

July 22, 2014

Ms. Evelyn Melton
WV Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Dear Ms. Melton,

On behalf of the employees of Sheridan, I am pleased to submit our proposal for the printing and distribution of *Goldenseal Magazine*.

We are confident that you will find us well suited to manage all production requirements for *Goldenseal* as detailed in the request for pricing. Just as you are dedicated to the associates you represent, Sheridan is dedicated to every customer that we represent. We have the expertise, technology, and manufacturing platform to deliver the beautiful, content-rich issues of *Goldenseal* that your readers expect, and we will do so, on time, every time.

We feel that there is a great opportunity for partnership between *The West Virginia Division of Culture and History* and Sheridan. We have the pleasure of working with some of the most prestigious publications in the world, and understand the demands and expectations of your readers and contributors. We have dedicated ourselves to providing tools and services with the sole purpose of supporting you. Everything that we do – from our customer service team to subscriber services, to back issue storage and fulfillment – has you in mind, with the goal of saving you time, money, and reaching readers more effectively.

Thank you in advance for considering Sheridan for your magazine publication needs. I look forward to hearing your thoughts on our proposal and to discussing next steps and timing of your decision.

Respectfully submitted,



Joyce M. Coulter
Sales Representative
Sheridan
717-632-3535 ext. 8137
www.sheridan.com

07/23/14 09:11:51AM
West Virginia Purchasing Division



The Sheridan Press
 450 Fame Avenue
 Hanover, PA 17331
 717.632.3535

PROPOSAL

Ms. Evelyn Melton
 State of West Virginia
 Division of Culture and History
 1900 Kanawha Blvd, East
 Charleston, WV 25305-0300

No. 14-1405
 Prices Effective: July 22, 2014

THIS PROPOSAL is submitted, per following specifications, subjected to printing and trade customs which are made a condition of this proposal.
 Terms are net 30 days.

Goldenseal 2014

A quarterly publication

Page Size: 8 1/2 x 11 "

Preparation

Preflight of furnished PDF file, includes up to one hour to check for obvious problems, import files into imposition program and load fonts, per job, per batch-----	\$	60.00
File corrections, technical support and consultation, per hour in 15 minute increments-----	\$	60.00
Plain paper laser pages, per page, per color-----	\$	2.20
Pick up editorial pages from previous issues, per editorial page-----	\$	8.75
Additional to prepare Postscript™ files, per page-----	\$	1.10
Additional for PDF files, per page-----	\$	1.00
Additional to place ads within text files if not imbedded in text file, per ad-----	\$	4.50
Additional blueline proofs, per color, per page-----	\$	1.00
Digital scanning of new advertising pages (first insertion) includes scanning, placement into text files and TSP Digital Ad Library (excludes four-color), per ad-----	\$	17.50
Handling and placement of furnished digital ad into TSP Digital Ad Library, per ad-----	\$	15.25

Imaging

Image pages from your PDF file for black pages, per page-----	No Charge
Image pages from your PDF file for color pages, per page, per color-----	\$ 5.00
Impose and image four-color pages from your PDF file, per four-color page-----	\$ 10.00
Creation of digital color proofs for four-color process, per four-color proof-----	\$ 15.00

Production

From imaged pages, we submit one set of proofs for final approval before printing, prepare plates, print, fold, gather, perfect bind and trim to 8-1/2 x 11".

<u>Presswork and Folding</u>	<u>Make Ready</u>	<u>Run per 1,000</u>
16-page signature - 2/1	\$ 268.00	\$ 26.15
16-page signature - 2/2	\$ 318.00	\$ 28.75
16-page signature - 4/1	\$ 333.00	\$ 33.75
16-page signature - 4/4	\$ 507.00	\$ 43.80
One additional color one side of 1-16	\$ 178.00	\$ 13.05
One additional color both sides of 1-16	\$ 228.00	\$ 15.65
8-page signature - 2/1	\$ 245.00	\$ 15.05
8-page signature - 2/2	\$ 295.00	\$ 16.30
8-page signature - 4/1	\$ 337.00	\$ 18.90
8-page signature - 4/4	\$ 474.00	\$ 25.80
One additional color one side of 1-8	\$ 152.00	\$ 6.40
One additional color both sides of 1-8	\$ 202.00	\$ 7.70
4-page signature - 2/1	\$ 238.00	\$ 8.65
4-page signature - 2/2	\$ 288.00	\$ 9.30
4-page signature - 4/1	\$ 329.00	\$ 10.55
4-page signature - 4/4	\$ 471.00	\$ 13.05
One additional color one side of 1-4	\$ 149.00	\$ 3.50
One additional color both sides of 1-4	\$ 199.00	\$ 4.10
Fold one 16-page signature as one 8-page and one 4-page signatures canceling four blanks, per thousand-----		\$ 47.50

	<u>Make Ready</u>	<u>Run per 1,000</u>
Cover prints four-color process outside only	\$ 288.00	\$ 28.15
Cover prints four-color process outside and black inside	\$ 348.00	\$ 16.40
Cover prints four-color process both sides	\$ 534.00	\$ 22.70
One additional color one side of cover	\$ 56.00	\$ 3.50
Additional to varnish or aqueous coat outside of cover	\$ 56.00	\$ 3.50



State of West Virginia

No. 14-1405

Additional Prices

Two-page BRC or coupon prints black both sides plus horizontal and vertical perf on 75 lb. white hi-bulk and trim to 8-1/2 x 7".

	Make Ready	Run per 1,000
Paper	\$ 13.00	\$ 17.15
Production	\$ 182.00	\$ 2.85
	\$ 195.00	\$ 20.00

Binding

Perfect bind one to six signatures plus cover	\$ 67.00	\$ 36.55
Perfect bind seven to twelve signatures plus cover	\$ 90.00	\$ 43.90
Perfect bind thirteen to eighteen signatures plus cover	\$ 112.00	\$ 56.00
Bind Business Reply Card into issue between signatures, per thousand-----		\$ 14.00

Paper

Text:

	Make Ready	Run per 1,000
70 lb. white Sterling gloss		
16-page signature	\$ 22.00	\$ 103.05
8-page signature	\$ 25.00	\$ 52.00
4-page signature	\$ 19.00	\$ 26.00

Cover:

8 pt. white Productolith C2S cover	\$ 52.00	\$ 80.15
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Distribution

Affix furnished zip sorted 4-up PAVE-presorted mail labels or inkjet address to outside cover. ADC sort, tie, bag and mail at Hanover, Pennsylvania Post Office, including preparation of postal forms.

Set-up-----	\$ 33.95
Mail, per thousand-----	\$ 41.80

Additional for manual processing of presorted mail labels not conforming to PAVE-certified specifications:

Up to 100 copies-----	\$ 18.00
101 to 400 copies-----	\$ 35.00
Over 400 copies, per thousand-----	\$ 95.00

Hand apply pressure sensitive labels, per thousand-----	\$ 61.25
Furnish jiffy utility bag, insert publication(s), seal and mail, per jiffy bag-----	\$ 1.25
Preparation for shipment by FedEx or UPS ground service or parcel post, per shipment-----	\$ 4.00
Preparation for shipment by common carrier, per shipment-----	\$ 15.75
Pack copies into bulk cartons, per carton-----	\$ 2.65
Bulk pack on skids, per skid-----	\$ 17.50

Prepare and file copyright application, per issue-----	\$ 85.00
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State of West Virginia

No. 14-1405

F.O.B. Hanover, Pennsylvania.

Postage and freight will be invoiced at prevailing rates.

SUBSCRIBER SERVICES - MAXIMAIL SERVICE

Preparation

From your fully coded electronic file, we import to Excel to verify format and then save in dbf format.

Disk/file set-up, up to 1/2 hr. programming, per issue----- \$ 57.00

Over 1/2 hr. programming, per issue, per hour----- \$ 52.00

Label Generation

Final corrected dbf file is imported to Postalsoft desktop Mailer for postal presort, postal reporting, and mail label generation.

Presorted ink jet or generation of 3/5 presorted Cheshire mailing labels and CASS certified documentation, 3/5 digit presorted/bar-coded mailing labels, per 1,000----- \$ 33.50

Generation of 3/5 presorted pressure sensitive mailing labels and CASS certified documentation, 3/5 digit presorted/bar-coded on pressure sensitive labels, per 1,000----- \$ 39.00

Ink jet or alternative generation of Cheshire mailing labels. Please note that postal presort discount will not apply. Zip code/country order labels for customer use, per 1,000----- \$ 19.50

Alternative generation of pressure sensitive mailing labels. Please note that postal presort discount will not apply. Zip code/country order on pressure sensitive labels for customer use, per 1,000----- \$ 24.00

Generation of pressure sensitive mailing labels for back issue fulfillment, per label----- \$ 0.10

We recommend submission of a sample electronic file for evaluation prior to start-up new work (see guidelines for disk submission)----- No Charge

NCOA Services

The NCOALink Product matches names and addresses on the mailing list to changes of addresses filed with the USPS by relocating postal customers. When the name and address information on the mailing list matches the name and address information on the NCOALink file, a new address will be returned. NCOALink Full Service contains 48 months of changes. The file is maintained by the USPS and is licensed to vendors.

NCOA Full Service, 48 months with DPV, LACSLink, per file----- \$ 175.00



State of West Virginia

No. 14-1405

Prices are subject to change should our cost be altered by paper and material price variations at time of their delivery, by government laws or regulations, or by any other factor outside of our control.

Respectfully submitted,

Joyce M. Coulter
Sales Representative

JMC: rap



The Sheridan Press
 450 Fame Avenue
 Hanover, PA 17331
 717.632.3535

Ms. Evelyn Melton
 State of West Virginia
 Division of Culture and History
 1900 Kanawha Blvd, East
 Charleston, WV 25305-0300

No. 14-1405
 July 22, 2014

Summary:	15,000 Copies	Additional 100
Preparation and Imaging	435.00	-----
Production	5,948.25	23.16
Paper	8,330.25	54.44
Distribution	1,206.40	6.54
Total	15,919.90	84.13

SAMPLE INVOICE

Title : Goldenseal 2014
 Based on specifications submitted
Trim Size: 8 1/2 x 11 "
Pages : 72 plus cover
Quantity : 15,000 copies

Unit		Unit Charge (\$)	Total (\$)
<u>Preparation</u>			
1	Preflight	60.00	60.00
		Subtotal:	60.00
<u>Imaging</u>			
72	Image black text pages	No charge	-----
65	Image color text pages	5.00	325.00
2	Image color cover pages	5.00	10.00
4	Impose and image four-color cover pages	10.00	40.00
		Subtotal:	375.00
<u>Production</u>			
<u>Presswork and Folding</u>			
4	16-page signature - 2/2	Make Ready 318.00	1,272.00
60,000		Run 28.75 /M	1,725.00
1	8-page signature - 2/2	Make Ready 295.00	295.00
15,000		Run 16.30 /M	244.50
1	Cover prints four-color process both sides	Make Ready 534.00	534.00
15,000		Run 22.70 /M	340.50



State of West Virginia

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1	One additional color one side of cover	Make Ready	56.00	56.00
15,000		Run	3.50 /M	52.50
1	Additional to varnish or aqueous coat outside of cover	Make Ready	56.00	56.00
15,000		Run	3.50 /M	52.50

Additional Prices

1	Two-page BRC or coupon prints black both sides plus perf on			
15,000	75 lb. white hi-bulk and trim to 8-1/2 x 7".	Paper	Make Ready	13.00
			Run	17.15 /M
		Production	Make Ready	182.00
			Run	2.85 /M

Binding

1	Perfect bind one to six signatures plus cover	Make Ready	67.00	67.00
15,000		Run	36.55 /M	548.25
15,000	Bind Business Reply Card into issue between signatures	Run	14.00 /M	210.00

Subtotal: 5,948.25

Paper

Text: 70 lb. white Sterling gloss

4	16-page signature	Make Ready	22.00	88.00
60,000		Run	103.05 /M	6,183.00
1	8-page signature	Make Ready	25.00	25.00
15,000		Run	52.00 /M	780.00
1	Cover: 8 pt. white Productolith C2S cover	Make Ready	52.00	52.00
15,000		Run	80.15 /M	1,202.25

Subtotal: 8,330.25

Distribution

Labels to outside cover

1	Setup		33.95	33.95
12,000	Mailing		41.80 /M	501.60

Label Generation/Ink Jet

1	Setup		57.00	57.00
12,000	Run		33.50 /M	402.00
74	Pack 3,000 copies into bulk cartons (Max 25 lbs. per carton)		2.65	196.10
1	Prepare shipments for common carrier		15.75	15.75

Subtotal: 1,206.40

Total: 15,919.90

Additional 100 copies run at same time, bulk pack into cartons 84.13

Approx. freight to ship 3000 copies to Charleston, WV 25305 via FedEx freight, dock-to-dock service 483.00

Sample invoice does not include author's alterations, postage and freight.



State of West Virginia

No. 14-1405

Based on postal regulations, charges for NCOA services may apply if the class of mail is Standard and the title is mailed 4 times or less each year.

The above prices are taken from proposal no. 14-1405, dated July 22, 2014

Respectfully submitted by:

Joyce M. Coulter
Sales Representative

JMC: rap



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

Solicitation

NUMBER
DCH15001

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

RFQ COPY

TYPE NAME/ADDRESS HERE

~~Sheridan Books~~
 The Sheridan Press
 450 Fame Avenue
 Hanover, PA 17331

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED
06/10/2014

BID OPENING DATE: 07/23/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE AGENCY, THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY TO ESTABLISH AN OPEN-END CONTRACT TO PROVIDE PRINTING SERVICES FOR THE QUARTERLY PUBLICATION OF "GOLDENSEAL MAGAZINE" PER THE ATTACHED SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS.						
0001	1	LS		966-50		
				PRINTING: MAGAZINES		
***** THIS IS THE END OF RFQ DCH15001 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.
 - A pre-bid meeting will not be held prior to bid opening.
 - A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

 - A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: June 25, 2014 - end of business

Submit Questions to: Evelyn P. Melton

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115

(Vendors should not use this fax number for bid submission)

Email: evelyn.p.melton@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include hand delivery, delivery by courier, or facsimile. The bid delivery address is:

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID: _____
 BUYER: _____
 SOLICITATION NO.: _____
 BID OPENING DATE: _____
 BID OPENING TIME: _____
 FAX NUMBER: _____

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus _____ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: Technical
 Cost

- 7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time: July 23, 2014 - Wednesday @ 1:30 P.M.

Bid Opening Location: Department of Administration, Purchasing Division
 2019 Washington Street East
 Charleston, WV 25305-0130

- 8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
- 9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1 **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
 - 2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
 - 2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
 - 2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8 **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on _____ upon award
and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to two (2) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Release Order Limitations: In the event that this contract permits release orders, a release order may only be issued during the time this Contract is in effect. Any release order issued within one year of the expiration of this Contract shall be effective for one year from the date the release order is issued. No release order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

One Time Purchase: The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.

Other: See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.

- Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.
- BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.
- LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a

performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:


Commercial General Liability Insurance:
or more.

Builders Risk Insurance: builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.
10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
12. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount \$200.00 per day for failure to meet specified deadline for delivery of 

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

13. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
14. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.
15. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation

during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

- 16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 17. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
- 18. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 19. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
- 20. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
- 21. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
- 22. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 23. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 24. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract.

The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.

- 25. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
- 26. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 27. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 28. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 29. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.
- 30. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 31. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
- 32. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 33. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or

maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

34. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
35. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
36. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
37. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.
38. **[RESERVED]**
39. **CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.
40. **DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED.

Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

- 41. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.
- 42. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.
- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety, understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.
- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder.

Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

50. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

51. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference.

If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

REQUEST FOR QUOTATION
DCH15001
Quarterly Publication: Goldenseal Magazine

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Division of Culture and History to establish a contract to provide printing services for the quarterly publication of GOLDENSEAL magazine.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Services”** means the Printing, Binding, and Mailing services for 15,000 magazines of approximately seventy-two (72) pages in conformance to the specification.
 - 2.1.1 Providing high-resolution, color-accurate hard copy proofs demonstrating color separation and registration in accurate approximation of final printed magazine.
 - 2.2 **“Pricing Page”** means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A & Exhibit B.
 - 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as **DCH15001**.
3. **QUALIFICATIONS:** Vendor shall have the following minimum qualifications:
 - 3.1. Vendor must have five years’ experience in the magazine printing business
 - 3.2. Vendor must provide three to five printed magazine samples that they have published within the past five (5) years.
 - 3.3. Vendor must represent that they have inspected sample issues of GOLDENSEAL and understand the production, printing, and assembly standards of quality for the Publication. Copies of the magazine may be obtained for inspection by contacting the Editor, GOLDENSEAL Magazine.
 - 3.3.1. Failure to meet these minimum standards, as determined by the editor upon delivery of each issue, will result in a negotiated discount of the total invoice, refused delivery, or if negotiations are unsuccessful, cancellation of this contract.

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4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Items must meet or exceed the mandatory requirements listed below.

4.1.1 PAPER

4.1.1.1 COVER PAPER: Cover Stock, 8 pt., coated both sides, subject to approval of editor.

4.1.1.1.1 Outside front and back cover to be varnished, except for area on back cover where address is printed, if necessary.

4.1.1.2 TEXT PAPER: 72 book pages, 70# semi-gloss text, subject to advance approval of editor. Number of pages may vary.

4.1.1.3 PAPER SUBSTITUTIONS: Editor requires 30-days advance written notice prior of paper substitutions and such written notice must be accompanied by printed samples of proposed substitute paper stock, subject to editor's written approval.

4.1.2 INK

4.1.2.1 COVER INK: Front and back inner and outer covers to be four-color process plus 1 PMS color, varnish as specified above (Refer to Section 4.1.1.1.1 of the RFQ above.), full bleed off all four (4) sides.

4.1.2.2 TEXT INK: Seventy-two (72) text pages to be black, plus 1 PMS color throughout; halftone and screen bleeds off one (1) to four (4) sides throughout. Four-color process on text pages optional, at price specified.

4.1.3 HALFTONES AND COLOR PHOTOGRAPHS

4.1.3.1 To average 100 b/w in each issue; color photographs optional at price specified. All to be printed with 150-line screen.

4.1.4 COMPOSITION: Typesetting, layout, and design to be provided by the editor as "PageMaker," "Quark" or "In Design" software files from a MacIntosh computer system. These files will be provided on recordable compact disks (CD-Rs), or uploaded to the vendor's website via the Internet.

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- 4.1.4.1 All original copy, art, photos, computer disks or other electronic media are the property of GOLDENSEAL and must be returned promptly, at Vendor's expense.**
- 4.1.5 PROOFS:** The Vendor must provide high-resolution, color-accurate hard copy proofs demonstrating color separation and registration in accurate approximation of final printed magazine for approval by the Editor, GOLDENSEAL Magazine
- 4.1.6 EDITORIAL ALTERATIONS:** During the final proof stage of magazine production, editor reserves the right to make minor editorial changes on up to twenty (20) pages of text at no additional charge. These may include changes in the use of spot color, single character or single word text changes, photo trapping adjustments, minor corrections to the positioning of graphic elements, etc., **but excludes prepress corrections which Vendor must address at their expense.**
- 4.1.6.1** Upon written approval by editor, major corrections may be billed at the Vendor's actual hourly cost and must be itemized on the invoice for each specific instance. Major corrections include photo substitutions, extensive text revisions, page redesigns, etc.
- 4.1.7 BINDING:** The Magazine is to be Perfect Bound.
- 4.1.8 COUPON INSERT:** Coupon design to be provided, by the Editor, for each of four (4) issues covered by the one (1) year contract.
- 4.1.8.1** Print coupon insert front and back in black ink on 75# white return postcard, trimmed to 8-½" x 7", perforated and scored, bound into magazines, one each.
- 4.1.9 MAILING:** Magazines to be labeled, sorted, and delivered to the Charleston Post Office by Vendor according to standard postal regulations and within normal postal hours.

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- 4.1.9.1 The editor will supply the mailing list via e-mail or computer disk. The GOLDENSEAL mailing list is the confidential and exclusive property of GOLDENSEAL magazine, and is to be used only as authorized by the editor.
- 4.1.9.2 Postage will be paid directly by the magazine.
- 4.1.9.3 The Vendor must provide advanced Zip-plus-4 sortation plus delivery-point bar code according to U.S. Postal Service second class/periodicals regulations, using CASS (Coding Accuracy Support System) and PAVE (Pre-sort Accuracy Verification) certified software. The ability to provide advanced mailing services is of the essence in this contract.
- 4.1.9.4 **Vendor must receive approval from the editor before delivering the magazines that are to be mailed to the post office. All freight charges to be borne by Vendor.**
- 4.1.9.5 **Vendor must deliver the un-mailed boxed copies of GOLDENSEAL to the Culture Center, 1900 Kanawha Boulevard East, Charleston, WV. All freight charges to be borne by Vendor.**
- 4.1.10 **UNMAILED COPIES:** All un-mailed copies must be packed in boxes weighing a maximum of 25 pounds each.
- 4.1.11 **PRODUCTION TIME:**
- 4.1.11.1 Production schedule to be agreed upon between editor and Vendor, consistent with keeping GOLDENSEAL on schedule for publication in early March, early June, early September and early December.
- 4.1.11.2 Total production time for each issue not to exceed three (3) calendar weeks, notwithstanding weekends and holidays,

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from delivery of design and art through date of mailing and delivery of all un-mailed copies to GOLDENSEAL office.

- 4.1.12 SUBCONTRACTORS:** Subcontracting all or part of this contract is prohibited, except by advance written approval of the editor.
- 4.1.13 CONTRACT CANCELLATION:** The editor reserves the right to notify the West Virginia Division of Purchasing and request a cancellation of the contract for failure to deliver the magazine according to the contract specifications, failure to deliver the expected print quality, failure to adhere to postal regulations and guidelines, failure to meet delivery deadlines, or for unauthorized use of the GOLDENSEAL mailing list.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest Base Bid (overall total cost) as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by completely filling out *Exhibit "A" Pricing Schedule* and *Exhibit "B" Pricing Page* below, following the directions in the Exhibits, and by signing the Certification in Exhibit "B". Vendor should complete *Exhibit "A" Pricing Schedule* and *Exhibit "B" Pricing Page* in full as failure to complete the Exhibits "A" and "B" in their entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

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Quarterly Publication: Goldenseal Magazine

7. **PAYMENT:** Agency shall pay Vendor upon the tendering of an itemized invoice per , as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

REQUEST FOR QUOTATION
DCH15001
Quarterly Publication: Goldenseal Magazine

9. VENDOR DEFAULT:

9.1. The following shall be considered a vendor default under this Contract.

- 9.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 9.1.2. Failure to comply with other specifications and requirements contained herein.
- 9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4. Failure to remedy deficient performance upon request.
- 9.1.5.

9.2. The following remedies shall be available to Agency upon default.

- 9.2.1. Cancellation of the Contract.
- 9.2.2. Cancellation of one or more release orders issued under this Contract.
- 9.2.3. Any other remedies available in law or equity.

10. MISCELLANEOUS:

10.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Joyce Coulter
Telephone Number: 717-632-3535 x 8137
Fax Number: 717-633-8900
Email Address: Joyce.Coulter@sheridan.com

REQUEST FOR QUOTATION
DCH15001
Quarterly Publication: Goldenseal Magazine

EXHIBIT "A"
PRICING SCHEDULE

Bidder shall provide the pricing for the publication of GOLDENSEAL magazine in accordance with the specifications and the terms and conditions stated herein.

UNIT PRICES:

- | | |
|--|---------------------|
| 1. Base Price: 15,000 copies of GOLDENSEAL, as specified: | \$ <u>15214.90</u> |
| 2. 15,000 coupon inserts as specified : | \$ <u>705.00</u> |
| (Additions or subtractions to base price of GOLDENSEAL) : | |
| 3. Additional copies, Per 500: | \$ <u>410.65</u> |
| 4. Decrease copies, Per 500: | \$ <u>(410.65)</u> |
| 5. Additional coupon inserts, per 500: | \$ <u>10.00</u> |
| 6. Decrease coupon inserts, per 500: | \$ <u>(10.00)</u> |
| 7. Decrease pages by one (1) eight (8) page signature in text
(total 64 pages): | \$ <u>(1384.50)</u> |
| 8. Additional for substitution of one (1) eight (8) page color
signature in text: (1-8, 4/4 - 1-8, 2/2) | \$ <u>361.50</u> |
| 9. Additional for substitution of one (1) four (4) page color
signature in text: 1-4, 4/4 + 1-4, 2/2 - 1-8, 2/2 | \$ <u>607.75</u> |
| 10. Hourly fee that Vendor will charge for major changes
or minor changes due to editorial alterations on any pages
over twenty (20) | \$ <u>60.00</u> |

REQUEST FOR QUOTATION
DCH15001
Quarterly Publication: Goldenseal Magazine

**EACH ISSUE OF THE MAGIZINE WILL BE PAID AT THE BASE PRICE,
ADJUSTED ACCORDING TO THE ITEMISED PRICING SCHEDULE IN THIS,
EXHIBIT "A".**

CONTINUE TO EXHIBIT "B", PRICING PAGE.

END OF EXHIBIT "A".

REQUEST FOR QUOTATION
DCH15001
Quarterly Publication: Goldenseal Magazine

EXHIBIT "B"

PRICING PAGE (HYPOTHETICAL ISSUE)

HYPOTHETICAL ISSUE: The preceding sections call for 15,000 copies of a magazine of 72 pages, plus cover, with 100 halftones. Actual issues printed under this contract will vary in their make-up and in the quantity ordered. Using the base price and the itemized additions and subtractions to the base, which you have entered, in the preceding section, please price the following hypothetical issue of GOLDENSEAL. This example is similar to actual recent issues or anticipated future issues:

- | | |
|--|--------------------|
| 1. BASE PRICE for 15,000 copies with perfect binding, as indicated in EXHIBIT "A", UNIT PRICING, 1.: | \$ <u>15214.90</u> |
| 2. Hypothetical number of copies ordered: 13,500: | \$ <u>13982.95</u> |
| 3. Coupon insert in all 15,000 copies, as indicated in EXHIBIT "A", UNIT PRICING, 2. : | \$ <u>705.00</u> |
| 4. Coupon insert in 13,500 copies, hypothetical issue, as indicated in Item 2. above. : | \$ <u>675.00</u> |

Editorial Alterations:

- | | |
|--|-----------------|
| 5. Twenty-five (25) pages of minor changes (additional charge for five (5) pages above the maximum twenty (20) pages), based on hourly rate. Refer to EXHIBIT "A", UNIT PRICING, Item 10. : 15 mins @ \$60/hour | \$ <u>15.00</u> |
| 6. Add one (1) page of major change (example: Reposition one (1) photograph and substitute one (1) paragraph of text, based on hourly rate.) Refer to EXHIBIT "A", UNIT PRICING, Item 10: | \$ <u>35.00</u> |

RFQ No. DCH15001

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: The Sheridan Press

Authorized Signature: Marvin Ran Date: 7/22/14

State of Pennsylvania

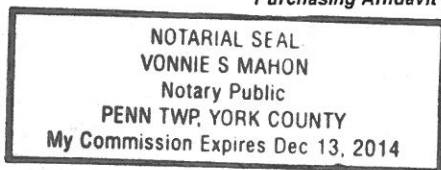
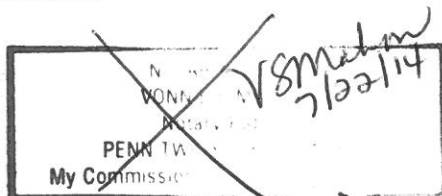
County of York, to-wit: Hanover

Taken, subscribed, and sworn to before me this 22nd day of July, 2014.

My Commission expires Dec 13, 2014

AFFIX SEAL HERE

NOTARY PUBLIC Vonnie S. Mahon



Purchasing Affidavit (Revised 07/01/2012)

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 Vendor Preference, if applicable.

1. Application is made for 2.5% 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% 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% 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% 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% 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% 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: _____ Signed: _____

Date: _____ Title: _____

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.

The Sheridan Press
(Company)

Marcin Lam
(Authorized Signature)

Marian Lam, Director Customer Analysis & Strategy
(Representative Name, Title)

717-632-3535 / 717-633-8900
(Phone Number) (Fax Number)

July 22, 2014
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DCH15001

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 checked="" 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.

The Sheridan Press
Company

Maureen Ram
Authorized Signature

July 22, 2014
Date

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



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

Solicitation

NUMBER
DCH15001

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
EVELYN MELTON 304-558-7023

RFQ COPY

TYPE NAME/ADDRESS HERE

The Sheridan Press
 450 Fame Avenue
 Hanover, PA 17331

S
H
I
P
T
O

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED
06/16/2014

BID OPENING DATE: 07/23/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED;		
				1. TO ADD THE FOLLOWING LANGUAGE SPECIFICATION TO SECTION 2.1.: FOLLOWING THE WORDS "..SEVENTY-TWO (72) PAGES.." PLEASE ADD: "..INTERIOR PLUS COVER, AND MUST HAVE A TRIMMED SIZE OF 8-1/2 INCH. X 11 INCH..."		
				2. TO PROVIDE VENDORS A SAMPLE COPY OF THE GOLDENSEAL MAGAZINE. TO OBTAIN A COPY PLEASE CONTACT THE EDITOR: MR. JOHN LILLY THE CULTURE CENTER 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0300 PHONE #: 304-558-0220		
				3. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 1		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

Solicitation

NUMBER
DCH15001

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED
06/16/2014

BID OPENING DATE: 07/23/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-50		
	PRINTING: MAGAZINES					
***** THIS IS THE END OF RFQ DCH15001 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

SOLICITATION NUMBER: DCH15001

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide additional language to Section 2.1 of the specification.
2. To provide Vendors a sample copy of the Goldenseal Magazine.
3. To provide Addendum Acknowledgment.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM NO. 1

DCH15001

SPECIFICATIONS:

SECTION 2.1 – “Contract Services, second line, following the words: “.....seventy-two (72) pages...”

ADD the following: “...interior plus cove, and must have a trimmed size of 8-1/2 inches X 11 inches...”

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DCH15001

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.

The Sheridan Press
Company

Joyce M Coulter
Authorized Signature

7-1-2014
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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

Solicitation

NUMBER
DCH15001

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

~~Sheridan Books~~
 The Sheridan Press
 450 Fame Avenue
 Hanover, PA 17331

SHIP TO

DIVISION OF CULTURE & HISTORY
 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED
06/30/2014

BID OPENING DATE: 07/23/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				ADDENDUM ISSUED;		
				1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED REGARDING THE ABOVE SOLICITATION.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 2		
0001	1	LS		966-50		
				PRINTING: MAGAZINES		
				***** THIS IS THE END OF RFQ DCH15001 ***** TOTAL:		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

SOLICITATION NUMBER: DCH15001

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide responses to Vendor's questions.
2. To provide Addendum Acknowledgment.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM NO. 2
Q & A – DCH15001

1. What is the finished size of the magazine?

A: 8 ½ x 11 inches

2. How many typically mail? How many ship back to you? For accurate pricing need to know the breakdown quantities.

A: About 12,000 are mailed, about 3,000 are boxed and delivered here

3. The location where shipped copies goes to – do they have a loading dock or need inside delivery?

A: Post office and Culture Center both have loading docks, but both need to be delivered during normal business hours (11 a.m – 6 p.m. at the post office, 8 a.m. to 4 p.m. at the Culture Center)

4. The size in addendum says 8.5 x 11 – actual size of measured magazine is web size 8.375 x 10.875 – We will quote actual size.

A: We prefer 8 ½ x 11 but will accept the smaller web size if necessary

5. How many copies mail? How many copies go into cartons and ship back to at Culture Center?

A: See #2 above

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DCH15001

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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" 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 |

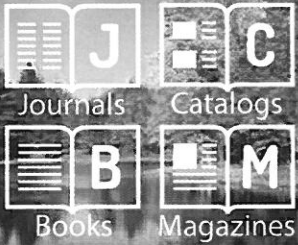
I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information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

The Sheridan Press
Company

Joyce M. Coulter
Authorized Signature

7-1-2014
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012



SHERIDAN COMPANIES

An Unwavering Commitment to Excellence.

Offering over 425 years of combined experience in journal, magazine, book, and catalog print and publishing services.

Market Score

Unparalleled Service. Unfailing Print Quality. Unmatched Technology Advancements. This is the promise our customers expect from Sheridan, relying on us for a full range of services and solutions to fit today's needs as well as tomorrow's.

The Sheridan Group is the parent company to four print-publishing service providers in the United States. Each of these companies has a market specialty – scholarly journals, magazines, catalogs, or books. We are a leading provider of a full range of printing and publishing services to publishers, associations, university presses, and catalog merchants. The Sheridan Technology Lab, located at the parent company, develops customer technology solutions in concert with and for all Sheridan facilities.

Each Sheridan company adheres to these guiding principles:

- Our companies are focused on exceeding our customers' individual needs.
- We are proactive in responding to customer needs.
- We are progressive in the use of technology.

- Dartmouth Journal Services**
Waterbury, VT
Composition, Editorial, Content Preparation
- Dartmouth Printing Company**
Hanover, NH
Journal & Magazine Offset Printing
- Sheridan Books, Inc.**
Ann Arbor and Chelsea, MI
Book Offset & Inkjet Printing
- The Sheridan Press**
Hanover, PA
Journal Offset & Digital Printing
- The Sheridan Group**
Sheridan Technology Lab
Hunt Valley, MD
Parent Company & Technology Development

