



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

DMV100352

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

☐ RFQ COPY

Pittsburgh Mailing
170 Bilmar Drive
Attention: Mike Marutz
Pittsburgh PA 15205

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET
CHARLESTON, WV
25311

558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
05/27/2010	Net 30 days	US Mail	Pittsburgh PO	INC.		
BID OPENING DATE: 07/21/2010		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-30		
PRINTING AND MAILING SERVICES						
THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES, IS SOLICITING BIDS FROM RESPONSIBLE VENDORS, FOR AN OPEN-END CONTRACT TO PROVIDE COMPOSITION, AND MANUFACTURING OF DRIVER LICENSE AND VEHICLE RENEWALS FROM CONCEPT THROUGH FINISHED DOCUMENTS INCLUDING MAILING FOR THE DIVISION OF MOTOR VEHICLES PER THE ATTACHED SPECIFICATIONS						
MANDATORY PRE-BID						
A MANDATORY PRE-BID WILL BE HELD ON 06/29/10 AT 9:00 AM AT 5707 MACCORKLE AVE., SE, CHARLESTON WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.						
AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S						

(See Pricing Page #14)

Meeting
Attended
6/29/10

RECEIVED

2010 JUL 20 A 10:31

PURCHASING DIVISION
STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	Mitchell D. May	TELEPHONE	(912) 922-8181	DATE	7/16/10
TITLE	Sales Representative	FEIN	25-1580604	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).



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304-558-2316

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Pittsburgh Mailing

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET
CHARLESTON, WV
25311

558-0002

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BID OPENING DATE: 07/21/2010		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WEST VIRGINIA PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL TECHNICAL QUESTIONS IS 07/07/10 AT 5:00 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</p>						

Questions
Submitted
7/7/10

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Michael D. [Signature]</i>	TELEPHONE (412) 922-8181	DATE 7/16/10
TITLE Sales Representative	FEIN 25-1520604	ADDRESS CHANGES TO BE NOTED ABOVE

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FRANK WHITTAKER 804-558-2316

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BID OPENING DATE:

07/21/2010

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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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.

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.)

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.

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Mark D. [Signature]</i>	TELEPHONE (412) 922-8181	DATE 7/16/10
TITLE Sales Representative	FEIN 25-1580604	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY 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>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>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE: <i>Michael P. [Signature]</i>		TELEPHONE: (412) 922-8181		DATE: 7/16/10		
TITLE: Sales Representative		FEIN: 25-1580604		ADDRESS CHANGES TO BE NOTED ABOVE		

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05/27/2010	Net 30 days	us mail	Pittsburgh Pa	inc		
BID OPENING DATE: 07/21/2010		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER: 44						
RFQ. NO.: DMV100352						
BID OPENING DATE: 07/21/10						
BID OPENING TIME: 1:30 PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: (412) 937-1730						
CONTACT PERSON (PLEASE PRINT CLEARLY): Michael D. Marutz						
***** THIS IS THE END OF RFQ DMV100352 ***** TOTAL: See Pricing Page 14						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: Michael D. Marutz	TELEPHONE: (412) 922-8181	DATE: 7/16/10
TITLE: Sales Representative	FEIN: 25-1580604	ADDRESS CHANGES TO BE NOTED ABOVE

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PRICING SHEET

DRIVER LICENSE RENEWALS: (pricing should be based on an estimated annual quantity of 372,000 files)

ITEM	ANNUAL ESTIMATE	COST	TOTAL COST
1. Cost per thousand produced	372,000 FILES	\$105 ⁰⁰ /M	\$39,060 ⁰⁰
2. Hourly cost for composition changes	40 HRS	\$72 ⁰⁰ /HR	\$2,880 ⁰⁰
3. Hourly cost for data processing changes	40 HRS	\$85 ⁰⁰ /HR	\$3,400 ⁰⁰

VEHICLE LICENSE RENEWALS (pricing should be based on an estimated annual quantity of 1,400,000 files)

1. Cost per thousand produced	1,400,000 FILES	\$147 ⁰⁰ /M	\$205,800 ⁰⁰
2. Hourly cost for composition changes	40 HRS	\$72 ⁰⁰ /HR	\$2,880 ⁰⁰
3. Hourly cost for data processing changes	40 HRS	\$85 ⁰⁰ /HR	\$3,400 ⁰⁰

CHANGE OF ADDRESS (pricing should be based on an estimated annual quantity of 1,250,000 records checked and 2000 post cards mailed)

1. Cost per record sent through NCOA	1,250,000 FILES	\$0.0004 EA	\$500 ⁰⁰
2. Printing, imaging, mailing of Post Cards	2,000 CARDS	\$1.95 EA	\$3,900 ⁰⁰

TOTAL \$261,820⁰⁰

Cost to Destroy Stock-Driver License Renewals -3months supply $93M \times \$28^{00}/M = \$2,604^{00}$
 * Cost to Destroy Stock-Vehicle Renewals- 3 month supply $117M \times \$66^{00}/M = \$7,722^{00}$
 * (ASSUMES DESTRUCTION OF ALL 3 ITEMS)
 FORM, outgoing envelope, Renewal envelope
 NOTE: should it become necessary to destroy stock, DMV will reimburse for up to 3 months of stock only.

POSTAGE COSTS ARE NOT INCLUDED IN THE ABOVE

Michael D. My 7/14/10

Overview:

For over 27 years, Pittsburgh Mailing, a family owned and operated corporation, has been servicing the bill production and direct mail needs of approximately 200 clients.

Pittsburgh Mailing is an S Corporation employing approximately 170 employees.

We have two locations: our main corporate office and production facility located at 170 Bilmar Drive, Pittsburgh, PA and our video jet production facility located at 4777 Streets Run Road, Pittsburgh PA 15236. The two facilities total a combined 100,000 square feet of office, production and warehousing space. The 170 Bilmar Drive location would be the primary production facility used on the DMV project. We produce approximately 3,000,000 mail pieces on a weekly basis.

Data Security:

Pittsburgh Mailing employs three levels of data security:

External hosted email security through Google/Postini

Gateway UTM by Fortigate

Endpoint/Server AV/AS by AVG.

These three systems are monitored by our contract provider, PC NETWORK INC., in real-time 24/7 and audited quarterly.

Building Security:

Guardian Security monitors break in, fire and water damage.

Premises are monitored by video camera

There is an employee on site 24/7.

Background checks are required on all key employees prior to hiring

Back-up facilities:

In addition to the two company owned facilities, 170 Bilmar Drive and 4777 Streets Run Road, Pittsburgh Mailing is a member of the National Association of Advertising Distributors, and as such, can outsource work to sites in Detroit, Chicago, and Atlanta in less than 24 hours if the need arises. Locally, we have an agreement with Process Reproductions, one of our strategic print providers, to utilize their Xerox printer in the event of an emergency.

Samples (large monthly projects in excess of 100,000 pieces per month):

- “ A ” Pittsburgh Water and Sewer Authority: Generation and mailing of Utility Bills and Notices.
- “ B ” Armstrong Cable: Generation and mailing of Utility Bills and Notices.

Samples (specialty mailing projects that we currently provide for the State of WV):

- “ C ” WV DMV: We are the current contract provider for the Change of Address Post Card and NCOA file clean up project.
- “ D ” WV Consolidated Public Retirement Board: Generation and mailing of the 1099R Tax Form and notice once a year in January.

Key Personnel:

Kurt Smallhoover, President and Co-Owner of Pittsburgh Mailing

Kurt Smallhoover is President and Chief Operating Officer with overall responsibility for corporate performance and profitability. Mr. Smallhoover oversees the day to day coordination of client projects and quality control, as well as managing the financial accounting for the business. Mr. Smallhoover is a graduate of Robert Morris University.

Fred M. Smallhoover, Vice President and Co-Owner of Pittsburgh Mailing

Fred Smallhoover attended Robert Morris College and has been with Pittsburgh Mailing since it was founded in 1983. In his capacity as vice president, Mr. Smallhoover oversees the needs of Pittsburgh Mailing's client base and supervises the sales staff as well as the customer service representatives.

Brian Henciak, Secretary/Treasurer Pittsburgh Mailing

Brian Henciak is an owner of Pittsburgh Mailing as well as the director of sales for the presort and transportation departments of the company. In that capacity, he oversees the daily operations of those divisions and, along with his partners, is fostering an aggressive expansion of the corporation. Mr. Henciak attended Washington & Jefferson College before beginning his career at Pittsburgh Mailing.

Michael D. Marutz, Sales Representative

Michael Marutz brings 30 + years of business forms and commercial print and direct mail sales to the table. Responsibilities include; new account sales, account retention, design and print production over-site. He coordinates with production to insure successful project implementation and long term customer satisfaction.

Patti Abbott, Sales/Production Liaison

Patti Abbott is Manager of Production Coordination, reporting to President/Owner. Ms. Abbott brings over 25 years of experience in the direct mail industry. Responsibilities include management of Customer Service, working with sales department on setting up and outlining contract and start up projects for clients. She coordinates projects through data, imaging services and the letter shop. She monitors component inventory and systems daily.

Joyce L. Bober, Manager of Information Systems

As manager of the IS department, Joyce understands and recognizes the evolution and diversity of today's technical requirements associated with the direct mail industry. She contributes over twenty years of experience to provide the best technical solutions to serve the needs of each individual customer. Her experience includes: software analysis, design and development, management, and customer support. Prior to joining the Pittsburgh Mailing team, Joyce managed the Service Bureau of another organization that served the direct mail industry. Her responsibilities at Pittsburgh Mailing include design, development, and implementation of each new solution. Joyce works closely with both Sales and Production management to form the team necessary to deliver a quality product for each customer project. Internally, she oversees the daily operations of the IS and

Accounting departments. Joyce possesses technical foresight and welcomes the challenge of each new project.

Project Management:

Patti Abbott would be the team leader and coordinate and control the day to day activity on the WV DMV project. In addition to Patti, the project team would consist of an IT Analyst and Mike Marutz, the sales representative on your account.

The IT Analyst would review the current state programs for all three items in the project. He and Patti would be responsible for acquiring the correct information and mapping the image information to the forms. Mike would be responsible for the forms and envelopes design, and production. Since the forms and envelopes are already in existence, we would duplicate them making any changes/updates that need to be made. Because we are the current vendor for the post card portion of the project, a confidential FTP site for your use has already been established. We have had a good working relationship with your IT Department and have been successfully uploading/downloading files for over 16 months.

During the start up phase, all form and envelope components would be proofed and approved by the DMV prior to production. Program testing and debugging would take place at the same time. Imaged test samples would be provided to the DMV to proof the variable and static data placement on the forms, the OCR scan line and PDF-417 barcode readability.

After completion of the initial start-up phase, once a month the state will upload print files with file counts to the confidential FTP site that has been established for state use only. Pittsburgh Mailing will download the files and match count to files received before we print. Prior to printing the live forms, samples will be provided to the state for image proofing. Once approval has been secured, we will print both renewals and the clean up postcards as prescribed by the state. Pittsburgh Mailing has 3 DP Series Xerox laser printers with the capacity to print 18,000 8.5 x 11 images and hour. Bills are quality control checked for errors by our trained operators. Once the renewals and postcards have been printed they are again checked against the count sheets. Vehicle License Renewals will then be folded in half and along with a return envelope; they will be inserted into the outgoing mailing envelope. Drivers License Renewals and the VLR postcards will be folded and glue sealed forming self-mailers. Once the renewals and post cards are inserted/sealed and all of the QC checks have been completed, the mail is signed over to our in-house United States Postal Service clerks who process the mail and take it directly to the main post in Pittsburgh, PA.

PITTSBURGH MAILING – I.T. Dept. - Quality Control Check List

Job # _____

General

- _____ 1) Do actual data counts match counts on job sheet?
- _____ 2) If Dup/Elim or Merge/Purge requested, are input & dropped counts written on work order?
- _____ 3) Upper Case inkjet data unless instructed otherwise.
- _____ 4) Print List Convert Count Report.

Cass Certification

- _____ 1) **STANDARDIZATION** should be **YES** unless requested
- _____ 2) **Review data for Accumail or Anchor CASS certification.**
- _____ 3) **If Anchor, select Optimize Processing Speed.**
- _____ 4) **If Periodical – subscriber & county codes defined**

NCOA

- _____ 1) Select correct layout for job
- _____ 2) If doing a mailing purge any non-forwardable records
- _____ 3) Return requested files and reports in format specified to CSR

Presort

- _____ 1) Is presort entered correctly? (piece type & size, entry location, non-profit etc)
- _____ 2) Did SCF/NDC/DDU break out properly if requested?
- _____ 3) Are the proper size tags provided?
 - If periodical, pink tags and pink pallet labels are required
- _____ 4) If Bundles on Pallets did information qualify properly? Is Non-

Destination correct?

- _____ 5) IMB info entered correctly

Misc

- _____ 1) Review invalid file & email to CSR if quantity over 50 records
- _____ 2) Provided sample file if requested

Laser Programmer

- _____ 1) Are all address fields printing? (Name, Title, Company, Street2, Street, CSZ, or any codes in output)
- _____ 2) Post-net barcode correct? (62 bars)
- _____ 3) Does address block show in the window? (Tap side to side and bottom)
- _____ 4) Provide samples for approval to CSR.
- _____ 5) Compare tags to output
- _____ 6) When creating output, was correct file used? (Verify count)
- _____ 7) If MATCH mailing, are all groups corresponding?

Laser Print Operator

- _____ 1) Set paper code as type attribute on file going to the printer and on the actual drawers
- _____ 2) Review output when job is started
- _____ 3) Review output when each stack is removed from printer - (CHECK THOROUGHLY)
- _____ 4) **Does output match sample?**
- _____ 5) If multiple papers, is correct paper being used for each group?
- _____ 6) Provide approved live samples for customer if requested. (Give samples to CSR when complete)
- _____ 7) Verify number of pages printed, and if necessary indicate count on work order.
- _____ 8) If job stopped - overlap for startup verification
- _____ 9) If MATCH mailing, are all groups corresponding?
- _____ 10) Clear all paper from the printer when job is completed

INKJET

- _____ 1) Create standard 12 x 70 label with all required fields
- _____ 2) Are all address fields included in file? (Do you have special codes, company or street2 in output?)
- _____ 3) No dash in Postnet barcode field for Print-Pro
- _____ 4) If ECR presort, inkjet file should be in reverse order
- _____ 5) Is correct job # in data
- _____ 6) Is the tray & pkg information printing correctly (Check closely if doing bundles on pallet)

PITTSBURGH MAILING – Production Dept. - Quality Control Check List

Job # _____ **Job**
Name: _____

STAYS WITH THE JOB JACKET

TO BE FILLED OUT BY QUALITY SPECIALIST ONLY

MAIL DATE _____

PIECE INSPECTION/WRITE COMMENTS THAT APPLY (SIZE, WEIGHT, AUTO, LETTER, ETC)

JOB COVER SHEET FILLED OUT PROPERLY

COMMENTS

OF INSERTS _____ MACH OPERATOR _____

SPECIAL INSERT ORDER YES ___ NO ___

LIST ORDER

FOLD

FOLDER SETUP

#1	Y N	OK/INITIAL
#2	Y N	OK/INITIAL
#3	Y N	OK/INITIAL
#4	Y N	OK/INITIAL
#5	Y N	OK/INITIAL
#6	Y N	OK/INITIAL

LIST DIFFERENT VERSIONS OF INSERTS--ENVELOPES

INSERTER SETUP PROPERLY

COMMENTS

IT CHECKLIST FILLED OUT PROPERLY

COMMENTS

TABS/GLUE

INSTRUCTIONS/COMMENTS

Disaster Recovery Plan

Our disaster recovery plan is a written contingency plan for responding to a disaster that has disrupted the operations at Pittsburgh Mailing. Its purpose is to provide a general guide based upon preplanned actions which will reduce decision making during the recovery process and enable resumption of normal operations in the most effective manner.

The plan includes, but is not limited to a disaster project team with a list of basic responsibilities for the team members. The team consists of a representative from each department and is responsible for:

- a. Identifying the extent of the damage to all systems and equipment
- b. Assessment of operational capability
- c. Scheduling and supervising salvage and restoration
- d. Scheduling and supervising staff within each primary area of responsibility
- e. Establishing emergency production procedures

Pittsburgh Mailing is a member of the National Association of Advertising Distributors, and as such, can outsource work to Detroit, Chicago and Atlanta in less than 24 hours if necessary.

In addition, Process Reproductions a strategic print provider, which is located in close proximity to Pittsburgh Mailing, has a Xerox printer which we would have access to in the event of an emergency.

For purposes of planning, disasters are defined as:

- Minor

In general, the lowest level of outage that allows for recovery within twenty-four hours with existing resources and does not result in significant deviation from normal production.

- Major

A situation which interrupts operations to the extent that recovery requires additional resources but can be accomplished on site.

- Catastrophic

A situation which interrupts operations to the extent that recovery requires additional resources and operations must be moved to a secondary site.

A disaster declaration can be the result of a natural or man-made calamity resulting in the disruption or closure of one or both of our facilities. Catastrophic incidents could include, but are not limited to, flood, fire, weather, electrical, vandalism or terrorist attack. Communication among our key personnel will be kept in tact via telephone,

CASS™ Quality Certification

for Address Matching Software

This certified software performs the following functions:

ZIP + 4 [®] Delivery Point Code	Five-Digit	Carrier Route
State [®]	DPV [®]	LACS [®]
cLOT [®]		

MANUFACTURER

ANCHOR SOFTWARE LLC

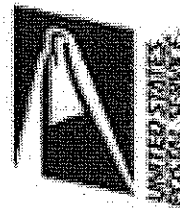
MAXCASS (3.01)

Configuration: AAA

Platform: WINDOWS

This certificate is valid 04/2009 thru 07/31/2010 for the following event:

NATIONAL PROCESSING



Alice VanYonder

Manager
Address Management

JUL 15 2010 12:04PM

WV DIV OF PURCH

NO. 9397 P. 1/4



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

DMV100352

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

FRANK WHITTAKER
804-558-2316

*324144610 412-922-8181
PITTSBURGH MAILING SYSTEMS INC
170 BILMAR DR

PITTSBURGH PA 15205

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET
CHARLESTON, WV
25311

558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
07/15/2010	Net 30 days	US Mail	Pittsburgh PD	DVC		
BID OPENING DATE: 07/21/2010		BID OPENING TIME: 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED MANDATORY PRE-BID SIGN IN SHEET, TECHNICAL QUESTIONS AND ANSWERS.						
***** END ADDENDUM NO. 1 *****						
0001	1	LS	966-30	(See Printing Page 4)		
PRINTING AND MAILING SERVICES						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE: <i>Michael D. J.</i>			TELEPHONE: (412) 922-8181		DATE: 7/16/10	
TITLE: Sales Representative			FEIN: 25-1580604		ADDRESS CHANGES TO BE NOTED ABOVE	

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



Penn Liberty Plaza I
1200 Penn Avenue
Pittsburgh, PA 15222
www.pgh2o.com

WATER / WASTEWATER
BILL ENCLOSED

PWSA is going green!
Visit us on-line at www.pgh2o.com to enroll in paperless billing.
Save your stamps, checks, and the environment!

RETURN SERVICE REQUESTED

LLING
DDRESS

"A

The Pittsburgh Water and Sewer Authority

Penn Liberty Plaza I
1200 Penn Avenue • Pittsburgh, PA 15222
(412) 255-2423
For customer service information,
please see reverse side.

Acct No.		For Service At	
BILLING DATE		METER SIZE CLASS	
CUSTOMER			

METER NUMBER(S)	FROM		TO		DESCRIPTION	CONSUMPTION BY 1,000'S OF GALLONS
	DATE	PREVIOUS READING	READ CODE	DATE	PRESENT READING	READ CODE

TOTAL AMOUNT DUE		BY				

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT. THANK YOU!

MAKE CHECKS PAYABLE TO:

PWSA
P.O. Box 747055

BILLING DATE		TOTAL
--------------	--	-------



437 NORTH MAIN STREET ■ BUTLER, PA 16001

ADDRESS SERVICE REQUESTED

" B "



ARMSTRONG®

437 NORTH MAIN STREET • BUTLER, PA 16001

DETACH AND RETURN WITH PAYMENT



ARMSTRONG®

ONE WIRE. INFINITE POSSIBILITIES.

Signature

Please change my address to the
one on the other side of this card

Signature

Please change my address to the
one on the other side of this card

MENT OF TRANSPORTATION
MOTOR VEHICLES
Blvd. East, Building Three
/ 25317

Need To Know...

e has notified us that you may
your address. Did you forget to
d to know so we can update our
tion files.
he inside of this card, giving us
hange your address.

de for instructions

ve your current mailing address
ceive your vehicle renewal

THANK YOU

WV DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
1800 Kanawha Blvd. East, Building Three
Charleston, WV 25317



We Need To Know...

The Post Office has notified us that you may
have changed your address. Did you forget to
tell us? We need to know so we can update our
vehicle registration files.

Please fill out the inside of this card, giving us
permission to change your address.

See inside for instructions

If we do not have your current mailing address
you will not receive your vehicle renewal
notification.

THANK YOU

11C

Please help us update our files by following the instructions below.

It's as easy as 1-2-3

Please tear off the section below.

Sign your name in space provided on back of card.

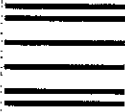
Drop it in the mailbox.

This will help us serve you better in getting your vehicle renewal to you in a timely manner.
This notice will apply to your vehicle renewal only.

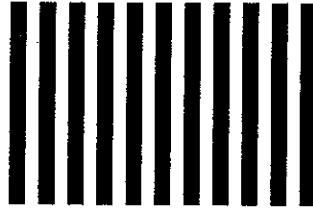
If you don't contact us, your vehicle renewal can't be delivered to you.

THANK YOU

Tear Here



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 99 CHARLESTON, WV

POSTAGE WILL BE PAID BY ADDRESSEE

WV DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
1800 KANAWHA BLVD E BLDG 3
CHARLESTON WV 25305-9953



Please help us update our files by following the instructions below.

It's as easy as 1-2-3

1. Please tear off the section below.

2. Sign your name in space provided on back of card.

3. Drop it in the mailbox.

This will help us serve you better in getting your vehicle renewal to you in a timely manner.

This notice will apply to your vehicle renewal only.

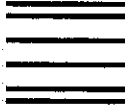
If you don't contact us, your vehicle renewal can't be delivered to you.

THANK YOU

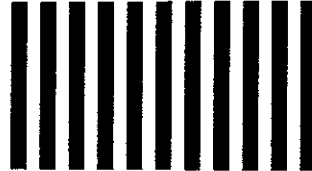
Tear Here

Tear Here

Tear Here



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

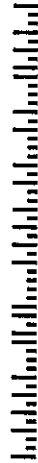


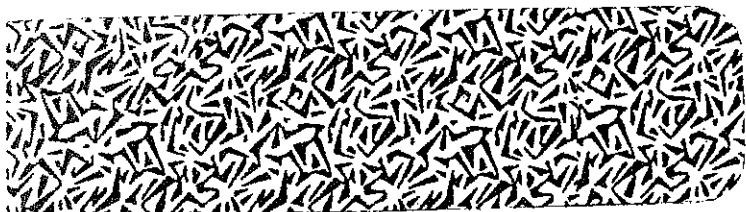
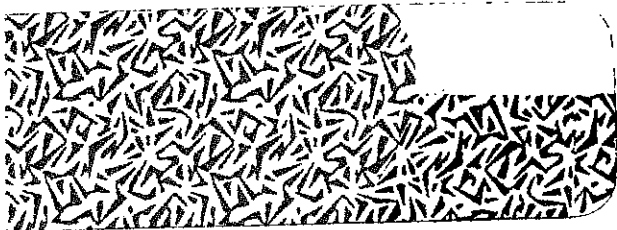
BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 99 CHARLESTON, WV

POSTAGE WILL BE PAID BY ADDRESSEE

WV DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
1800 KANAWHA BLVD E BLDG 3
CHARLESTON WV 25305-9953





**Important Tax Return
Document Enclosed**

"D"

MEMORANDUM

TO: State of West Virginia 1099-R Recipient

DATE: January 2010

RE: Explanation of 2009 Form 1099-R

To assist you in understanding your 2009 Form 1099-R, the following information is provided:

Box 1 - Gross distribution - This is the total gross annuity, loan offset or lump-sum distribution you received in 2009. **If you retired in 2009 from the Teachers' Retirement or the Deputy Sheriff Retirement System and took a loan offset, you will receive two (2) 1099-R forms.**

Box 2a - Taxable amount - This is the total amount of your annuity or lump-sum distribution in 2009 that may be subject to income tax. If you are required to complete a 2009 income tax return, please report the amount in this box.

Box 4 - Federal income tax withheld - This is the total amount of federal income tax deducted from your annuity or lump-sum distribution in 2009. Include this amount on your federal income tax return as tax withheld, and if Box 4 shows an amount other than zero, attach Copy B to your return.

Box 5 - Employee contributions or insurance premiums - The figure reported in this box, if any, is the total amount of your annuity or lump-sum distribution in 2009 that is **not taxable**. This figure is for IRS purposes only and is not a deduction from your annuity. **This is not a deduction for insurance premiums.**

Box 7 - Distribution code - If you are age 59 ½ or less, and your distribution code is a "2" in Box 7, you may need to file Form 5329. ***Questions regarding your tax preparation should be directed to the IRS or your tax preparer.***

Box 9b - Total employee contributions - This box applies to retirees only. There is only an amount reported in this box the first year of your retirement. This amount represents the total nontaxable contributions, if any, prior to July 1, 1986 and is for IRS purposes only. This is not a deduction from your retirement annuity.

Box 10 - State tax withheld - This is the total amount of West Virginia state income tax deducted from your annuity or lump-sum distribution in 2009. Deductions for state income tax are for the State of West Virginia only.

For an explanation of information reported in all other boxes, see the instructions on the back of your 1099-R form.

NOTICE TO RETIREES ONLY

TO AVOID DELAY IN RECEIVING YOUR ANNUAL 1099R, PLEASE NOTIFY OUR OFFICE OF ANY ADDRESS CHANGES.

Federal Tax Law requires that we notify all retirees/beneficiaries annually of their option to have federal tax withheld from their pension check.

- A. You have the right to elect not to have withholding apply.
- B. You have the right to revoke a prior election not to have withholding apply.
- C. You have the right to adjust the allowance claimed on your current withholding certificate.

***** IMPORTANT: YOU DO NOT NEED TO REQUEST A WITHHOLDING CERTIFICATE UNLESS YOU WISH TO CHANGE YOUR WITHHOLDING STATUS.** Forms may be obtained by writing to our office or by visiting our web-site at www.wvretirement.com and clicking on the "Retirees" link.

Do you have direct deposit?

If so, why not try ENOD.

There is a new service available to CPRB retirees!

The new electronic notice of deposit (enod) system is now available to all CPRB retirees. The enod system is a secure internet system that has been developed exclusively for CPRB retirees by the West Virginia State Auditor's Office. The use of the system is **completely voluntary** and is being provided as an additional service to you.

The system allows you to:

- View your direct deposit information on-line 3 to 4 working days before the actual date of deposit into your bank account
- View and print your gross monthly payment amount
- View and print the amounts of all deductions from your retirement payment
- View and print the net payment amount that will be direct deposited into your account
- View and print the above information for previous months if needed for income verification
- View and print your annual 1099R forms that are used to file your annual state and federal income tax returns

Use of the enod system:

- Is **completely voluntary**, you are not required to use the system
- Will **not** change your current direct deposit in any manner
- Will **not** stop you from getting a paper notice of changes in the amount of your direct deposit by mail
- Will **not** stop you from getting other mailings and notifications from CPRB

So why not give the enod system a try?

Go to

<https://www.wvsao.gov/retiree-enod>

to enroll today!

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 and 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 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,
 Bidder is a 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; 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, 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; or,

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 residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place 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 Bidder's 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; or,

4. **Application is made for 5% resident vendor preference for the reason checked:**

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. **Application is made for 3.5% resident vendor preference who is a veteran 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,

6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average 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 understands if the Secretary of 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) reject the bid; 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.

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, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

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.

Bidder: Pittsburgh Mailing

Signed: Michael D. J.

Date: 7/16/10

Title: Sales Representative

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

RFQ No. DMV 100352STATE 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 owed 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.

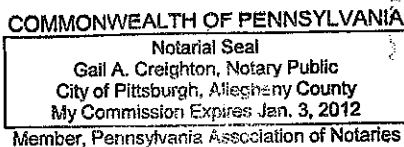
EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a 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 SIGNATUREVendor's Name: Pittsburgh MailingsAuthorized Signature: Michael N. MaysDate: 7/15/10State of PACounty of Allegheny, to-wit:Taken, subscribed, and sworn to before me this 15 day of July, 2010My Commission expires 1-3-12, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC

Gail A. Creighton

Purchasing Affidavit (Revised 12/15/09)