



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 30 - Printing

Proc Folder: 209002

Doc Description: Wildlife Resources-Printing of Annual WV Wildlife Calendar

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-04-28	2016-05-31 13:30:00	CRFQ 0310 DNR1600000040	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

Morgantown Printing + Binding  
 915 Greenbag Road  
 Morgantown, WV 26506  
 304-292-3368

05/25/16 12:36:29  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

Guy Nisbet  
 (304) 558-2596  
 guy.l.nisbet@wv.gov

Signature X

FEIN # 550743009

DATE 5-12-16

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the Division of Natural Resources Wildlife Resources Section to establish an open-end contract for the printing, bindery and delivery of the annual West Virginia Wildlife Calendar, per the bid requirements, specifications, and terms and conditions as attached.

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION ELKINS OPERATIONS CENTER CENTER PO BOX 67  ELKINS WV26241  US		DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION ELKINS OPERATIONS CENTER 219/250 WARD RD  ELKINS WV 26241  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	WV Wildlife Calendar Initial Order Price Per 1000 Printed	20000.00000	PM	0.96975	19395 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
73151904			

Extended Description :

Per Item 3.1.1.1 of the Specifications. Initial Order West Virginia Wildlife Calendar-Total of 36 pages per calendar

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	WV Wildlife Calendar Reprint Price Per 1000 Printed	2000.00000	PM	2.11	4220 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
73151904			

Extended Description :

Per Item 3.1.1.1 of the Specifications. Reprint Order of West Virginia Wildlife Calendar-Total of 36 pages per calendar

INVOICE TO	SHIP TO
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Hourly Rate for Alterations as Requested	4.00000	HOUR	60	240 <sup>00</sup>

Comm Code	Manufacturer	Specification	Model #
73151904			

**Extended Description :**

Per Item 3.1.1.5.3 of the Specifications.

<b>DNR1600000040</b>	<b>Document Phase</b> Draft	<b>Document Description</b> Wildlife Resources-Printing of Annual WV Wildlife Calendar	<b>Page 4</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**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 nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: May 16th, 2016 at 9:00 AM. EST.

Submit Questions to: Guy L. Nisbet  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Guy.L.Nisbet@wv.gov

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication 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 submitted electronically through wvOASIS or 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 electronic submission via wvOASIS, 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

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

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 N/A convenience copies of each to the Purchasing Division at the address shown above. Submission of a response to a request for proposal is not permitted in wvOASIS. 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: (This only applies to CRFP)  
 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 confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: May 31st, 2016 at 1:30 PM. EST.

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.

**10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation 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. 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.

**13. 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.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. 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 Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.



**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, 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 contract award 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.

**17. 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.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to

include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**GENERAL TERMS AND CONDITIONS:**

- 1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document 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. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.
  - 2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
  - 2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
  - 2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
  - 2.6. "Award Document"** 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 contract holder.
  - 2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  - 2.9. "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 \_\_\_\_\_  
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 \_\_\_\_\_ three (3) \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed \_\_\_\_\_ thirty-six (36) \_\_\_\_\_ 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.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery 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.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal 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.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will 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 Award Document 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 of 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 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 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.

**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:** In the amount of \_\_\_\_\_ or more.

**Builders 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. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. 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.

**11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of  
one hundred (\$100.00) per day

for failure to meet delivery deadline

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.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. 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.

**14. 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.

**15. 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.

**16. 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 also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules §§ 148-1-5.2.b.

**17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**18. 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.

**19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**20. PREVAILING WAGE:** Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.

**21. 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.



**22. 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). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. 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.

**28. 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.

**29. PRIVACY, SECURITY, AND 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>.

**30. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**31. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, 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.

**32. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document 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.

**33. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer 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 Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer 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 or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer 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.

**34. 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.

**35. 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.

**36. 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.

**37. 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.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by 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"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. 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.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an 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.

**40. 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](mailto:purchasing.requisitions@wv.gov).

**41. 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.

**42. 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:
- c. 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
- d. 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.

**43. 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.

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West Virginia Division of Natural Resources-Wildlife Resources  
2017 WV Wildlife Calendar

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SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the Division of Natural Resources Wildlife Resources Section to establish an open-end contract for the printing, bindery and delivery of the annual (2017 – 2020) West Virginia Wildlife Calendar.
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 Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
  - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.4 **“Press-match quality”** means the proof must match the quality of a proof printed on a press versus an off-press proof.
  - 2.5 **“Saddle stitch”** means a stitch made by placing the center of the fold (as of a magazine or pamphlet) across the saddle of the stitcher and driving wire staples through and clinching them on the inside
  - 2.6 **“Holidays”** means days designated by WV Code §2-2-1 as legal holidays (i.e. New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Lincoln’s Day, Election Days, and Christmas Day).
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
    - 3.1.1 **WEST VIRGINIA WILDLIFE CALENDAR**
      - 3.1.1.1 West Virginia Wildlife Calendar must be a full-color offset process printed hanging wall calendar; seven (7) 22” x 14”

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signatures inside plus one (1) 22" x 14" cover; printed two (2) sides and bleed all sides. Two (2) order form insert pages bound in as center spread, printed in two (2) colors on one side, no bleed, vertical and horizontal perforations for tear out.

**3.1.1.2 PAPER STOCK:**

**3.1.1.2.1 Cover:** 100 pound #2 Coated Cover Bright Enamel – White.

**3.1.1.2.2 Inside Pages:** 100 pound #2 Coated Text Bright Enamel – White.

**3.1.1.2.3 Order Form Insert Pages:** 50 pound #2 offset uncoated– White.

**3.1.1.3 PLATFORMS:** Vendor must be able to accept files for final production from the following platforms:

**3.1.1.3.1 Media -** DVD or vendor FTP site.

**3.1.1.3.2 Software –** PC Format Adobe InDesign CC or current version and Adobe Acrobat (.pdf). **Please Note: Vendor is responsible for converting files to other formats if needed for final production**

**3.1.1.4 ELECTRONIC PREPRESS:**

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

**3.1.1.5 PROOFS - VENDOR MUST PROVIDE:**

**3.1.1.5.1 Final Publication:**



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3.1.1.5.1.1 One (1) set of digital color Press-match print)-with critical color and registration - must be press-match quality.

3.1.1.5.1.2 One (1) composite printout folded and trimmed to size.

**3.1.1.5.2 Vendor Correction:**

3.1.1.5.2.1 If proof art does not match supplied proof, or error occurs by vendor in output of proof, the agency may request a revised corrected proof from vendor at no charge to the agency.

**3.1.1.5.3 Agency Alterations:**

3.1.1.5.3.1 Text or graphic changes to original supplied files may be requested by the agency at time of proofing. An hourly charge may be applied by vendor to correct file, but vendor must notify the agency before applying charge and making change.

3.1.1.5.3.2 All changes must be made within three (3) business days of notification of change.

**3.1.1.5.4 The vendor must not print order prior to receipt of an "OK to Print" by the agency's appointed designee.**

**3.1.1.5.5 The final product must match approved proof.**

**3.1.1.5.6 Reprint Proofs:** A waiver of proof may be allowed by the ordering agency on reprints of the order upon the guarantee of the vendor to provide an exact reprint with same quality and style of previous order.

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**3.1.1.6 BINDERY:**

- 3.1.1.6.1** 14" x 22" flat folded to 14" X 11" Saddle Stitch along 14" side with 2 heavy-gauge wire staples.
- 3.1.1.6.2** Round-hole punch one 3/16" round hole for wall hanging in top border of color print, 1/2" from front trim and centered head to foot through entire calendar.

**3.1.1.7 SHIPPING:**

- 3.1.1.7.1** Calendars to be shipped banded to pallets suitable for handling with a fork lift. No more than forty (40) cartons of calendars per pallet. Overloading of pallets will result in refusal of shipment.
- 3.1.1.7.2** Calendars must be packed fifty (50) Calendars per carton. Cartons must meet a minimum of two hundred (200) Pounds per Square Inch under the Mullen Bursting Test.
- 3.1.1.7.3** Identification labels must be affixed to the ends of each carton as to quantity and content per carton. Cartons must contain equal quantities unless specified otherwise on purchase order.
- 3.1.1.7.4** F.O.B. Destination. Calendars to be shipped to:  
  
**West Virginia Division of Natural Resources  
Wildlife Resources Section  
738 Ward Road, Route 219/250 South  
Elkins, WV 26241**
- 3.1.1.7.5** Vendor must deliver five (5) samples within fifteen (15) calendar days of printing completion to:  
  
**West Virginia Department of Commerce  
160 Association Drive  
Charleston, WV 25311**
- 3.1.1.7.6** Before delivery is made, vendor or delivery agent must contact WV Wildlife Resources Section at

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least twenty-four (24) hours in advance to make arrangement for acceptance of order and verify delivery address. Number of boxes/skids must be known at time of call.

- 3.1.1.7.7** Deliveries will be accepted between 8 a.m. EST. and 4 p.m. EST. Monday through Friday with no deliveries on Holidays or weekends, unless specified otherwise.

**3.1.1.8 MATERIAL STORAGE AND RETURN:**

Upon completion of order, all electronic media, proofs and other material is to be returned to WV Division of Natural Resources or ordering agency, via company representative or registered mail before payment will be processed. All material is the property of State of West Virginia and must be returned to the ordering agency within fourteen (14) days of completion of project or upon termination of contract. All expenses incidental to returning materials, submitting proofs and furnishing samples must be borne by the vendor.

**3.1.1.9 SPECIAL INSTRUCTIONS:**

- 3.1.1.9.1** Failure to meet printing quality (improper registration, incorrect paper, smudged printing, off-color match, misplaced images, improper trim, etc.), materials or specifications, etc., is justification for cancellation or refusal of the order.
- 3.1.1.9.2** Failure to meet delivery deadline on more than one occasion, without justification of circumstances beyond the vendor's control, i.e. paper shortage, labor strikes, etc., is justification for cancellation or refusal of order or contract.
- 3.1.1.9.3** No spoils will be accepted as part of delivery volume. Overruns will be accepted but under no circumstances will overruns be paid for. Under no circumstances can the approved vendor use this publication for gain. All publications are property of the state of West Virginia.

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**Please Note:** The duties of this solicitation were previously performed under DNR212120. An open-end contract was awarded to Knepper Press Corporation on June 19, 2012. The contract was in effect for one year and had two (2) one (1) year renewals and a one (1) year extension. For more information regarding the bids received for DNR213079, please visit:

<http://www.state.wv.us/admin/purchase/bids/FY2012/BO20120403.html>

**Vendor's wishing to obtain a copy of last year's calendar for reference may request a copy of last year's printing by contacting: [Guy.L.Nisbet@WV.Gov](mailto:Guy.L.Nisbet@WV.Gov) before: May 9<sup>th</sup>, 2016 at 9: AM. EST. Attachment "A"**

#### **4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall TOTAL BID AMOUNT as shown on the Pricing Pages.

**4.2 Pricing Pages:** Vendor should complete the Pricing Pages by providing a bid on all requests. Bid package must include costs of printing, binding, boxing, mailing and shipping all regulations. When evaluating bid prices, all of the charges itemized in the hypothetical bid scenarios which follow will be considered. One total bid figure will be calculated for each vendor based on the hypothetical bid scenario. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied. Items listed are estimates only and will be used for bid evaluation purposes only. Actual quantities may be more or less.

Vendor is to enter (Unit Price per 1000 printed regulations) and multiply by the (Quantity) to equal the (Extended Amount), Total Bid Amount is the total of the Extended Amount column. Evaluation of submitted bids will be on Total Bid Amount.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [Guy.L.Nisbet@wv.gov](mailto:Guy.L.Nisbet@wv.gov).

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Vendor's who wish to respond to a Centralized Request for Quotation (CRFQ) online may submit information through the State's wvOASIS Vendor Self Service (VSS). Vendors should download the Exhibit "A": Pricing Page that is attached separately to the CRFQ and published to the VSS.

If unable to respond online Vendor must submit the Exhibit "A" Pricing Pages in their entirety with your bid prior to the scheduled bid opening date and time.

**5. ORDERING AND PAYMENT:**

**5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

**5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**6. DELIVERY AND RETURN:**

**6.1 Delivery Time: DELIVERY SCHEDULE**

**6.1.1 Calendar:** Final Calendar must be printed and delivered within twenty-five (25) business days from date of receipt of art files. This time frame includes one round of proofs (if proofs are unsatisfactory, vendor must provide a second round of proofs). First proof must be delivered to ordering agency within five (5) business days of receipt of art files. Ordering agency will promptly review proof and return via UPS next day air.

**6.1.2 Reprint Orders:** Twenty (20) calendar days from date of receipt of purchase order.

**6.1.3** The ship/deliver date indicated on the contract release order is the date product must be delivered to the specified destination.

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

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Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7. VENDOR DEFAULT:**

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

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

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7.1.4 Failure to remedy deficient performance upon request.

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

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

**8. MISCELLANEOUS:**

**8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

**8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

**8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

**8.4 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: Andy Wall

Telephone Number: 304-292-3368

Fax Number: 304-292-0283

Email Address: awalls@mp-b.com



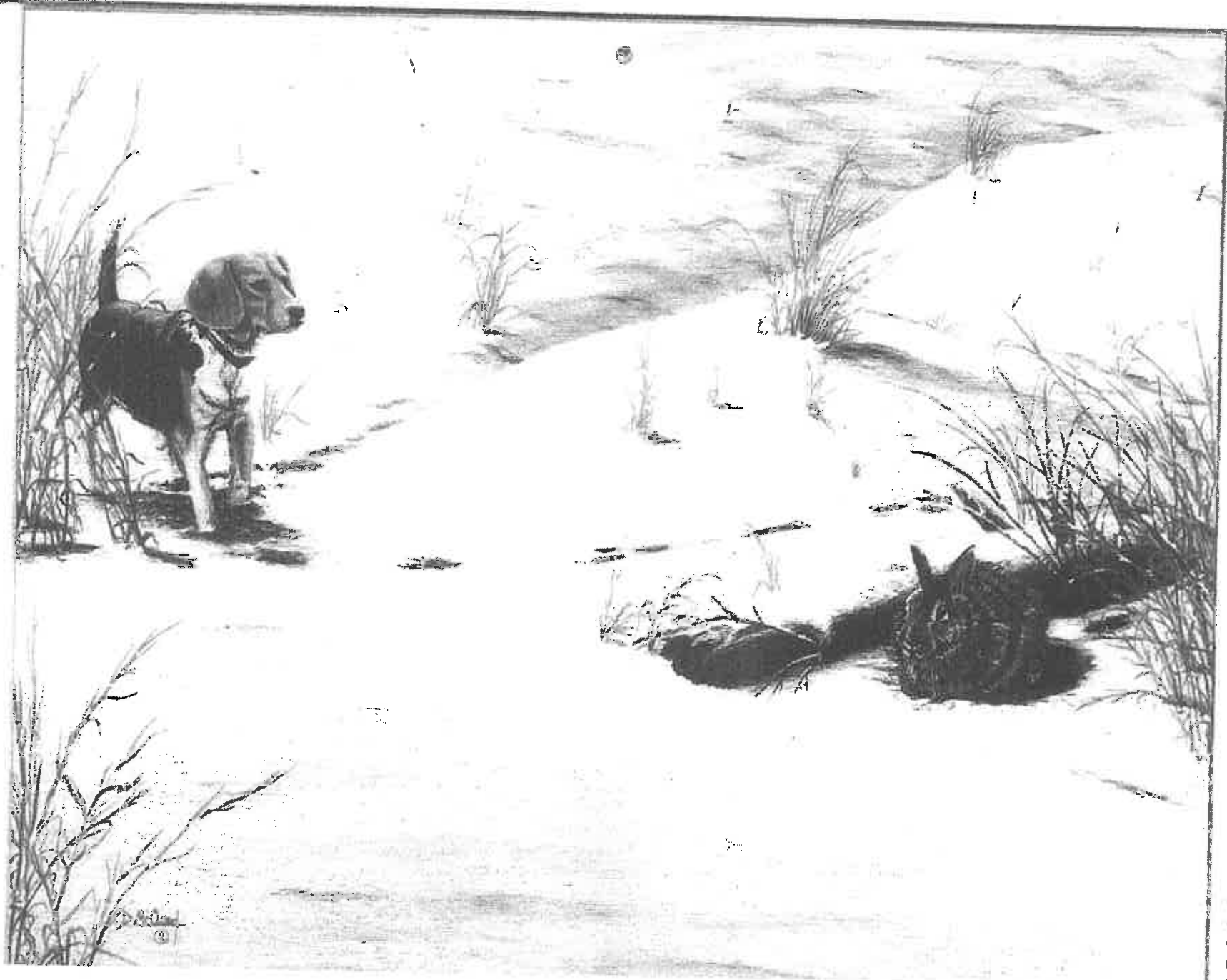
# 2016

West Virginia Division of Natural Resources, Wildlife Resources Section

Attachment "A" 33 pages  
Not actual size of required product

\$10





# JANUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>DECEMBER 2015</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	☉ New Moon ☽ First Quarter ☊ Full Moon ☼ Last Quarter 🚗 Best Fishing Times 🚗 Best Fishing Day 📺 SURGE 🌅 SUNSET Shows in progress Christmas Eve. Contact on birds in back for other localities.	<b>Note</b> 01 JAN 01 07 24 ... • Dependent on conditions. • Refer to page 10.	For your copy of <i>Deer Research</i> call Moon Clark. Call or visit <a href="http://www.moonclark.com">www.moonclark.com</a> and \$2.95 each plus \$2.75 shipping to Moon Clark, P.O. Box 20460, Atlanta, GA 30328.	<b>1</b> MHP 410A-423A 440P-450P ☉ 704 ☉ 523	<b>2</b> MHP 420A-425A 430P-470P ☉ 704 ☉ 523
<b>3</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>4</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 • Trout stocking begins in school and grades. Check for changes. Calling instructions at 337-234-4447-3388.	<b>5</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 NATIONAL WILD BIRD WEEK	<b>6</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>7</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 The ruffed grouse may burrow into the snow for protection from the cold and predators.	<b>8</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 WEEKEND DAY	<b>9</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 • Give water to your pet if it's not drinking.
<b>10</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>11</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 Native North Americans believed sleeping on a bear skin would cure a backache.	<b>12</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 • Migrating dove season closes.	<b>13</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>14</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>15</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>16</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523
<b>17</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>18</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 MOUNTAIN LUTHERAN W.D.C. 704	<b>19</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>20</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 A coyote can sprint up to 40 mph.	<b>21</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>22</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>23</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523
<b>24</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>25</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>26</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>27</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 Green-headed owls start nesting.	<b>28</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523	<b>29</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 Black bear cubs are born in January and early February.	<b>30</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 • Ice fishing, keep your feet warm and dry.
<b>31</b> MHP 420A-424A 430P-460P ☉ 704 ☉ 523 <i>in the snow</i>						

wvdnr.gov

West Virginia Division of Natural Resources  
 Wildlife Resources Section



## Beagle and Eastern Cottontail

By Beth A. K. Clark

This year's Beagle and Eastern Cottontail season for the Eastern Cottontail opens on November 5 and closes on February 28, 2017. Even though this can be a challenging time for the hunter in terms of winter's history and the short daylight hours, that's not to say it will be a hard time for the chase. Using a well-trained hunting dog such as the Beagle and Eastern Cottontail helps when hunting outdoors. The Beagle, with its short legs and spindly legs, was born to chase rabbits in any condition.

The Eastern Cottontail lives throughout the state. It has its eyes set in the back of its head that gives it a great field of view to catch for constant danger. It also has an excellent sense of smell. It can be found where there is appropriate habitat, which includes fields, hedgerows, brush piles and ditches. They can also be found living near human habitation as a nuisance where gardens are present. In the winter, eastern cottontails eat just about anything that is available, including weeds, grasses, clover, and garden crops. Their winter diet includes oak, hickory, vegetation under the snow and even poison ivy leaves.

Article: *Beagle and Eastern Cottontail*  
 5019 Harts Creek Road  
 Harts, WV 26024  
 304-655-6540



Beagle dog

This is a good time to:

- Keep your bird feeder clean and full.
- Take advantage of clear nights to locate winter star constellations.
- Look for last year's abandoned bird nests.
- Listen for owl calls during cold, clear nights.



# FEBRUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
☉ New Moon ☽ First Quarter ☾ Full Moon ☽ Last Quarter 🎣 Best Fishing Times 🎣 Great Fishing Day 🌅 SUNRISE 🌇 SUNSET Shows in prevailing Charleston time. Conversion table on back for other time zones.	<b>1</b> MOON: 2524-2544 2527-2527 ☉ 252 ☽ 598 NATIONAL BIRD FEEDING MONTH	<b>2</b> MOON: 2544-2544 2527-2527 ☉ 251 ☽ 593 WORLD ISLANDS DAY ENVIRONMENTAL DAY Check with French Creek Field at the WV State Wildlife Center.	<b>3</b> MOON: 2544-2544 2527-2527 ☉ 250 ☽ 585	<b>4</b> MOON: 2544-2544 2527-2527 ☉ 249 ☽ 582	<b>5</b> MOON: 2544-2544 2527-2527 ☉ 248 ☽ 578 By timing your turnco the most at dawn 10 degrees when you are gone during the day, you can save 5-10 percent on your heating bill.	<b>6</b> MOON: 2544-2544 2527-2527 ☉ 247 ☽ 574
<b>7</b> MOON: 2544-2544 2527-2527 ☉ 247 ☽ 570	<b>8</b> MOON: 2544-2544 2527-2527 ☉ 246 ☽ 565	<b>9</b> MOON: 2544-2544 2527-2527 ☉ 245 ☽ 558 Wood frogs are migrating to reproduction sites.	<b>10</b> MOON: 2544-2544 2527-2527 ☉ 244 ☽ 550	<b>11</b> MOON: 2544-2544 2527-2527 ☉ 243 ☽ 542	<b>12</b> MOON: 2544-2544 2527-2527 ☉ 242 ☽ 538	<b>13</b> MOON: 2544-2544 2527-2527 ☉ 241 ☽ 531
<b>14</b> MOON: 2544-2544 2527-2527 ☉ 240 ☽ 530	<b>15</b> MOON: 2544-2544 2527-2527 ☉ 239 ☽ 524	<b>16</b> MOON: 2544-2544 2527-2527 ☉ 238 ☽ 516	<b>17</b> MOON: 2544-2544 2527-2527 ☉ 237 ☽ 508	<b>18</b> MOON: 2544-2544 2527-2527 ☉ 236 ☽ 500	<b>19</b> MOON: 2544-2544 2527-2527 ☉ 235 ☽ 490	<b>20</b> MOON: 2544-2544 2527-2527 ☉ 234 ☽ 482
VALENTINE'S DAY	PRESIDENT'S DAY			Clean, repair and replace bleeding nest boxes.		
<b>21</b> MOON: 2544-2544 2527-2527 ☉ 233 ☽ 481	<b>22</b> MOON: 2544-2544 2527-2527 ☉ 232 ☽ 472	<b>23</b> MOON: 2544-2544 2527-2527 ☉ 231 ☽ 464	<b>24</b> MOON: 2544-2544 2527-2527 ☉ 230 ☽ 456	<b>25</b> MOON: 2544-2544 2527-2527 ☉ 229 ☽ 448	<b>26</b> MOON: 2544-2544 2527-2527 ☉ 228 ☽ 438	<b>27</b> MOON: 2544-2544 2527-2527 ☉ 227 ☽ 431
<b>28</b> MOON: 2544-2544 2527-2527 ☉ 226 ☽ 428	<b>29</b> MOON: 2544-2544 2527-2527 ☉ 225 ☽ 420			Disturbing bats during hibernation may make them use up their fat reserves too quickly, resulting in death.		
Not a leap year, our calendar would be off by 26 days every 100 years.	• Don't use any insect, weed, or other spray, fertilizer, or other chemical on your garden. • Don't use any insect, weed, or other chemical on your lawn.			For your copy of Doug Hagan's 2025 Farm Clock Calendar, please visit <a href="http://www.moonlines.com">www.moonlines.com</a> or call 800-535-3335 each plus \$3.95 per order to Moon Clock, P.O. Box 27120, Atlanta, GA 30388.	<b>JANUARY 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MARCH 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## Wild Turkeys in Snow

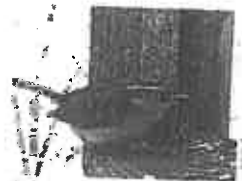
By Barbara Matthews May

Although turkeys were abundant in the Piedmont State when the first settlers arrived in the 1600s, extensive logging with the corresponding loss of habitat, coupled with unregulated hunting, diminished their population to an all-time low in the early 1900s. Current turkey management techniques and hunting regulations have increased their populations to an estimate of more than 10,000.

Male turkeys, also called toms or gobblers, and their counterparts, females, normally have "beards" which the females do not. The beards are not hair, but composed of modified feathers. Males have a black edge on the tip of their beard feathers while the females have buff-colored beards. The feet of the gobblers are larger than the females and gobblers have a spur on the rear of both legs. Toms also have a fleshy knob between their legs and feet. During the mating season their beards are brightly colored with red, white and blue.

Measuring the distance between male and female turkeys is important when hunting these elusive, wary birds. The spring season is for gobblers only and the fall season is for both sexes.

Artist: Barbara Matthews May  
 7633 Little Creek Highway  
 Dulles, VA 20184  
 202-228-7702

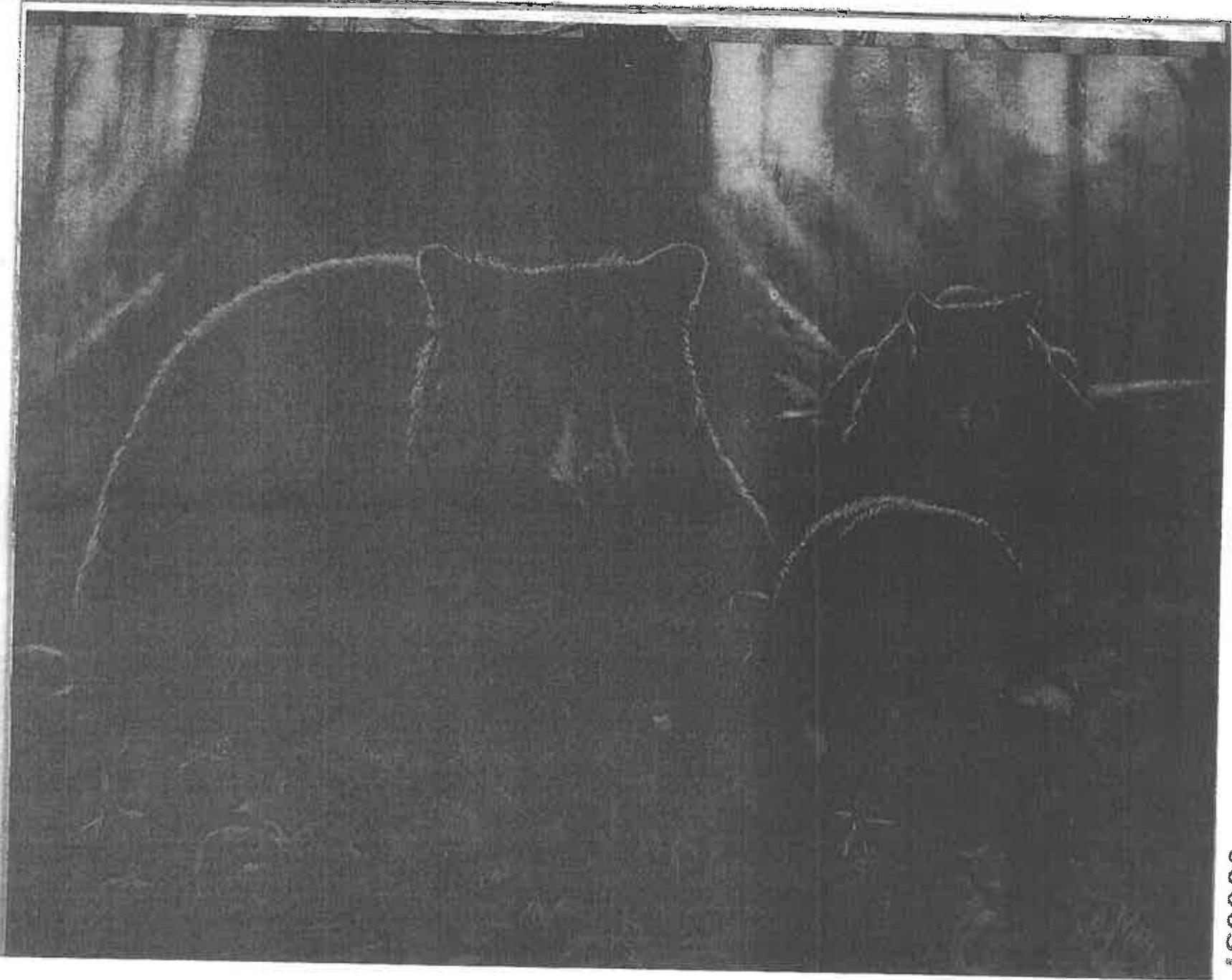


Continued

This is a good time to:

- Check your coupling and fishing gear so everything is ready when you get the urge to get outside.
- Plant a butterfly garden using native plants for your yard. See [www.wvdnr.gov](http://www.wvdnr.gov) for more information on this website.
- Brush up on identifying bird songs before spring.
- Check lakes with lot owners to return to find good future fishing spots.





# MARCH 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>☉ New Moon ☽ First Quarter ☾ Full Moon ☽ Last Quarter</p> <p>☀ Best Fishing Times ☀ Good Fishing Day</p> <p>☀ SUNRISE ☀ SUNSET</p> <p>Show us your Fishing Checklist! Go to <a href="http://www.wvdnr.gov">www.wvdnr.gov</a> for a checklist for your local lake.</p>	<p>For your copy of <i>Boag</i>, No. 1048728646, on Clock, Call: <a href="http://www.wvdnr.gov">www.wvdnr.gov</a>, or e-mail: <a href="mailto:boag@wvdnr.gov">boag@wvdnr.gov</a> or send \$9.95 to: <a href="mailto:boag@wvdnr.gov">boag@wvdnr.gov</a>, P.O. Box 28480, Atlanta, GA 30355.</p>	<p><b>1</b></p> <p>☀ 6:58 ☀ 6:59</p> <p>☉ Spring Equinox begins.</p>	<p><b>2</b></p> <p>☀ 6:58 ☀ 6:57</p> <ul style="list-style-type: none"> <li>• Children, Close and Closed to the water during these days.</li> <li>• Two meetings of the school board on this date.</li> <li>• Clinical lab. open for the first time in 2016.</li> </ul>	<p><b>3</b></p> <p>☀ 6:58 ☀ 6:57</p> <p>Report sightings of bald eagle nesting pairs. Call DNR Wildlife Diversity Program at 304-637-0245.</p>	<p><b>4</b></p> <p>☀ 6:58 ☀ 6:57</p>	<p><b>5</b></p> <p>☀ 6:58 ☀ 6:57</p> <p>☉ Cross-in-section dates.</p>
<p><b>6</b></p> <p>☀ 6:51 ☀ 6:50</p>	<p><b>7</b></p> <p>☀ 6:51 ☀ 6:50</p> <p>The time period when a snowshoe hare molts its white fur for a coat of brown is determined by photoperiod (length of day/night).</p>	<p><b>8</b></p> <p>☀ 6:44 ☀ 6:37</p>	<p><b>9</b></p> <p>☀ 6:43 ☀ 6:38</p>	<p><b>10</b></p> <p>☀ 6:45 ☀ 6:39</p>	<p><b>11</b></p> <p>☀ 6:43 ☀ 6:33</p> <p>It is hard to find the eggs on shelves or notes, but many of them can be quite well.</p>	<p><b>12</b></p> <p>☀ 6:42 ☀ 6:31</p>
<p><b>13</b></p> <p>☀ 7:00 ☀ 7:02</p> <p>☀ SUNRISE ☀ SUNSET</p> <p>Set clocks ahead one hour.</p>	<p><b>14</b></p> <p>☀ 7:20 ☀ 7:23</p> <ul style="list-style-type: none"> <li>• Public regulations meetings held in Fairmont, Flatwoods, Marlinton, Williamson, Jackson and Spotsylvania.</li> </ul>	<p><b>15</b></p> <p>☀ 7:37 ☀ 7:34</p> <ul style="list-style-type: none"> <li>• Public regulations meetings held in Boone, Claycomb, Glen Echo, Logan, Mingo and Putnam counties.</li> </ul>	<p><b>16</b></p> <p>☀ 7:56 ☀ 7:55</p>	<p><b>17</b></p> <p>☀ 7:24 ☀ 7:26</p> <p>ST. PATRICK'S DAY</p>	<p><b>18</b></p> <p>☀ 7:32 ☀ 7:37</p>	<p><b>19</b></p> <p>☀ 7:51 ☀ 7:38</p> <p>The DNR Wildlife Resources Section has performed considerable research with black bears, determining their population size and dynamics. The information gained has been used to ensure this majestic bear will be around for generations to come.</p>
<p><b>20</b></p> <p>☀ 7:50 ☀ 7:49</p> <p>PALM SUNDAY</p> <p>☀ SUNRISE ☀ SUNSET</p> <p>FIRST DAY OF SPRING</p>	<p><b>21</b></p> <p>☀ 7:28 ☀ 7:40</p>	<p><b>22</b></p> <p>☀ 7:26 ☀ 7:41</p> <p>WORLD WATER DAY <a href="http://www.worldwaterday.org">www.worldwaterday.org</a></p>	<p><b>23</b></p> <p>☀ 7:45 ☀ 7:48</p>	<p><b>24</b></p> <p>☀ 7:50 ☀ 7:53</p> <p>Black bear adopted as state animal and logo but not adopted as state fish by the state legislature on this date in 1973.</p>	<p><b>25</b></p> <p>☀ 7:22 ☀ 7:44</p> <p>GOOD FRIDAY</p>	<p><b>26</b></p> <p>☀ 7:58 ☀ 7:45</p>
<p><b>27</b></p> <p>☀ 7:38 ☀ 7:46</p> <p>EASTER</p>	<p><b>28</b></p> <p>☀ 7:37 ☀ 7:47</p>	<p><b>29</b></p> <p>☀ 7:15 ☀ 7:47</p> <p>Approximately 50 percent of all bird species in the world inhabit wetlands.</p>	<p><b>30</b></p> <p>☀ 7:14 ☀ 7:48</p>	<p><b>31</b></p> <p>☀ 7:22 ☀ 7:40</p> <p>Time of trapping closed.</p>	<p><b>FEBRUARY 2015</b></p> <p>S T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29</p>	<p><b>APRIL 2016</b></p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>

## Black Bears

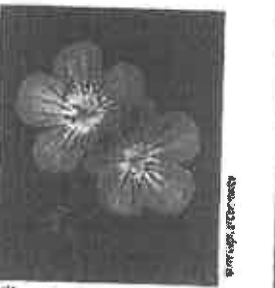
By Barbara Meadows-Hay

The black bear is West Virginia's official state animal. Adults average 150 to 250 pounds. An adult's skull weighs less than one pound when born. Cubs are typically born in January while the snow (weather is melting in her den) is still in the Mountain State, so snow gives both to eat or three cubs, although more have been reported. Some cubs can reproduce when they are between three to five years old.

Black bears are omnivores. They feed on flowers and other plants in the spring, followed by fish in the summer, and nuts and grapes in the fall. Animal carcasses include insects and their larvae, small mammals and an occasional fish. Bears can also feed on corn, pot food, bird seed and human trash. It is for this reason that some bears may become habituated to human residences due to the availability of food and may become a nuisance.

The DNR Wildlife Resources Section has performed considerable research with black bears, determining their population size and dynamics. The information gained has been used to ensure this majestic bear will be around for generations to come.

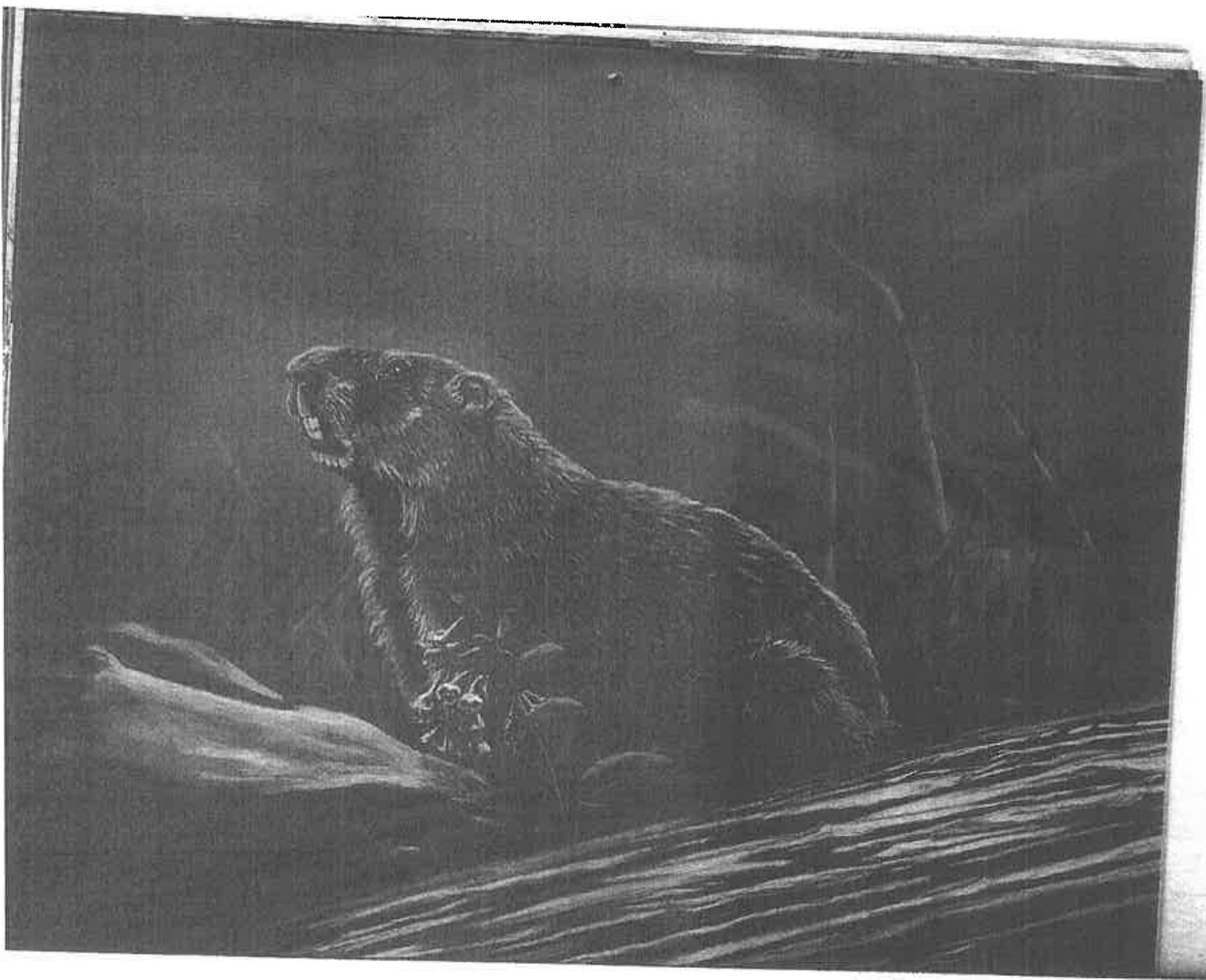
Artist: Barbara Meadows-Hay  
7810 Little Creek Highway  
Dublin, VA 24084  
276-228-7702



Black bear

- This is a good time to:**
- Get your boat ready for the upcoming warm weather.
  - Observe migrating waterfowl on large bodies of water.
  - Order toys and peripherals from catalogs or catalogs.
  - Take a bird hike at one of your...





000039

# APRIL 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MARCH 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>MAY 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	☉ New Moon ☽ First Quarter ☾ Old Moon ☽ Last Quarter 🐟 Best Fishing Times: 🌊 Great Fishing Day! 🌅 SUNRISE 🌇 SUNSET Shows in parentheses: Checkmate Note: Correction table in back for other locations.	For a copy of Doug Harman's 2016 Moon Clock Calendar, please contact: Also: \$15.00 per year to each plus \$2.00 per order to Moon Clock, P.O. Box 2848, Atlanta, GA 30358.			
<b>3</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>4</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 Time to put up clean hummingbird feeders.	<b>5</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>6</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 Temp dipping at its peak.	<b>7</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>8</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 WEST VIRGINIA ANNIVERSARY WOODS AND GARDEN (Fishes) 8:00AM-10:00AM	<b>9</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57
<b>10</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 Good time to take down bird feeders for summer so they don't attract bears.	<b>11</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>12</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>13</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>14</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 Rabbits in bloom.	<b>15</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>16</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 • You have a day earlier Easter.
<b>17</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>18</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 • Spring garden season begins.	<b>19</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>20</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>21</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 Minnows or jigs with one inch plastic skirts make fine baits for crappie.	<b>22</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 PASSOVER BEGINS (EVEN DAY)	<b>23</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57
<b>24</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>25</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 Wild turkeys can fly at speeds up to 55 mph.	<b>26</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57	<b>27</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 ADMINISTRATIVE PROFESSIONALS DAY	<b>28</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 Flying squirrel in West Virginia by Noel Hunt.	<b>29</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 HANCOCK DAY	<b>30</b> ☽ 2:08-2:08A 2:57P-2:57P ☉ 2:08 ☽ 2:57 HASTON DAY

## Groundhog By Dinah McCloud

The groundhog, or woodchuck, has large front upper and lower teeth called incisors. These incisors grow at the rate of approximately one sixteenth of an inch every week. The tips of the upper and lower incisors grind against each other every time the animal chews, constantly grinding and wearing them down.

It uses these front teeth constantly as it eats, as about one third of its body weight is vegetation every day. Their mostly herbaceous diet includes clover, alfalfa, vegetables, beans, berries, leaves, twigs and the occasional insect and snail.

Like the chipmunk, the groundhog is a true hibernator. This hibernation may last from October to early spring, when the males emerge usually one month before the females. During hibernation a woodchuck's heart rate decreases from 100 beats per minute to 15 and its breathing decreases from 15 breaths per minute to two. Also, its body temperature decreases from 96 degrees down to 47 degrees.

Before entering its den, the groundhog must fatten up and gain weight, since it lives up to one third of its weight during the winter. This stored fat sustains the animal during its sleep and helps when they emerge when food may be scarce.

Article: Dinah McCloud  
 5510 Mark Creek Road  
 Park, WV 25994  
 204-638-0783



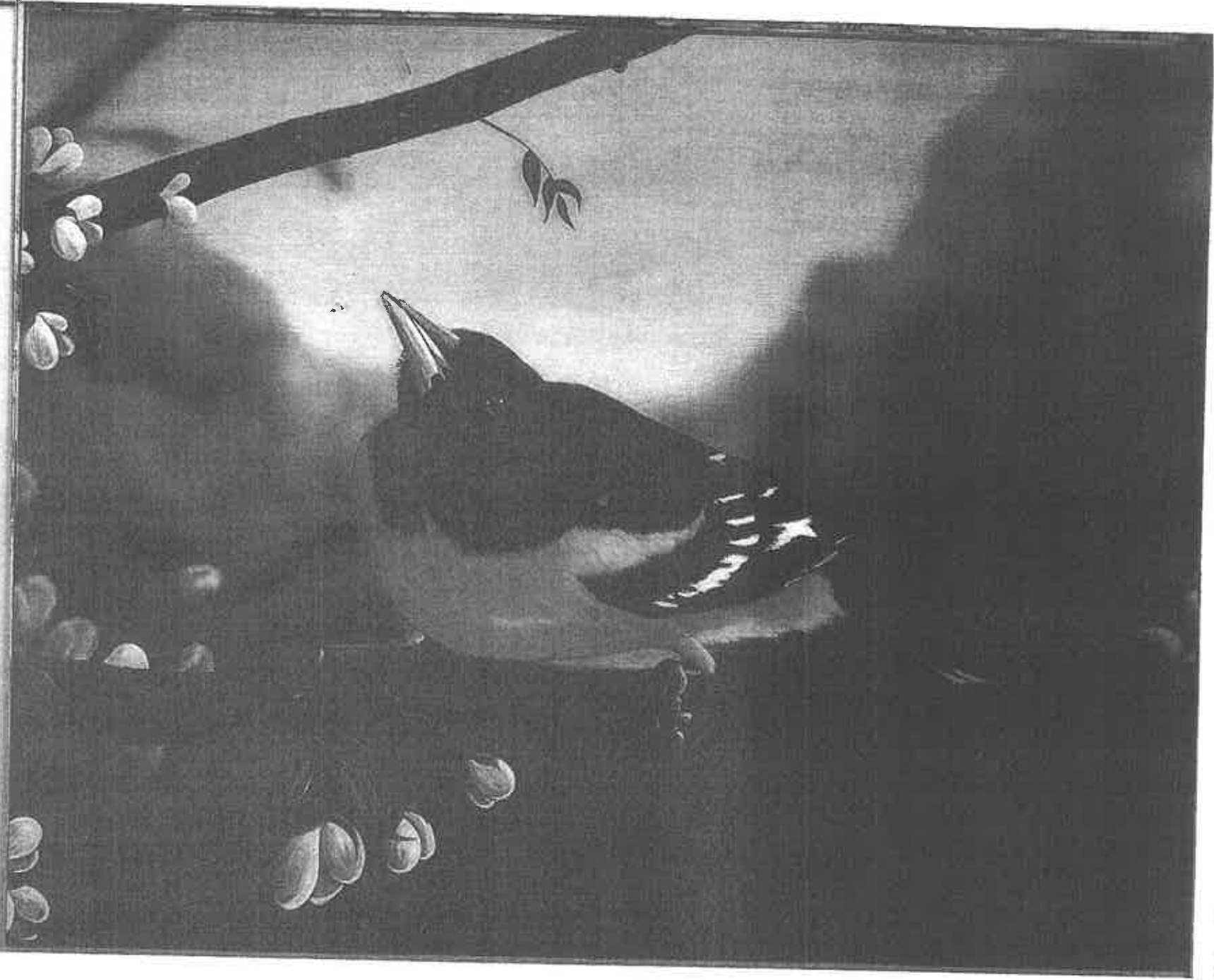
Photo

This is a good time to:

- Enjoy the choruses of mating frogs and toads.
- Make a mole gauge with your children.
- Fish for crappie in shallow water, when the dogwoods bloom, crappie become active.







# MAY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																															
1 Rising Sun 6:23 6:51	2 First brood of robins and cowbirds emerging from cocoons.	3 6:27 6:20	4 More seasonal fall swing.	5 6:25 6:53	6 6:24 6:52	7 6:26 6:54																																																																																															
8 Mother's Day was first proclaimed in 1908 in West Virginia. MOTHER'S DAY	9	10 Enjoy the outdoors but don't litter. Plastic beverage cans can trap wildlife.	11	12	13	14 Spring wildflower season starts. INTERNATIONAL BIRD DAY www.birdday.org																																																																																															
15 6:25 6:53	16	17 The Eastern cottontail does not hibernate or spend much time underground.	18	19	20 This species of crows is known as Big Birds and Tiny Peck crows. ENDANGERED SPECIES DAY	21 MAYNARD POTTER'S DAY																																																																																															
22 A scorpion's eyes are located high on the side of its head. This allows them a wide field of vision.	23	24	25 The scales of the Eastern lancehead have teeth or ridges, giving them a rough feel.	26	27	28 Bird wings are formed by elongated feathers with membranes on the sides and muscle fibers stretched between them.																																																																																															
29	30 MEMORIAL DAY	31 Spring term ends in parks. End of Spring Extraneous.	For your copy of Doug Bennett's 2016 Moon Clock Calculator, please visit <a href="http://www.moonclock.com">www.moonclock.com</a> or call 1-800-828-5855 each plus \$3.75 per order to Moon Clock, P.O. Box 20460, Atlanta, GA 30328.	Waxing Moon ☉ First Quarter ☽ Full Moon ☾ Last Quarter Best Fishing Times Good Fishing Day ☀ SUNRISE ☀ SUNSET Shown in pressing Charleston area. Connection table in back for other locations.	<table border="1"> <tr> <th colspan="7">APRIL 2016</th> <th colspan="7">JUNE 2016</th> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> </table>		APRIL 2016							JUNE 2016							S	M	T	W	T	F	S	S	M	T	W	T	F	S					1	2				1	2	3	4	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	18	19	20	21	22	23	19	20	21	22	23	24	25	24	25	26	27	28	29	30	26	27	28	29	30
APRIL 2016							JUNE 2016																																																																																														
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## Baltimore Oriole By Randy Muir

The beautiful sight and distinctive song of the Baltimore Oriole is a sure sign that spring has arrived in the Mountain State. It typically arrives in West Virginia during the last week in April and stays only until mid-September when it migrates back to its wintering home in Central America and northern South America. During this brief time the female builds one of the most unique bird nests in the world. It takes about one week for the female to construct this bowl-like, gourd-shaped, hanging nest.

In spring, Baltimore Orioles consume many insects including crop-damaging caterpillars such as tent caterpillars and the larvae of gypsy moths. In late summer and fall they eat insects, ripe fruit, and nectar. They can be attracted to bits of food in slices of ripe oranges or fruit jars are provided.

According to the North American Breeding Bird Survey, Baltimore Oriole populations have declined throughout their range at a rate of approximately three percent per year. Habitat loss on their wintering grounds, coupled with dangers during migration, contribute to this population loss.

Artist: Randy Muir  
18001 Old Savage Road NW  
Portsburg, MD 21582  
301-954-6386



R. Muir

This is a good time to:

- Watch for birds gathering nesting materials and building nests.
- Look in muddy places for animal tracks.
- Learn how to use a GPS unit and go geocaching at a state park.
- Take the self-guiding course online at [wvdnr.gov](http://wvdnr.gov).





# JUNE 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MAY 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JULY 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	☉ New Moon ☽ First Quarter ☊ Aftersun ☋ First Quarter 🌊 Day Fishing Times 🌊 Great Fishing Day! ☀️ SUNRISE ☀️ SUNSET Shows in progress Charleston Fair, Corning state in back for other local fairs.	<b>1</b> 🌞 6:54-8:28A 🌇 6:52-8:29P ☀️ 6:54 ☀️ 6:52	<b>2</b> 🌞 6:53-8:28A 🌇 6:51-8:29P ☀️ 6:54 ☀️ 6:52	<b>3</b> 🌞 6:52-8:28P 🌇 6:50-8:29A ☀️ 6:54 ☀️ 6:52	<b>4</b> 🌞 6:51-8:28P 🌇 6:49-8:29A ☀️ 6:54 ☀️ 6:52
<b>5</b> 🌞 6:50-8:28P 🌇 6:48-8:29A ☀️ 6:53 ☀️ 6:51	<b>6</b> 🌞 6:49-8:28P 🌇 6:47-8:29A ☀️ 6:53 ☀️ 6:51	<b>7</b> 🌞 6:48-8:28A 🌇 6:46-8:29P ☀️ 6:53 ☀️ 6:51	<b>8</b> 🌞 6:47-8:28A 🌇 6:45-8:29P ☀️ 6:53 ☀️ 6:51	<b>9</b> 🌞 6:46-8:28A 🌇 6:44-8:29P ☀️ 6:53 ☀️ 6:51	<b>10</b> 🌞 6:45-8:28A 🌇 6:43-8:29P ☀️ 6:52 ☀️ 6:50	<b>11</b> 🌞 6:44-8:28A 🌇 6:42-8:29P ☀️ 6:52 ☀️ 6:50
🌍 WORLD ENVIRONMENT DAY		The most common method dragonflies use to catch insect prey is "hovering," or catching insects in flight.		A woodpecker uses its sense of hearing to locate insects in a tree.		In the absence of teeth, jaws of turtles are covered with sharp, bumpy keratin ridges.
<b>12</b> 🌞 6:43-8:28A 🌇 6:41-8:29P ☀️ 6:52 ☀️ 6:50	<b>13</b> 🌞 6:42-8:28A 🌇 6:40-8:29P ☀️ 6:52 ☀️ 6:50	<b>14</b> 🌞 6:41-8:28A 🌇 6:39-8:29P ☀️ 6:52 ☀️ 6:50	<b>15</b> 🌞 6:40-8:28A 🌇 6:38-8:29P ☀️ 6:52 ☀️ 6:50	<b>16</b> 🌞 6:39-8:28A 🌇 6:37-8:29P ☀️ 6:52 ☀️ 6:50	<b>17</b> 🌞 6:38-8:28A 🌇 6:36-8:29P ☀️ 6:52 ☀️ 6:50	<b>18</b> 🌞 6:37-8:28P 🌇 6:35-8:29A ☀️ 6:52 ☀️ 6:50
🌊 Free fishing days 2:00-5:00		🌊 PLAS DAY		A mushroom is the fruiting body of a fungus, designed to produce and disperse reproductive spores.		🌊 Frog shows at 10:00 AM.
<b>19</b> 🌞 6:36-8:28P 🌇 6:34-8:29A ☀️ 6:52 ☀️ 6:50	<b>20</b> 🌞 6:35-8:28P 🌇 6:33-8:29A ☀️ 6:52 ☀️ 6:50	<b>21</b> 🌞 6:34-8:28A 🌇 6:32-8:29P ☀️ 6:52 ☀️ 6:50	<b>22</b> 🌞 6:33-8:28A 🌇 6:31-8:29P ☀️ 6:52 ☀️ 6:50	<b>23</b> 🌞 6:32-8:28P 🌇 6:30-8:29A ☀️ 6:52 ☀️ 6:50	<b>24</b> 🌞 6:31-8:28A 🌇 6:29-8:29P ☀️ 6:52 ☀️ 6:50	<b>25</b> 🌞 6:30-8:28P 🌇 6:28-8:29A ☀️ 6:52 ☀️ 6:50
🌊 BATHERS DAY	🌊 WEST VIRGINIA DAY SUMMER SOLSTICE FIRST DAY OF SUMMER ☀️					The Eastern box turtle is the only turtle in the state that is completely terrestrial.
<b>26</b> 🌞 6:29-8:28P 🌇 6:27-8:29A ☀️ 6:52 ☀️ 6:50	<b>27</b> 🌞 6:28-8:28A 🌇 6:26-8:29P ☀️ 6:52 ☀️ 6:50	<b>28</b> 🌞 6:27-8:28A 🌇 6:25-8:29P ☀️ 6:52 ☀️ 6:50	<b>29</b> 🌞 6:26-8:28A 🌇 6:24-8:29P ☀️ 6:52 ☀️ 6:50	<b>30</b> 🌞 6:25-8:28A 🌇 6:23-8:29P ☀️ 6:52 ☀️ 6:50		For just \$50 of Bang Motors' 2016 Hot Rods Club, you'll receive a special membership and \$200 cash plus \$8.75 per order to Bang Club, P.O. Box 20066, Allentown, PA 18101.
The Eastern spadefoot toad, uncommon in West Virginia, has a hard spine on its hind foot that it uses to burrow into sandy soil.			The two pits located between the eyes and nostrils of the timber rattlesnake and copperhead sense heat.			

wvdnr.gov

West Virginia Division of Natural Resources  
 Wildlife Research Section



## Opossum by Shelby Orelt

The opossum is one of the few mammals that can survive without a tail. It is found throughout the United States, having a pouch similar to kangaroos. Although the female can give birth to 20 young, she usually has 7 or 8. Opossums are highly adaptable and eat insects, birds, small mammals, plant material, waste, traps, cat and dog food, garbage and garden crops.

They have a long scaly tailing proboscis that can be used for climbing and carrying vegetation. They can use this tail for hanging for a short time, but do not use it as a prehensile tail.

If threatened, opossums try to run away. If that fails, they can bled, growl, show their teeth, defecate a smelly green slime, urinate, and even play dead.

This fascinating animal is mainly immune to the toxins of the from a number of snakes and other pit vipers. Scientists are researching this phenomenon and hopefully they will develop an effective antivenom for use in humans.

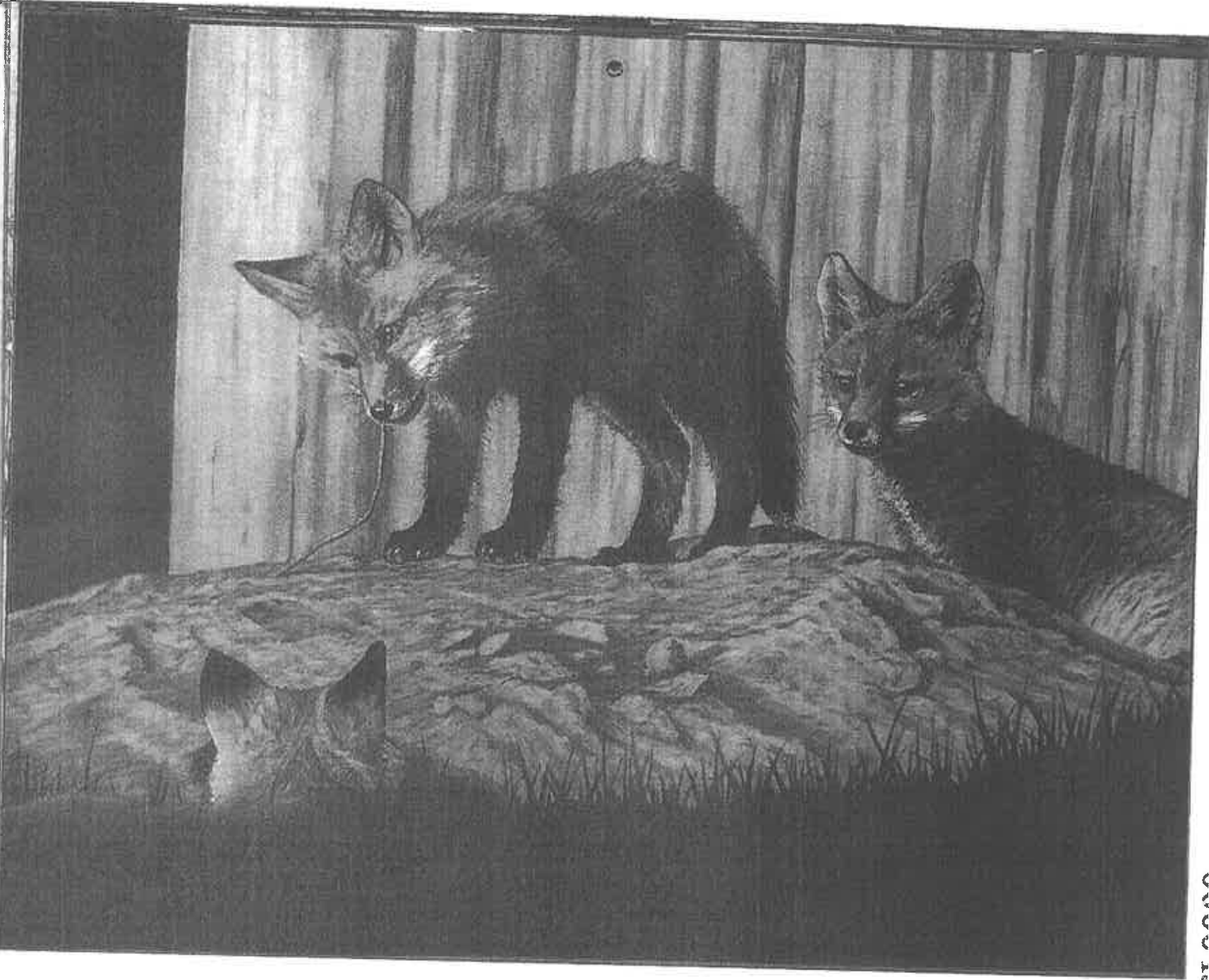
Artist: Shelby Orelt  
 325 Rebecca Lane  
 Grandview, WV 25113  
 204-232-2150



Reduplex

This is a good time to:

- Learn to identify different insect behaviors and when they occur.
- Visit the State Wildlife Center at French Creek to see native wildlife while getting some exercise.
- Photograph wildflowers.
- Hunt fish for smallmouth bass. These fishery fish are active in June and most of the state's waters contain adequate for



# JULY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>JUNE 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>AUGUST 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	☀ Sunrise ☁ First Quarter 🌙 Full Moon ☁ Last Quarter 🌊 Best Fishing Times 🌊 Great Fishing Day! ☀ SUNRISE ☁ SUNSET ☀ Shown in parentheses. Check the calendar for other holidays.	<b>Note</b> ON JULY 31 <sup>st</sup> ... • Capote's night heron nesting season ends. • Frog season closes at midnight.	For your copy of Doug Hannon's 2016 Moin Clock Calendar, please visit <a href="http://www.wvdnr.gov">www.wvdnr.gov</a> or call 800-441-2277 or contact us in Moore Creek, P.O. Box 202431, Charlestown, VA 22024.	<b>1</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>2</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634
<b>3</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Whip-poor-wills catch their insect prey by flying straight with their mouths open.	<b>4</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 HOPPOLE ON DAY ☀	<b>5</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>6</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Beach, shore, cover up... in that order - if you see someone in water needing help.	<b>7</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>8</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>9</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 When for the Eastern to "see's" "Oh! Oh! Oh!" you see!
<b>10</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>11</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>12</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Birds lock sweat glands, but cool their internal temperature by panting.	<b>13</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>14</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>15</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Longhorn grass are covered with dormant, sharp, steel, food scales that don't sweep.	<b>16</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634
<b>17</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Chickadees are primitive PTILES, which means they don't have flowers or seeds, but reproduce through spores.	<b>18</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>19</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>20</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Turkey vultures can "sniff out" their food from up to 200 yards away.	<b>21</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>22</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>23</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634
<b>24</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>25</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>26</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 The female opossum has a vertical pouch opening for its young.	<b>27</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>28</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634	<b>29</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Muskies have done for that large air hole mouth for evolution and longevity.	<b>30</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634
<b>31</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634 Crows are...						<b>30</b> ☀ 623-1234 ☁ 250-2650 ☀ 627 ☁ 634

[wvdnr.gov](http://wvdnr.gov)

West Virginia Division of Natural Resources  
 Wildlife Resources Section

## Red Fox Kits

By Rhea Knight

The majority diet of a red fox is...  
 to some small, less conspicuous...  
 escape holes. The fox is very...  
 an abandoned woodchuck hole or...  
 rookery a fox den from a previous...  
 season. She may also use a stream...  
 bank, side of a hill, or an excavation...  
 for her den. When the den is ready...  
 she'll send out a scout to attract...  
 mates. The pair stays together until...  
 autumn.

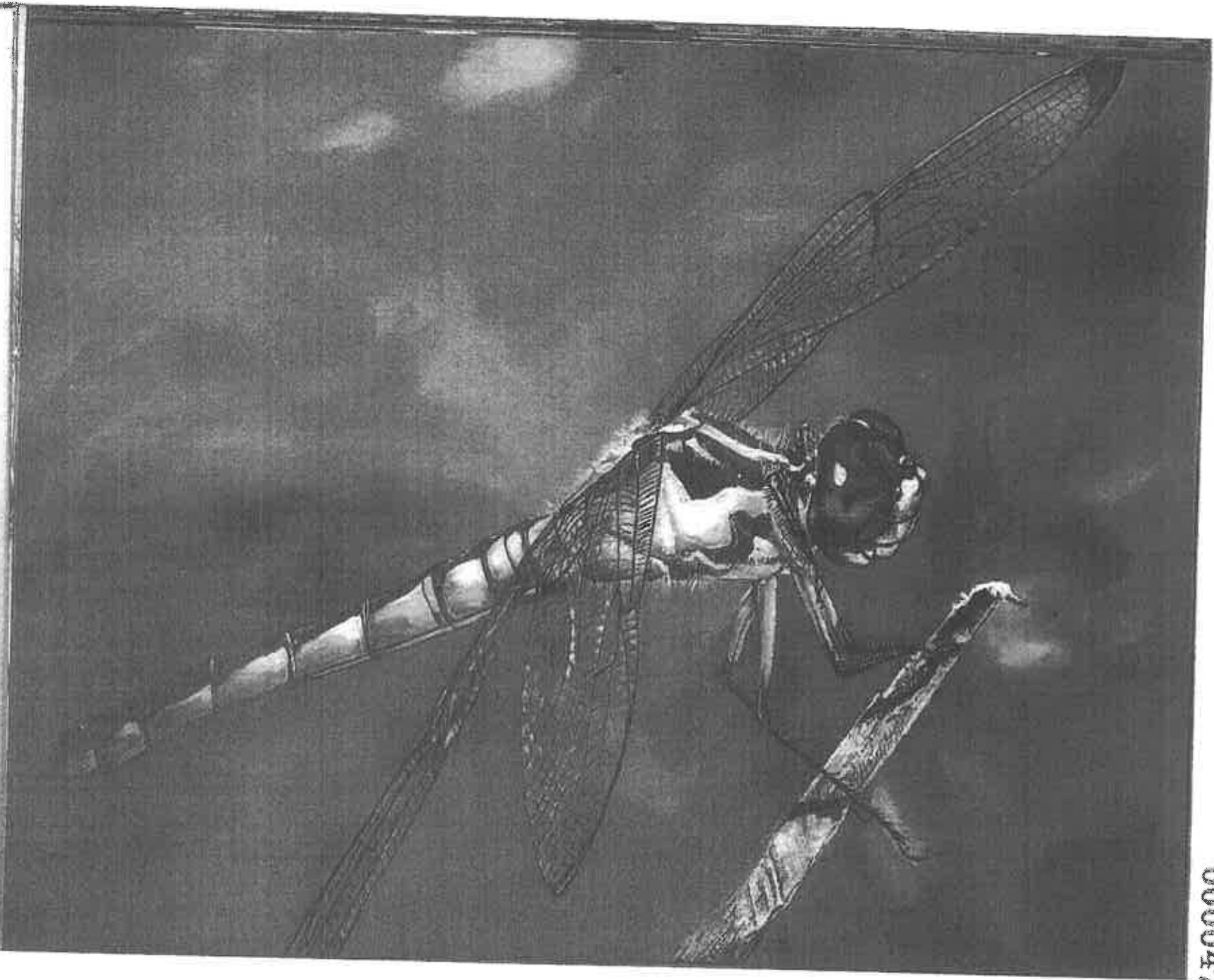
The mother fox gives birth to four to...  
 eight kits in April or May. The kits...  
 are born blind and hairless. The...  
 mother stays with her kits. When...  
 about a month old, the kits play...  
 with their parents. The most...  
 dangerous time for the kits, since...  
 predators such as coyotes, cats, great...  
 horned owls and golden eagles have...  
 an appetite for them. Fortunately...  
 the parents bring live food to the...  
 kits to kill their own food. Though...  
 they eat many small mammals...  
 during the winter, they feed on...  
 fruits, crayfish and insects including...  
 caterpillars, beetles, and grasshoppers...  
 during the summer.

By autumn, the pups leave their...  
 home and strike out on their own. At...  
 this time, the mother and father also...  
 disperse and live a solitary life...  
 during late fall and early winter.

Artist: Rhea Knight  
 2858 White Church Road  
 Leart, WV 25253  
 204-882-2331



This is a good time to:  
 • Add a bird bath to your...  
 • Keep it clean.  
 • Know the position of...  
 • Look to identify the many...  
 mushrooms and other...  
 woods.



# 2016 CALENDAR ORDERING INFORMATION

Want more of this year's calendar? Use the order forms below to order additional copies!

## West Virginia Wildlife Calendar

Send me \_\_\_\_\_ 2016 West Virginia Wildlife Calendar(s)  
at \$10 - plus \$6.50 shipping and handling per calendar.  
*(West Virginia residents add 60 cents tax for each  
calendar ordered.)*

Total amount enclosed \$ \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

**BE SURE TO INCLUDE ZIP CODE**

Make check or money order payable to:  
WV DNR

Mail to:

**Wildlife Calendar**  
West Virginia Division of Natural Resources  
P.O. Box 67 • Elkins, WV 26241

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West Virginia Division of Natural Resources  
P.O. Box 67 • Elkins, WV 26241

Leave the sheet behind this one as a reminder in August 2016 to order next year's calendar before the holiday rush.  
Calendars make great presents!

Credit cards



also are accepted. Phone 304-637-0245 to place an order.

000048



**Exhibit "A" Pricing Page**  
**West Virginia Division of Natural Resources-Wildlife Resources Section**  
**West Virginia Wildlife Calendar**

14" x 22" CALENDAR (28 Pages + 4 Covers + 4 Order Form Pages = 36 Pages Total)

**INITIAL ORDER:**

ITEM	Unit of Measure	QUANTITY	UNIT PRICE PER 1000 (PM) PRINTED CALENDARS	EXTENDED AMOUNT
3.1.1.1	per thousand	20,000	969.75	19395 <sup>00</sup>

**REPRINTS:**

ITEM	Unit of Measure	QUANTITY	UNIT PRICE PER 1000 (PM) PRINTED CALENDARS	
3.1.1.1	per thousand	2,000	2110 <sup>00</sup>	4220 <sup>00</sup>

**HOURLY RATE FOR ALTERATIONS REQUESTED**

ITEM	Unit of Measure	QUANTITY	UNIT PRICE PER HOUR	
3.1.1.5.3.1	per Hour	4	60	240 <sup>00</sup>

**TOTAL BID AMOUNT**

23855<sup>00</sup>

WV-10  
Approved / Revised  
12/16/15

## 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;  
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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) rescind the contract or purchase order; 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.

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: Marytown Printing

Signed: [Signature]

Date: 5-13-16

Title: CSR Manager

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

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: Morgantown Printing

Authorized Signature: [Signature] Date: 5-12-16

State of West Virginia

County of Monongalia, to-wit:

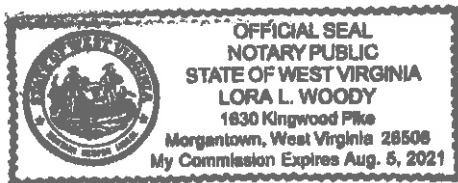
Taken, subscribed, and sworn to before me this 12<sup>th</sup> day of May, 20 16.

My Commission expires August 5, 20 21.

**AFFIX SEAL HERE**

NOTARY PUBLIC [Signature: Lora L. Woody]

*Purchasing Affidavit (Revised 08/01/2015)*



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

**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 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.

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Authorized Signature


\_\_\_\_\_  
 Date

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

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Morgantown Printing + Binding  
(Company)

 Brad Atkins, CSR Manager  
(Authorized Signature) (Representative Name, Title)

304-292-3366/304-292-0283/5-13-16  
(Phone Number) (Fax Number) (Date)