



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
DMV120172

PAGE
1

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

VENDOR

*70904427 304-346-1218
 CHARLESTON BUSINESS MACHINES I
 309 W WASHINGTON STREET

 CHARLESTON WV 25302

SHIP TO

DIVISION OF MOTOR VEHICLES

 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/26/2011				added

BID OPENING DATE: 11/22/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	30	EA		605-50	429.66	12,889.80
	TITLE MACHINE (AA)					
0002	45	EA		605-50	429.66	19,334.70
	TITLE MACHINE (AN)					
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVIAION OF MOTOR VEHICLES IS SOLICITING BIDS FOR HAND HELD AUTOMATED NUMBERING MACHINES 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 09/09/2011 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 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</p>						



SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>J. Lewis</i>	304-346-1218	11-8-11	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
<i>President</i>	55-056-5628		

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



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SHIP TO	<p>DIVISION OF MOTOR VEHICLES 1317 HANSFORD STREET CHARLESTON, WV 25311 558-0002</p>
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT								
BUILDING 15 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														
<table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">BUYER:</td> <td style="width: 55%;">44</td> </tr> <tr> <td>RFQ. NO.:</td> <td>DMV120172</td> </tr> <tr> <td>BID OPENING DATE:</td> <td>11/22/2011</td> </tr> <tr> <td>BID OPENING TIME:</td> <td>1:30 PM</td> </tr> </table>							BUYER:	44	RFQ. NO.:	DMV120172	BID OPENING DATE:	11/22/2011	BID OPENING TIME:	1:30 PM
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BID OPENING DATE:	11/22/2011													
BID OPENING TIME:	1:30 PM													
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:														
----- <i>304-346-1241</i> -----														
CONTACT PERSON (PLEASE PRINT CLEARLY):														
----- <i>Debbie Stone</i> -----														

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>J. Lewis</i>	TELEPHONE	DATE
TITLE <i>President</i>	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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WEST VIRGINIA DIVISION OF MOTOR VEHICLES

DMV1200172 – Specifications for Numbering Machines

West Virginia Division of Motor Vehicles is soliciting bids for Reiner hand held automated Numbering Machines or equal, constructed for heavy duty usage in the numbering of various documents for Motor Vehicle registration. Numbering Machines must :

1. Hand Held
2. Self Inking
3. Die cast frame
4. Numbers must change automatic
5. Wheels must be:

TITLING MACHINES (AA):

1 ST WHEEL	ABCDEFGHIJKL AND M
2 ND WHEEL	ABCDEFGHIJKL AND M
3 RD , 4 TH , 5 TH , 6 TH AND 7 TH WHEELS	0 (ZERO) THROUGH 9

TITLING MACHINES (AN):

1 ST WHEEL	ABCDEFGHIJKL AND M
2 ND WHEEL	NOPRSTUVWXY AND Z
3 RD , 4 TH , 5 TH , 6 TH AND 7 TH WHEELS	0 (ZERO) THROUGH 9

COST SHEET

DMV1200172 - NUMBERING MACHINES

DESCRIPTION	QUANTITY	COST EACH	EXTENDED COST
TITLE MACHINE (AA)	30	429.66	12,889.80
TITLE MACHINE (AN)	45	429.66	19,334.70
<i>freight</i>			1,600.00
TOTAL BID			32,384.50

Delivery must be made within 60 days from date of award.

Deliver to:

West Virginia Division of Motor Vehicles

1317 Hansford Street

Charleston, WV 25301

*delivery time is 4 weeks
 please note - the manufacturer closes
 for 2 weeks in December - this
 will not be included in the above
 stated time*



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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DMV120172 ***** TOTAL:						32,384.50

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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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: Charleston Business Machine Signed: Jerry Lewis
 Date: 11-8-11 Title: president

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

RFQ No. DmV120172

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 exceed 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: Charleston Business Machines, Inc.

Authorized Signature: Jerry W Teus Date: 11-8-11

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 8 day of November, 2011.

My Commission expires July 13, 2014

AFFIX SEAL HERE

NOTARY PUBLIC Glada R Stone

