: 01/06/2010		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UQP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		615-15		
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF EDUCATION, IS SOLICITING BIDS FOR THE 2009 EDITION OF THE SCHOOL LAW OF WEST VIRGINIA BOOK PER THE ATTACHED SPECIFICATIONS.</p> <p>BOOKS, SCHOOL LAW</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>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>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Michael Kellett</i>	TELEPHONE 730-7205	DATE 1/13/2010	
TITLE V-PRES	FAX 22-2503433	ADDRESS CHANGES TO BE NOTED ABOVE	

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ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 504-558-8801

Creative Litho Systems, Inc.
 6355 Tamar Drive
 Columbia, MD 21045

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/07/2009				

BID OPENING DATE: **01/06/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT No	ITEM NUMBER	UNIT PRICE	AMOUNT
2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER: SHELLY MURRAY						
RFQ. NO.: EDD331023						
BID OPENING DATE: 01/06/2010						
BID OPENING TIME: 1:30 PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
----- (410) 730-4662 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- MICHAEL KELLETT -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Michael Kellett</i>	TELEPHONE (410) 730-7205	DATE 1/13/2010
TITLE V-PRES	FAX 22-2503433	ADDRESS CHANGES TO BE NOTED ABOVE

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To provide a total of 2,250 copies of the 2009 edition of the "School Laws of West Virginia" Color books (with color foil to be selected by the West Virginia Department of Education, Legal Services Office staff) and/or compact disks (CDs). A copy of the 2007 School Laws of West Virginia Book will be attached for formatting and sections to be included in the final publication.

The product shall contain all legislative updates from 2008 and 2009 WV Legislative sessions, including special sessions. Vendor will be responsible for appending/including any updates since the last edition. The successful vendor will be provided a copy of the last edition upon award.

The vendor must include, in each book and compact disk (CD), all Legislative updates from the 2008 and 2009 West Virginia Legislative Sessions, including special sessions. The Vendor awarded the contract shall allow for any minor edits/revisions required before publication.

Pricing shall be inclusive of the cost to mail 1,200 copies of the book to various locations using agency supplied mailing labels. The remaining 850 copies of the book shall be bulk shipped prepaid to the West Virginia Department of Education ship to address listed.

Vendor shall also provide 200 compact disks of the 2009 edition of the "School Laws of West Virginia". Pricing shall be inclusive of the prepaid bulk shipment to the West Virginia Department of Education and at the ship-to-addresses listed and to various locations using agency supplied mailing labels.

Pricing Information

A. 2,050	x	\$ <u>11</u> /book =	\$ <u>22,550</u>
B. 200	x	\$ <u>6</u> /disk =	\$ <u>1,200</u>
RFQ Total (A + B)			\$ <u>23,750.00</u>

Creative Litho Systems, Inc.
6355 Tamar Drive
Columbia, MD 21045

RFQ No E003310235STATE 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:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, 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. 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>.

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.

Vendor's Name: CREATIVE LITHO SYSTEMS, INCAuthorized Signature: Marene Kellett Date: 1/13/2010

Purchasing Affidavit (Revised 01/01/09)