



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
 DNR212085

PAGE
 1

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

*709023950 01 703-460-2854

R R DONNELLEY

10300 EATON PLACE #300 Ste. 400
 1341 G Street, NW, Washington DC
 FAIRFAX VA 22033-2005

Cheryl A. Steele

202-220-0371

VENDOR

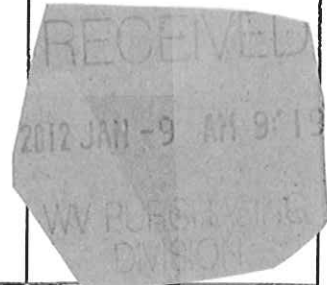
SHIP TO

DIVISION OF NATURAL RESOURCES
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/07/2011				

BID OPENING DATE: 01/10/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	IS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC 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 PRINTING AND MAILING OF THE WEST VIRGINIA WILDLIFE MAGAZINE PER THE ATTACHED SPECIFICATIONS. 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 12/20/2011 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE. EXHIBIT 3 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. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND						



SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: Cheryl Steele
 TITLE: Senior Sales Rep
 FEIN: 160331690
 TELEPHONE: 202-220-0371
 DATE: 1/6/2012
 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.html 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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~~10300 EATON PLACE #300~~
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 Washington, DC 20005

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<p>PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <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.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Cheryl Steele</i>	TELEPHONE 202-220-0371	DATE 1/6/2012
TITLE <i>Senior Sales Rep</i>	FEIN 160331690	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>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 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>						

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 Cheryl A. Steele (contact)
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BID OPENING DATE: **01/10/2012** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				DNR212085		
BID OPENING DATE:				01/10/2012		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
----- 703-460-2800 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- Cheryl Steele -----						
***** THIS IS THE END OF RFQ DNR212085 *****						TOTAL: \$11,326.20
						8 1/2 x 10 7/8
						per Issue
Paper Pricing to be reviewed & adjusted at time of renewal if necessary						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE Cheryl Steele	TELEPHONE 202-220-0371	DATE 1/6/2012
TITLE Senior Sales Rep	FEIN 160331690	ADDRESS CHANGES TO BE NOTED ABOVE

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SPECIFICATIONS

SCOPE: These specifications cover the production of publications and material requiring such operations as electronic prepress, printing, packing and distribution.

TITLE: West Virginia Wildlife Magazine Contract

SPENDING UNITS: West Virginia Division of Natural Resources, West Virginia Department of Commerce

QUANTITY: The number ordered will vary for each contract release order.

TYPE OF PUBLICATION: A magazine containing 28 pages, (24 inside pages, 4 cover pages), saddle-stitched. All pages will be four-color process. Published not less than two nor more than four times a year. Finished size will be 8-1/2" X 11". High quality print job with tight registration.

GENERAL SPECIFICATIONS: Vendor must designate one contact person knowledgeable in all phases of printing procedures who will be responsible for seeing that all functions of magazine production and mailing are maintained under the terms of contract, and with whom magazine staff will work throughout production process to handle daily details or help resolve any problems which may arise. Prime contractor is responsible for successful performance of contract.

PRINTING:

All pages are four-color process. Pages will bleed on all sides.

PAPER STOCK:

Inside: 70# white recycled, gloss, coated book, Grade 2

Cover: 80# white recycled, gloss, coated book, Grade 2

Vendor should specify paper manufacturer: _____

WEST VIRGINIA DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION TO FURNISH:

- Print order
- Full-color composite visual of the provided file to show layout
- Electronic Media containing files
- Mailing list for distributing publication

MEDIA -- Prepress:

West Virginia Division of Natural Resources (DNR) or designated representative will provide a PC-formatted, computerized layout of publication on CDROM in Adobe InDesign CS4 or latest version. Electronic file of magazine could also be uploaded to vendor's FTP site. A low-quality laser mock-up of each issue will be mailed overnight to vendor. Vendor is responsible for platform conversion of files if needed.

VENDOR TO FURNISH: All materials and operations, other than those listed under "WV DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION TO FURNISH," necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the vendor shall perform a basic preflight of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to the ordering agency immediately. The vendor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being used to insure press readiness.

PROOFS -- VENDOR MUST PROVIDE:

Two full-color composite hard copy proofs of magazine, and one matchprint, chromalin or dylux hard copy proof of front and back covers. One composite proof and the chromalin proof (or equivalent) must be sent to Art Shomo, DNR Wildlife Resources Section, 324 Fourth Avenue, South Charleston, WV 25303 for sign off. Second composite proof must be sent to Rita Kee, WV Dept. of Commerce Communications, 90 MacCorkle Ave., SW, South Charleston, WV 25303. Proofs must be received by DNR within 5 calendar days of receipt of CD or electronic file upload. DNR will return corrected proof within 3 working days. Cost of overnight mailing of proofs to spending unit is to be included in printing cost.

The vendor must not print the order prior to receipt of an "OK to Print" by the West Virginia Division of Natural Resources Wildlife Resources Section contact or appointed designee. The final product must match approved proof.

BINDING/PACKAGING:

Publication will be trimmed and saddle-stitched. Boxes for drop shipment to Division of Tourism mail room must contain equal quantities and weigh no more than 30 pounds each. Boxes must be labeled "West Virginia Wildlife" along with the issue (spring, summer, fall, winter and year) and quantity on outside of box.

DELIVERY/POSTAGE

Vendor is responsible for and may subcontract for nationwide mailing of magazine to individual subscribers. DNR will maintain mailing list and provide vendor with an electronic list of approximately 40,000 names and addresses in Excel file for each issue. Vendor to use ink-jet process or similar process to print mailing labels on back cover of magazine.

Remainder of print run will be shipped to Division of Tourism mail room, 90 MacCorkle Ave., SW, South Charleston, WV 25303. Deliveries at the South Charleston address will be accepted between 8 a.m. and 3 p.m. Monday through Friday with no deliveries on

holidays or weekends. Boxes may be packaged on skids not to exceed 72 boxes per skid or over six feet tall. Pallets must be shrink-wrapped and stacked evenly so that they can be double-stacked without the boxes breaking open. Pallet will be unloaded with fork lift by agency staff. Directions to office provided at time of delivery. Before delivery is made, vendor or delivery agent must notify DNR Wildlife Resources Section contact or specified designee by calling South Charleston office at 304-558-2771 at least two working days in advance to verify that shipment is being made. Must meet all USPS procedures and rules. The ship/deliver date indicated on the contract release order is the date by which the product ordered for delivery F.O.B. must be delivered to the destination specified.

Postage will be paid by vendor and reimbursed by DNR at actual cost. Must submit copy of freight invoice and USPS charges. Magazine to be mailed directly to all names on updated list for each issue. Mailing and delivery must be completed within 15 calendar days of printer receiving editor's approval of final proof.

MATERIALS STORAGE AND RETURN: All material must be stored by the vendor for the length of the contract. All material is the property of State of West Virginia and must be returned to the ordering agency within 14 days of a verbal or written request or upon termination of contract. All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the vendor.

SPECIAL INSTRUCTIONS: Failure to meet printing quality (improper registration, incorrect paper, smudged or smeared printing, off-color match, misplaced images or text), materials, or specifications, etc., is justification for cancellation or refusal of the order.

Failure to meet delivery deadline will result in a \$100.00 total liquidated damage per day. All vendors bidding on this job assume this responsibility. Failure to meet delivery deadline on more than one occasion, without justification of circumstances beyond the vendor's control, i.e., paper shortage, labor strikes, etc., is justification for cancellation or refusal of order or contract.

No spoils will be accepted as part of the delivery volume.

Under no circumstances will overruns be paid for. Under no circumstances can the approved vendor use this publication for gain. All publications are property of the State of West Virginia.

Successful vendor is to contact the West Virginia Division of Natural Resources ordering agency contact immediately upon receipt of purchase order to discuss technicalities of job and to verify receipt of order.

SAMPLE(S) OF SIMILAR PUBLICATIONS PRINTED BY VENDOR MUST BE PROVIDED UPON REQUEST.

WEST VIRGINIA WILDLIFE MAGAZINE

PRICING SHEET

Bid total must consist of cost for printing, binding, packaging, labeling, presorting and delivering one issue to the post office for mailing. Bid total must also include cost of mailing proofs to customer per instructions.

Quantities listed are for evaluation purposes only. Actual quantities per issue and number of issues may vary.

Purchase order award will be based on the total amount of the bid scenario below.

<u>Quantity</u>	<u>Description</u>	<u>Price per 1,000</u>	<u>Amount total</u>
44,000 per issue 8 1/2 x 10 7/8	West Virginia Wildlife magazine	\$ <u>253.55</u> X 44=	\$ <u>11,156</u>

Hourly rate for alterations requested as a result of customer error.

Price per hour

\$ 85.00 X 2= \$ 170.00

Total Bid per issue

\$ 11,326.20

per issue

Paper pricing to be renewed + adjusted at time of renewal

RR DONNELLEY

Cheryl A. Steele
Senior Sales Representative

Publishing & Catalog Solutions
1341 G Street, NW
3rd Floor
Washington, DC 20005

Phone 202.220.0371
Fax 202.220.0330
Cell 703.955.2018

cheryl.steele@rrd.com
www.rrdonnelley.com

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: Cheryl Steele

Authorized Signature: Cheryl Steele Date: 1/6/2012

State of Washington, DC Virginia

County of Fairfax, to-wit:

Taken, subscribed, and sworn to before me this 6 day of January, 2012.

My Commission expires March 31, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC Donald Camden

