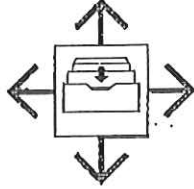


CONFIDENTIAL Bid Response
CPR 13002



PITTSBURGH MAILING

4777 STREETS RUN ROAD, PITTSBURGH, PA 15236-1297

PHONE (412) 922-8181 * FAX (412) 937-1730

WWW.PITTSBURGHMAILING.COM

RECEIVED
2012 AUG 20 AM 10:50
WV PURCHASING
DIVISION

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* BID CLERK *

To: WV PURCHASING DIV

From: Mike Marviz X 142

Re: CPR 13002

Date: 8/20/12

Fax #: 304-558-3970

Pages(including cover): 8

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle

Comments:

RFQ # CPR 13002

Buyer: KRISTA FERRELL

BID OPENING: 8/21/12

Time: 1:30 PM

Following are:

Pages 1, 41, 43, 49, 50, 51, 52 OF THE ORIGINAL

REQUEST AND ADDENDUM# PAGE 43 IS MY PRICING RESPONSE.

I HAVE REVIEWED THE ADDENDUM NO. 1.

Mike Vy

Confidentiality Notice: This page and any accompanying documents in this transmission contain confidential information intended for a specific individual and purpose. This information is private and protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of action based on the contents of this information is strictly prohibited.



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

Solicitation

NUMBER
 CPR13002

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

VENDOR

*324144610 412-922-8181
 PITTSBURGH MAILING SYSTEMS INC
 4777 STREETS RUN RD
 PITTSBURGH PA 15236-1200 1297

SHIP TO

CONSOLIDATED PUBLIC RETIREMENT BOARD
 BUILDING 5, ROOM 1000
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0720 558-3570

DATE PRINTED
 08/02/2012

BID OPENING DATE: 08/21/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		915-28		
PRINT, STUFF, METER & MAIL 1099R'S AND 1099 SOFTWARE REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA CONSOLIDATED PUBLIC RETIREMENT BOARD, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH PRINTING, STUFFING, METERING, AND MAILING OF 1099R FORMS AND PROVIDE 1099 EXPRESS SOFTWARE LICENSES FOR AGENCY USE PER THE ATTACHED SPECIFICATIONS. ***** THIS IS THE END OF RFQ CPR13002 ***** TOTAL:						

See Cost Sheet

See Cost Sheet

SIGNATURE *Michael D. Mey* TELEPHONE (412) 922-8181 x142 DATE 8/14/12
 TITLE Sales Representative FEIN 25-1580604 ADDRESS CHANGES TO BE NOTED ABOVE

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

**Consolidated Public Retirement Board
Confidentiality and Non-disclosure Statement**

Protecting confidentiality and understanding the sensitive nature of information recorded at the Consolidated Public Retirement Board (CPRB) becomes the responsibility of every person. We must strictly adhere to a policy of non-disclosure of any information relating to our clients, and every state employee or contract worker working inside of or with our office must sign and abide by this confidentiality statement.

At no time, shall any state employee or contract worker who is working inside or with the CPRB discuss or distribute personal information regarding any client of this agency. This personal information includes, but is not limited to, client or employee salaries, medical history, pension specific information, social security numbers, or any other identifying numbers, addresses, banking information, telephone numbers, or any other data or information excluded from protection by the WV Freedom of Information Act.

"I, Michael D. Marvitz the (title) Sales Representative of

(company) Pittsburgh Mailing Systems INC. understand the sensitive nature and the confidentiality of the client/employee information stored at the West Virginia Consolidated Public Retirement Board. All employees of this company therefore acknowledge and agree that personal client/employee information and any other related data is to be treated as confidential information which is not a matter of public record. All employees of the above named company therefore agree not to permit distribution or engage in discussion of this information to any person. I understand that, if at any time I am approached by an outside individual, agency or media representative, I shall direct their queries to the Executive Director of the West Virginia Consolidated Public Retirement Board."

Print Name: Michael D. Marvitz

Company: Pittsburgh Mailing Systems INC.

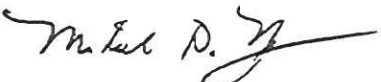
Signature: Michael D. Marvitz Date: 8/14/12

**CPR13002
Pricing Page**

Item No	Description of item/service	Unit Price	Estimated Quantity	Extended Price
1	Cost to print 1099R's with instruction on reverse	\$0.0943 ea.	65000	\$6,129 ⁵⁰
2	Cost to print or copy inserts (duplex)	\$0.024 ea.	65000	\$1,560 ⁰⁰
3	Cost to insert pieces for mailing	\$0.026 ea.	65000	\$1,690 ⁰⁰
4	Postage cost to mail pieces *	\$0.374 ea.	65000	\$24,310 ⁰⁰
5	1099 Express Licenses	\$49 ⁵⁰ ea.	10	\$495 ⁰⁰
Total For Evaluation:				\$34,184 ⁵⁰

**The estimated purchase volume for each item/service represents the approximate volume of anticipated purchases only. No future use of the contract or any individual item/service is guaranteed or implied.

* SUBJECT TO U.S. POSTAL RATES IN EFFECT AT THE ACTUAL TIME OF MAILING.
IF MAILED TODAY, 8/16, THE RATE WOULD BE \$0.374 each.

Pittsburgh Mailing Systems INC.

 8/16/12

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Pittsburgh Mailing Systems INC.
(Company)

Michael D. Maritz
(Authorized Signature)

Michael D. MARITZ, Sales Representative
(Representative Name, Title)

(412) 922-8181 x142 (412) 937-1730
(Phone Number) (Fax Number)

8/14/12
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: C PR 13002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Pittsburgh Mailing Systems INC
Company

Michael D. [Signature]
Authorized Signature

8/16/12
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

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.
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

None Requested

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
Date: 8/14/12

Signed: *Michael P. J.*
Title: Sales Representative

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Pittsburgh Mailing Systems, INC

Authorized Signature: Michael D. [Signature] Date: 8/15/12

State of Pa

County of Allegheny, to-wit:

Taken, subscribed, and sworn to before me this 15 day of Aug, 2012

My Commission expires 11-30-14, 20

AFFIX SEAL HERE

NOTARY PUBLIC Barbara A. Urban

