

*Confidential and Proprietary*

## Bid Response Information Reporting Program

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Prepared For

**West Virginia Consolidated Public Retirement Board  
CPR14001 1099 Print and Mail**

**RR DONNELLEY**

**Brian C. Burden**  
Account Representative

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**September, 2013**

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WV PURCHASING  
DIVISION

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**RR Donnelley Business Communication Services  
(BCS)**

## How Can RR Donnelley We Help You Meet Your Goals?

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Since its inception in 1983, RR Donnelley Business Communication Services (BCS), an RR Donnelley company, has specialized in developing and managing customized, high-quality, large-volume, communication solutions. BCS is a leader in providing customized solutions through print and digital technologies to the financial services, insurance, managed care, and telecommunications segments. Our client base includes over 900 major corporations and high profile government agencies throughout the US and Canada. In 2006, our six facilities produced over 3.2 billion imaged pages and shipped more than 1.4 million mail packages. We have over 1,500 employees in the United States. As the leader in large volume, high-quality, critical communication production, BCS is responsible for delivering the Vital Client Communications of America's Business

Managing clients' data and providing mission critical communications can only be accomplished by a company with a robust network of resources and capabilities. Our products and services maximize the effectiveness of your communication pieces, adding value to your business and to your customers. The customized messaging solutions that we provide for our clients help them build relationships with their customers.

Outsourcing solutions include: periodic account statements, wireless telephone bills, enrollment and new customer kits, loyalty and membership programs, daily transaction confirmations, insurance policies, checks, ID cards, privacy mailings, and tax reporting documents. BCS continues to develop and integrate the latest technologies for the cost-effective production and distribution of business communications through print, mail, e-mail, fax, CD-ROM, Internet, and wireless delivery channels. If it's vital, trust it to us.

Our headquarters is located near Chicago in Bannockburn, Illinois. We have production facilities and sales offices located throughout the U.S. and Canada. BCS operates six facilities in Thurmont, MD; Windsor, CT; Logan, UT; Boston, MA; Nashville, TN; and St. Charles, IL. We also have major Canadian information processing facilities. Our facilities offer data processing and electronic printing services. We also provide print, kitting, and print fulfillment services.

Each location uses the latest, proven technologies and is staffed by a team of highly trained professionals. With our network of production facilities located strategically throughout North America, BCS can reduce the time to deliver your critical customer communication documents.

For almost 25 years, BCS has produced and distributed millions of documents for banks, financial services companies, investment firms, and insurance companies, fulfilling all government regulations and industry standards for these sensitive documents. Based on our experience, West Virginia Consolidated Public Retirement Board can be confident in the selection of BCS as your outsource provider. Our experience, expertise, and technological resources enable us to meet all your objectives.

- **Ensure Accuracy.** BCS is a leader in producing and distributing financial documents including:
  - More than 100 million compliance statements, including W-2s, 1098s, and 1099s, for our corporate and government clients.
  - Trust statements.
  - Investment transaction records and account summaries.
  - Mortgage statements.
  - Loan statements.
  - Invoices for utilities and telecommunications companies.

We have implemented a variety of controls to meet our clients' strict accuracy requirements. Because of our success, we can ensure West Virginia Consolidated Public Retirement Board that all information reporting statements will accurately reflect the data transmitted to our facility.

- **Maintain Strict Security.** BCS complies with all applicable government regulations and industry standards for producing and distributing information reporting statements. BCS maintains strict security controls over all programming, client data, and project production. Our security procedures include screening procedures for hiring personnel and making job assignments. All BCS facilities must comply with our standards for physical security and document protection.
- **Improved Quality.** Every BCS production run is subjected to rigorous quality control checks to ensure that your statements meet your standards for accuracy and appearance. Defined procedures require operator quality inspections at regular intervals throughout the print, image, and mail process ensuring data placement accuracy. Our in-process accounting systems ensure that all statements are produced and distributed.
- **Compliance.** BCS' Information Reporting Services team continually monitors government requirements, including those for information reporting statements, to ensure the documents we produce comply with all regulations. In addition, as a BCS information reporting statements client, West Virginia Consolidated Public Retirement Board will receive a free copy of the *Compliance Bulletin* via e-mail. This bulletin, prepared by

our experts, answers many compliance questions and provides invaluable insights regarding information reporting statements.

- **Reduce Turnaround.** BCS combines technology and production capacity to reduce project turnaround time and guarantee on-time delivery. Each facility uses state-of-the-art systems for data processing, pre-production formatting, printing, sorting, and distributing. Our combined equipment investment at our U.S. facilities gives us the capacity to produce more than 10 million customized mailpieces per day.

In addition to our technical resources and production capacity, BCS has two Data Centers and four production facilities in the United States. All sites are linked via LAN and WAN and serve as backups to each other. In the event of a disaster at your primary production site, work can be transferred to another facility to keep your information reporting statements project on schedule.

- **Optional Services.** BCS offers these optional products and services to our information reporting statements clients:
  - **CD-ROM Archival.** All of West Virginia Consolidated Public Retirement Board's information reporting statements can be copied onto a CD-ROM for convenient access by members of your staff. Your records can be sorted by various identification criteria to provide easy access to your statements. Duplicates of your statements can be generated using your desktop laser printers. Because the archival program is Windows-based, it is easy to use and requires little training. The portability of CDs allows easy distribution of indexed archival data to multiple sites to relieve service inquiries.
  - **Electronic Capabilities.** We can prepare a near fidelity replica of your printed statements for Internet presentation. Your recipients will be able to view, download, and print their statements at their convenience, via a secured Website. An individual will only be able to view and download his or her statement and will not have access to anyone else's statements. Although we will host your information reporting statements, our services will be completely transparent. Recipients will only see your Website when they view their statements.
  - **Internet Archiving.** BCS now offers Internet or Web-based archiving of client documents, allowing your statements to be accessed via a secure Website. Password restrictions prevent unauthorized viewing. Designated personnel can call up any statement at any time, using any of the popular Internet browsers

such as Internet Explorer or Netscape. Your documents are in a “read only” format to prevent any tampering. Copies of the statement can be printed using desktop laser printers.

- **Capacity for Growth.** To allow for growth and to provide a reserve when client volumes change suddenly, BCS production sites operate at about 75% of total capacity. When volumes consistently exceed 75%, we make the necessary capital investment in facilities and equipment to maintain our reserve. This policy enables us to serve our clients as their requirements grow.
- **Cost Effective.** Selecting BCS as your information reporting statements outsource provider gives West Virginia Consolidated Public Retirement Board several opportunities to reduce costs:
  - West Virginia Consolidated Public Retirement Board no longer has to purchase, store, and inventory statement forms and envelopes to produce and distribute information reporting statements.
  - Personnel resources now required to produce and distribute your information reporting statements can be reassigned to be used more effectively, especially for other year end and early first quarter tasks.
  - The option of using Electronic statement presentation/delivery often is less expensive per statement than producing and distributing paper statements or reissued statements.
  - For print statements, the efficiency of our modern imaging process can reduce West Virginia Consolidated Public Retirement Board’s production costs.
  - Our merging capability will reduce both the total number of pages we image for you and the total number of mailpieces distributed for each production run.
  - Postage is typically the single largest cost in producing and distributing printed statements. Our USPS certified Mailpiece Quality Control Specialists will analyze your mailing. They will make recommendations regarding mailpiece size, labeling, address database management, and sorting to ensure each mailing goes out at the lowest possible postage rate for which it qualifies. All postage discounts are passed on directly to West Virginia Consolidated Public Retirement Board .
- **Maintain Complete Records.** BCS supports its information reporting statements clients with a comprehensive reports package (all reports available via PDF), including the following:
  - **Audit Verification Report.** Confirms the dollar amounts entered in our system for processing are equal to the totals you provided. It is your assurance that all monetary data is accounted for.

- **Account Merge Report (Savings Analysis).** Indicates the number of records bypassed due to zero dollar amounts or reporting options. The number of statements generated after the merging process and printing of combined 1099 statements indicates your estimated savings using our 1099 program. The report is sequenced by EIN number and Location ID number.
- **Bypass Report.** Identifies records bypassed in processing and gives the reason these records were bypassed. These accounts are not reported to the IRS or the payee based on two criteria: 1) all dollar amounts equal zero, 2) below de minimis check.
- **Postage Report.** Serves as a basis for allocating the postage expenses. It summarizes the number of pieces mailed and provides a breakdown of how many pieces were in the presort group as well as the residual group.
- **Detail Disposition Report.** Contains all the account information printed on the information reporting statement, including suppressed information. This report is helpful when dealing with customer inquiries and is sorted by EIN, Location ID, and TIN.
- **TIN Validation Report.** Helps West Virginia Consolidated Public Retirement Board take corrective action to comply with the IRS regulations.
- **Address Hygiene Service.** Depending on the number of invalids, address hygiene may be recommended prior to, or after, the receipt of the detail files (not during January). This optional service includes ZIP Code correction/verification, address standardization, and ZIP+4 coding. Address hygiene can significantly increase your postage discounts for 5 or 3 digit presort or ZIP+4.
- **Consultant Services.** West Virginia Consolidated Public Retirement Board's information reporting statements will be managed by a team that is experienced in producing these statements for our clients. This team is responsible for analyzing your information reporting statements project to ensure we always use "best practices" to reduce your costs and improve efficiency.

## What Do You Get From Us?

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When West Virginia Consolidated Public Retirement Board chooses BCS to outsource your information reporting statements, you acquire a partner, not just a vendor. We believe in forming an alliance with our clients and becoming vested in the overall success of their projects. To fulfill our commitment to achieving mutual success, we offer you more than serving as your outsource provider:

- **Project Management Services.** All your projects are assigned to a Value Added Service (VAS) Team, with information reporting expertise. This team is responsible for recommending ways to improve the processes and get the maximum benefit from the documents and other communications we produce and mail for you.
- **Electronic Expertise.** BCS can provide West Virginia Consolidated Public Retirement Board with programming and services to enable you to maximize the Internet's potential. We will help you transfer your information reporting statements to the Internet for presentment (all statement types) or delivery (1098-T and 1098-E only).
- **Leading Edge Technology.** BCS facilities use a combination of commercially available equipment and our own proprietary equipment, to provide clients with the most cost effective options available for producing expedient, high impact documents and other communications.
- **Certified Quality.** All BCS facilities are ISO certified. To maintain our certification, we rigorously adhere to the requirements of ISO. All projects are subject to defined quality control checks and every project is analyzed to verify all procedures are "best practices." All facilities undergo regular internal and external (outside party) audits to ensure compliance with ISO certification requirements.
- **Production Efficiencies.** BCS is most competitive with large volume projects or projects that are produced daily. Our competitive edge broadens with added complexity. Features such as MICR, on-line envelope construction, complex data processing or merging capabilities, postal sorting, and unique packaging are streamlined operations that can be added with minimal cost to our clients. Using all the latest technology enables faster speeds, thereby ensuring a cost-effective advantage.
- **Comprehensive Management Reporting.** West Virginia Consolidated Public Retirement Board will receive comprehensive reports on your information reporting statements. We will review these reports with you to correct any problems and to identify new opportunities to improve efficiency and cut costs.

- **Relationship with USPS.** BCS is a designated National Account for the USPS with a National Account Manager as well as Area Account Managers for each facility. We have a Business Relationship Agreement with the USPS, defining our working relationship and enhancing our ability to meet our objectives and identify future opportunities. BCS has full-time Postal Coordinators in each facility. Our information processing facilities are USPS Detached Mail Units, allowing us to provide on-site verification and acceptance of the mailing for faster entry into the USPS mailstream. Using our combination of CASS/PAVE certified software, address hygiene software, and USPS certified Mailpiece Quality Control Specialists, West Virginia Consolidated Public Retirement Board can be confident that your mailings will receive the maximum postal discounts for which they qualify.

I appreciate this opportunity to present our proposal for processing West Virginia Consolidated Public Retirement Board 's information reporting statements and look forward to discussing this proposal with you.

You can contact me by phone at 301-703-9790 or by e-mail at [Brian.Burden@rrd.com](mailto:Brian.Burden@rrd.com).



Website: [bcs.rrd.com](http://bcs.rrd.com)

Phone: **1-888-831-9500**



**Bid Response for CPR14001  
State of West Virginia / Consolidated Public Retirement Board  
1099R Preparation**

RR Donnelley Business Communication Services has been a leading outsource provider of information reporting statements for over twenty years with over 100 million statements produced annually. RR Donnelley has full time, year round resources dedicated to supporting compliance and information reporting business clients.

RR Donnelley offers a full range of compliance products and services including, consulting, print and mail services, electronic presentation, internet presentation, transmitter services as well as compliance seminars and bulletin updates which will keep you apprised of the latest changes in regulations.

RR Donnelley has six production facilities utilizing the latest technologies enabling RR Donnelley to provide quick turn around for all quantities of projects while providing redundant capability and contingency in the event of a disaster. RR Donnelley uses the latest versions of government mandated tax forms and electronically images the unique variable information for each piece resulting in an original print being sent to each recipient.

RR Donnelley offers complete USPS certified address hygiene and mail sorting services for first class presorted, delivery point barcoded mail. RR Donnelley can provide Verrimove services which meet the USPS "Move Update" requirements. Due to the large volumes of mail produced, the production facility includes a Detached Mail Unit of the USPS. These services allow for the maximum postage savings and improved mail delivery.

RR Donnelley has reviewed the delivery time schedule for critical dates as included in the bid and can meet all dates.


RR Donnelley will produce our standard 1099R package which shows the recipient address through the window of the actual form. This will improve the delivered product and not interfere with the reproduction of the data through any third party software.

Cost Sheet:

<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Est. Total</u>
Print & mail 1099R Forms*:	65,000	\$205.00 /M	\$13,325.00
Print Insert A	65,000	\$14.00/M	\$910.00
Print Insert B .	65,000	\$25.00/M	\$1,375.00
Insert additional pages	130,000	\$5.00/M	\$650.00
Postage estimate**			\$25,000.00
1099 Express Licenses	10	\$49.50	\$495.00

\*Includes: Data processing, Forms, imaging, envelopes, inserting, mail prep, standard reports, one year of the RRD Compliance Bulletin. 15 hours of professional services

\*\* Postage is a pass through cost. All postage will be paid directly by the state. This is only an estimate.

  
\_\_\_\_\_  
Signature  
VP Operations  
\_\_\_\_\_  
Title

9.6.13  
\_\_\_\_\_  
Date  
435-755-4040  
\_\_\_\_\_  
Phone

### 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.

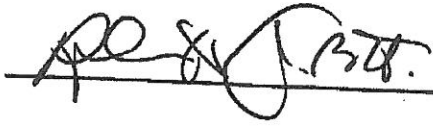
At no time, shall any state employee or contract worker who is working inside or with the CPRB discuss or distribute personal information regarding any client of this agency. This personal information includes, but is not limited to, client or employee salaries, medical history, pension specific information, 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, ROBERT BOTT the (title) VP of Operations of

(company) RR Donnelley, Logan, UT 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: ROBERT Bott

Company: RR Donnelley

Signature: 

Date: 9.6.13

**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.

RR Donnelley

(Company)

[Handwritten Signature]

(Authorized Signature)

VP Operations

(Representative Name, Title)

435-755-4040 (4186)

(Phone Number)

(Fax Number)

9.6.13

(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CPR14001**

**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.

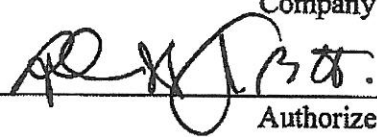
**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**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.

RR Donnelley  
Company

  
Authorized Signature

9.6.13  
Date

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

# 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.
- 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.

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: RR Donnelley

Signed: [Signature]

Date: 9.6.13

Title: VP Operations

RFQ No. CPR14001

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: RR Donnelley  
Authorized Signature: [Signature] Date: 9.6.13

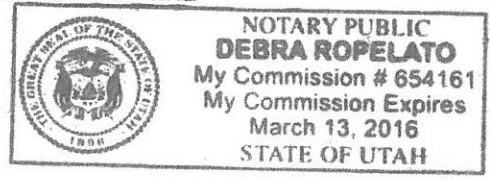
State of Utah

County of Cache, to-wit:

Taken, subscribed, and sworn to before me this 6<sup>th</sup> day of Sept., 2013.

My Commission expires March 13, 2016, 20  .

**AFFIX SEAL HERE**



NOTARY PUBLIC [Signature]

*Purchasing Affidavit (Revised 07/01/2012)*