



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  
 DNR211004

PAGE  
 1

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

VENDOR

\*709034836 01 304-341-0676  
 CHAPMAN PRINTING COMPANY  
 3000 N WASHINGTON ST  
  
 CHARLESTON WV 25312

SHIP TO

DIVISION OF NATURAL RESOURCES  
 WILDLIFE RESOURCES SECTION  
 WILDLIFE CENTER-UPSHUR COUNTY  
 ROUTE 20 SOUTH  
 FRENCH CREEK, WV  
 26218 304-924-6211

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2010				

BID OPENING DATE: 08/26/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-30		\$30,329.00
<p>PRINTING</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FOR 400,000 DEER CHECKING TAGS PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 08/03/2010 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</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          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p>						

RECEIVED  
 2010 AUG 26 PM 12:27  
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Egiz Waldron* TELEPHONE: 304-341-0676 DATE: 8/25/10

TITLE: *Sales* FEIN: ADDRESS CHANGES TO BE NOTED ABOVE

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



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: 44 RFQ. NO.: DNR211004 BID OPENING DATE: 08/26/10 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304-341-0676 OFC & 304-341-0688 Fax -----  CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Angie WALDRON -----  ***** THIS IS THE END OF RFQ DNR211004 ***** TOTAL: _____						

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

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

The West Virginia Purchasing Division for the West Virginia Division of Natural Resources is requesting bids for the purchase of 400,000 Deer Checking Tags. All items are to be F.O.B. Destination. Freight or delivery charges must be included in the price of the goods. Delivery must be made within forty five (45) days of purchase order award.

## **General Specifications:**

### **Information for Bidders:**

### **Damaged Items:**

Damaged or defective items must be replaced at no additional expense to The West Virginia Division of Natural Resources.

### **Warranty:**

The printed materials must be guaranteed to be free of defects in workmanship and material for a minimum of one (1) year from date of acceptance. However, if manufacturer warranty periods are longer than the required minimum one year warranty, those warranties shall apply.

### **400,000 Deer Checking Tags**

Deer Checking Tags must meet the following specifications:

- Each tag must have a two part tab card set with carbon between the two parts and a right side perforated 5/8" tab.
- Tags will include the information as outlined on the attachment.
- Tags must be consecutively numbered. Tags shall start with 000001 (both parts of tag shall have the same number).
- Tags must be made into books of 25 consecutively numbered tags with a 175 lb. manila colored one piece front and back (the fronting and backing sheet will be attached on the right end by folding a short section of the backing around the end of the book and across the top from right to left, a distance equal to the 5/8" tab and stapling. The remainder of the fronting and backing will be folded around the book from left to right until it butts against the end previously stapled at the perforated tab). This will allow the top cover to be utilized as an insert between individual tab card sets.
- ✓ • The final color, design, & format of printing and binding shall be approved by Gary M. Foster, WV Division of Natural Resources, P.O. Box 67, Elkins, WV 26241; phone: 304-637-0245 prior to printing.
- Bid shall include delivery of finished product to the Division's French Creek Office (address listed below) by October 1, 2010.

- The tags shall conform to the following dimensions and material specifications:
  - First part of form: 3 ¼" vertical; 7 ½" horizontal (excluding tab)  
20# light green register bond  
Deer tag number printed in red, all other printing in black
  - Carbon: Same vertical and horizontal dimensions as above  
.0013" thick material-U2 regular standard  
Black carbon paper—8 lb. minimum
  - Second part of form: Same vertical and horizontal dimensions as above  
.0054" thick material – 1025 Tyvek or equal. Material must be tear proof and water resistant.  
Card shall have 2 one-fourth inch holes spaced as follows:  
Center 1 ¼" from bottom edge, 3 ¼" from right edge
  - Deer Tag: Print on top manila cover in 5/8" red letters  
"USE THIS TAG TO CHECK DEER"

**Deer Checking Tags to be delivered to the following location:**

*West Virginia Division of Natural Resources  
West Virginia Wildlife Center  
Upshur County  
Rt. 20, P.O. Box 38, French Creek, WV  
Contact: Rob Silvester (304-924-6211) for delivery information*

**Cost of 400,000 Deer Checking Tags:**

Total Bid: \$ 30,329.00

<b>DEER</b> Tag No. <b>347627</b>		Check Station Name	Checked By Initials	West Virginia Div. of Natural Resources Wildlife Resources Section
<b>TYPE OF DEER</b> (Darken One Oval) <input type="checkbox"/> Antlered Buck <input type="checkbox"/> Button Buck <input type="checkbox"/> Doe <b>WEAPON</b> (Darken One Oval) <input type="checkbox"/> Gun <input type="checkbox"/> Bow <input type="checkbox"/> Crossbow	License Control/Lifetime No.	<b>TYPE OF HUNTER</b> (Darken One Oval) <b>RESIDENT</b> <input type="checkbox"/> Class A, X, XJ <input type="checkbox"/> Lifetime AL, ABL <input type="checkbox"/> Landowner <input type="checkbox"/> Senior <input type="checkbox"/> Underage <input type="checkbox"/> Military <b>NON RESIDENT</b> <input type="checkbox"/> Class E, XXJ <input type="checkbox"/> Comp.		<b>TYPE OF SEASON</b> (Darken One Oval) <input type="checkbox"/> 1st Deer Bow <input type="checkbox"/> 1st Antlered Deer Gun <input type="checkbox"/> 1st Antlerless Deer (N, NN) <input type="checkbox"/> 1st Deer Muzz.
	Name	<input type="checkbox"/> Additional Deer Bow (BB, RRB) <input type="checkbox"/> Additional Deer Gun (RG, RRG) <input type="checkbox"/> Additional Antlerless Deer (N, NN) <input type="checkbox"/> Additional Deer Muzz. (RM, RRM)		
Street or Box Number	City	State	Zip Code	<b>KILL INFORMATION</b> Date: _____ County: _____ Locality: _____
Signature of Hunter	<b>TYPE OF LAND</b> (Darken One) <input type="checkbox"/> Private Land <input type="checkbox"/> State WMA or State Forest <input type="checkbox"/> National Forest			
Name of WMA or Forest				

**USE THIS TAG TO  
CHECK DEER**

# 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: Chapman Printing      Signed: Erin Waldron  
Date: 8/25/10      Title: Sales

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

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 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 SIGNATURE**

Vendor's Name: Chapman Printing Co

Authorized Signature: Angela Walden Date: 8/26/10

State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 26<sup>th</sup> day of August, 2010.

My Commission expires 5-18, 2017.

**AFFIX SEAL HERE**

NOTARY PUBLIC Vickie S. Samples

