



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

State of West Virginia
 Request for Quotation

Proc Folder: 122910

Doc Description: ADDENDUM #3 WEST VIRGINIA FEED TO ACHIEVE MARKETING PROJECT

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-08-21	2015-08-28 13:30:00	CRFQ 0402 EDD1600000001	4

BID RECEIVING LOCATION

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

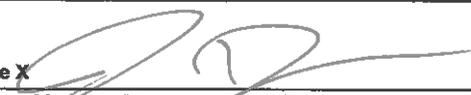
VENDOR

Vendor Name, Address and Telephone Number:
 MESH Design and Development
 303 Washington St. West
 Charleston, WV 25302
 304-941-8269

08/26/15 14:26:43
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Laura E Hooper
 (304) 558-0468
 laura.e.hooper@wv.gov

Signature  FEIN # 27-0745271 DATE 8/26/15

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

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Design & Development of WVFTA Logo				Please see cost estimate total within the RFQ response enclosed here

Comm Code	Manufacturer	Specification	Model #
80140000			

Extended Description :

Lump Sum price to provide labor, materials and equipment in the Design & Development of WVFTA Logo.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Design / Print of Brochure or Booklet	10.00000	EA		Please see cost estimate total within the RFQ response enclosed here

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Design/ Print of Brochure or Booklet Each Quantity of 1 is equal to 500 booklets.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Produce/Print of Universal WV FTA Banner	1.00000	EA		Please see cost estimate total within the RFQ response enclosed here

Comm Code	Manufacturer	Specification	Model #
55121706			

Extended Description :

Produce/Print of Universal WV FTA Banner Each Quantity of 1 is equal to 800 banners.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Retractable WV FTA Banner for Exhibit Booths	1.00000	DZ		

Comm Code	Manufacturer	Specification	Model #
55121706			

Extended Description :

Retractable WV FTA Banner for for exhibit booths. Each Quantity of 1 is equal to 12 banners.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Tablecloths with the WV FTA LOGO for Exhibit Booth	1.00000	DZ		

Comm Code	Manufacturer	Specification	Model #
52121604			

Extended Description :

Tablecloths with the WV FTA LOGO for Exhibit Booths. Each Quantity of 1 is equal to 12 table cloths.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Develop / Print Save-The Date Flyer	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Save-The Date Flyer in Full Color/Full Bleed, 5" X 7", 100 lb. cover-glossy paper. Each Quantity of 1 is equal to 500 flyers.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Develop Electronic Save-The-Date Flyer				

Comm Code	Manufacturer	Specification	Model #
60105409			

Extended Description :

Electronic Save-The-Date Flyer using e-marketing software. Lump sum price.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Develop Sponsor Recognition Poster for Special Events	20.00000	EA		

Comm Code	Manufacturer	Specification	Model #
60121008			

Extended Description :
 Develop Sponsor Recognition Poster for Special Events. Minimum Order Quantity: 1

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Design / Print of Program for Each Special Event	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :
 Design / Print of Program for Each Special Event. Each Quantity of 1 is equal to 100 programs.

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Production of 3 - 5 Minute Videos for the Roll Out of WV FTA	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86000000			

Extended Description :
 Production of 3 - 5 Minute Videos for the Roll Out of WV FTA

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Power Point Training Presentation on WV FTA	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86000000			

Extended Description :
Power Point Training Presentation on WV FTA. Power Point will be a 10 minute maximum training presentation for WVDE OCN staff to use.

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Develop / Print WVFTA Ambassador Pocket-Card	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111815			

Extended Description :
Develop / Print WVFTA Ambassador Pocket-Card for Grassroot Outreach. Each Quantity of 1 is equal to 500 cards.

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Develop / Print Implementation Guide Booklet - Backpack Food	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Implementation Guide Booklet - Backpack Food Program. Each Quantity of 1 is equal to 500 Booklets.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Develop / Print Implementation Guide Booklet - School Food	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Implementation Guide Booklet - School Food Pantry at Local Schools. Each Quantity of 1 is equal to 500 Booklets.

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Develop / Print WV FTA Annual Report to Legislature	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print WV FTA Annual Report to Legislature. Each Quantity of 1 is equal to 500 Booklets.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Design / Place WV FTA Billboards Statewide	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55121904			

Extended Description :
Design / Place WV FTA Billboards Statewide (price of each to include labor, materials and travel during install)

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	30 Second Radio Advertising for WV FTA	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
60105409			

Extended Description :
30 Second Radio Advertising for WV FTA Price for each ad to include placement, scheduling and coordination with radio channel1EA = 30 second ad

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Weekly Face-to-Face Meetings	80.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
44112004			

Extended Description :

Weekly Face-to-Face Meetings Hourly rate is to include: all travel, lodging, meals, and any and all incidentals.

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DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON US	WV25305	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON US	WV 25305-0330

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Develop / Print Talking Points Document for Grassroots	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
23242104			

Extended Description :

Develop / Print Talking Points Document for Grassroots Outreach toolkit. Each Quantity of 1 is equal to 500 Booklets.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON US	WV25305	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON US	WV 25305-0330

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Develop / Print Laminated Child's Place-Mat for Grassroots	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
48102004			

Extended Description :

Develop / Print Laminated Child's Place-Mat for Grassroots Outreach. Each Quantity of 1 is equal to 500 Placemats.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Develop/Print Parents Flyer for Grassroot Outreach - glossy	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :
Develop / Print Parents Flyer for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Develop/Print Schools Flyer for Grassroot Outreach - glossy	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :
Develop / Print Schools Flyer for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Develop/Print Donors Flyer for Grassroot Outreach - glossy	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Donors Flyer for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Develop/Print Media Flyer for Grassroot Outreach - glossy	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Parents Media for Grassroot Outreach - glossy. Each Quantity of 1 is equal to 500 flyers.

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Develop/Print Parents Flyer for Grassroot Outreach - non	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Parents Flyer for Grassroot Outreach (non-glossy. Each Quantity of 1 is equal to 500 flyers.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Develop / Print Schools Flyer for Grassroot Outreach - non	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Schools Flyer for Grassroot Outreach (non-glossy). Each Quantity of 1 is equal to 500 flyers.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Develop / Print Donors Flyer for Grassroot Outreach - non	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Donors Flyer for Grassroot Outreach (non-glossy) Each Quantity of 1 is equal to 500 flyers.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Develop / Print Media Flyer for Grassroot Outreach - non	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print Media Flyer for Grassroot Outreach (non-glossy) Each Quantity of 1 is equal to 500 flyers.

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Develop / Print WV FTA at School Implementation Guide	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print WV FTA at School Implementation Guide for Grassroot Outreach. Each Quantity of 1 is equal to 500 Booklets.

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Develop / Print WV FTA at Home Implementation Guide	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
55101520			

Extended Description :

Develop / Print WV FTA at Home Implementation Guide for Grassroot Outreach. Each Quantity of 1 is equal to 500 Booklets.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Develop/Print Posters for Grassroots Outreach - Schools	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
60121008			

Extended Description :
Develop / Print Posters for Grassroots Outreach - Schools. Each Quantity of 1 is equal to 500 posters.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	Develop / Print Posters for Grassroots Outreach - Community	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
60121008			

Extended Description :
Develop / Print Posters for Grassroots Outreach - Community Each Quantity of 1 is equal to 500 Posters.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF CHILD NUTRITION 1900 KANAWHA BLVD E, BLDG 6 RM 248 CHARLESTON WV 25305-0330 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	Tool Box Kit for Grassroots Outreach Materials	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44122025			

Extended Description :

Tool Box Kit for Grassroots Outreach Materials. Each Quantity of 1 is equal to 200 Kits. Addendum # 1 To change the bid opening date to 08/18/2015 at 1:30PM. No further changes. THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE WEST VIRGINIA DEPARTMENT OF EDUCATION (WVDE) OFFICE OF CHILD NUTRITION (OCN) TO ESTABLISH AN OPEN-END CONTRACT TO PROVIDE LABOR, MATERIALS AND EQUIPMENT TO DEVELOP AND EXECUTE THE STATEWIDE WEST VIRGINIA FEED TO ACHIEVE (WV FTA) MARKETING PROJECT.

EDD160000001	Document Phase Final	Document Description ADDENDUM #3 WEST VIRGINIA FEED TO ACHIEVE MARKETING PROJECT	Page 16 of 16
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



To:

**Department of Education
Feed to Achieve Marketing Project**
c/o Laura Hooper
August 26, 2015

**MESH | Design
and Development**
303 Washington Street West
Charleston, WV 25302

67 West Street, Suite 606
Brooklyn, NY 11222

meshfresh.com

Dear Ms. Hooper,

Please find enclosed a quote from MESH Design and Development in response to the Department of Education's Feed to Achieve Marketing Project RFQ (EDD1600000001). This quote includes firm overview and qualifications, a quote for the work described in the RFQ, and all required paperwork.

Please feel free to contact us with any questions and we look forward to working with you.

Sincerely,

Megan Bullock
Co-founder and Lead Graphic Designer

Josh Dodd
Co-founder and Lead Web Developer

Contract Manager: Josh Dodd
Address: 303 Washington Street West, Charleston, WV, 25302
Telephone: 304-941-8269
Email: joshdodd@meshfresh.com



To:

Department of Education
Feed to Achieve Marketing Project
c/o Laura Hooper
August 26, 2015

Firm Qualifications

MESH | Design and Development is a communication design studio dedicated to informed, effective, modern design. MESH provides practical and compelling visual solutions customized for each client’s individual needs in multimedia formats. We specialize in web and print media, as well as brand identity and strategy. With each, we value high-quality craftsmanship, smart solutions, and the simplification of complex information systems for clear communication to target audiences. We are driven by helping clients tell their stories and transform their relationships with their audiences across mediums.

Since our inception in 2009, MESH has been designing, developing, and managing communication platforms in multimedia, for a variety of clients, from our two offices. We have worked with libraries, art institutions, healthcare organizations, educational initiatives, healthy eating programs, and small business ventures with individual artisans. Our nonprofit clients include the Children’s Museum of New York; Sustainable Williamson; American Civil Liberties Union (ACLU); PEN American Center; the International Literacy Conference, hosted by ProLiteracy; Verizon Foundation with work focused on ending domestic abuse; the YWCA; New York-based Agenda Project’s TopWorks Public Policy directory; The American Committee for the Weizmann Institute of Science; New York Center for Hearing and Communication; Center for Sustainable Urban Development’s Global Studio at Columbia University; West Virginia’s Higher Education Policy Commission; George Washington University; BridgeValley Community and Technical College; Kellogg Foundation; Charleston Area Alliance; WV Farmer’s Market Association; Center for Urban Pedagogy (CUP); and the American Foundation for the Blind. Additionally, our for-profit clients include J. Q. Dickinson Salt-Works; Smooth Ambler Distillery; Pamela Hanson Photography; NOMAD (the first traveling artisan-wares truck in New York); Monarch Hotels; Mission Savvy Organic-to-go and Food Lab; University Girls Apparel; BoroughMakers New York; involvio, the education app; the Bloomfield School; the painter Robin McClintock; Abigail Stern millinery; Yarids shoes; and Mariem shoes.

Over the past five years, our work has been highlighted by the AIGA, featured in PRINT Magazine’s RDA awards (2014, best of the south; 2015, best of New York), and awarded a SAPPI Ideas that Matter grant. Our People Building Better Cities traveling exhibition, in partnership with Columbia University, was named a World Urban Campaign partner last year. Most recently, a collaboration with American

Foundation for the Blind was featured on Design Ignites Change, and was a top 15 finalist for the Sylvia Harris Citizen Design Award.

MESH was founded in Charleston, West Virginia in 2009 by Graphic Designer Megan Bullock and Web Developer and UI Strategist Josh Dodd, and opened a



To:

Department of Education
Feed to Achieve Marketing Project
c/o Laura Hooper
August 26, 2015

second office in 2011 in New York. We now partner with professional leaders across the country on a project basis to build customized teams for specific client needs.

MESH Philosophy

MESH works with makers and doers who strive to improve the way we live. In all our work, we facilitate dialogue to solve problems through design.

In short, we design conversations. Whether around a board table, a kitchen table, an exhibit, a brand, a book, or a web platform, all our work aims to inspire new exchange, interaction, and engagement among diverse stakeholders and audiences.

We harness conversation design in three primary ways:

01. We facilitate conversations with stakeholders on the back-end to enable thoughtful decisions.

02. We craft systemized platforms of brands and websites for conversations to take life through.

03. We make tools that support fresh conversation, such as books, print pieces, online tools, and installations.

At our studio, we love to tell powerful stories and give our clients a platform for action. We work to redefine perceptions and cultural narratives with new, relevant messaging for positive change, ideological motivation, and progress.

MESH Design Approach

In all our work, we aim to transform high-level words and ideas into a deliverable that can visually communicate with ease, feels approachable, and embodies the identity of an organization or business. We do this through three fundamental principles: **human-centric design, systems design, and collaboration.**

Our work is human-centric.

Human-centric design allows us to constantly focus on how our products relate to people. In branding, this means considering strengths, opportunities, and missed opportunities, and analyzing how they affect people's perceptions, feelings, and loyalty towards a brand. In web, this means creating an online experience that is user-centered. In this process we consider how a person feels when they engage; how they relate to the stories shared (through multimedia messaging); and how they can feel part of the experience through well-considered interaction design (and not just a viewer of it).



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Our work is based on systems design processes and outcomes.

A strongly designed web platform, brand, or communication campaign is a system of parts that all support one another. Systems design helps to simplify complex bulks of information so they are more easily accessible, digestible, and shareable. Systems design accounts for how every decision affects all other decisions. In designing a visual system, every part is considered and conveys something to the viewer, serving as a subtle visual signifier that reinforces an organization's identity and builds trust with audiences.

Our process is collaborative and immersive.

In order to provide the best possible solutions for each project, MESH believes in immersing ourselves into a client organization and learning the ins and outs, from their vision and mission to the organizational culture. This allows us to truly understand the communication issues at hand and gives us the best opportunity to provide a solution that aligns with the organization's ideals, vision, and goals.

MESH Team

The **MESH | Design and Development** team works out of two offices, in Brooklyn, New York and Charleston, West Virginia, and is led by two skilled professionals—founding partners Megan Bullock and Josh Dodd. While we occasionally bring in partner consultants on a per-project basis, the majority of our projects are completed entirely by our team. Our team, outlined below, brings years of extensive design, communications, strategy, and development experience to every project we work on.

PROJECT MANAGER FOR FEED TO ACHIEVE MARKETING AND ADVERTISING SERVICES:

Megan Bullock, Rhode Island School of Design honors graduate (with a BFA in Graphic Design) and Brown University student, co-founded MESH to connect people through design. With over 7 years of experience in marketing strategy, communication strategy, creative direction and graphic design, Megan builds communication systems for MESH in both digital and physical formats, and loves facilitating conversations between people. Megan has worked in design across the globe, specializes in identity design, and believes good design facilitates connections between people that would not otherwise be able to reach one another with new information. Megan has worked internationally from Edinburgh to India to Argentina, and most recently spoke on design at the UN Habitat World Urban Forum in Medellin, Colombia. She has been deeply involved in the arts over the course of her career, installing public art and murals internationally, with previous work experience in the gallery world. She participated in the 2012 Global Studio: Bhopal to collaborate through participatory design processes to assist in community development. Megan's work has been recognized by Print Magazine and AIGA Pittsburgh. Through MESH, she is a SAPPI Ideas That Matter 2012 grant recipient in partnership with



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Columbia University. Megan leads all identity design, creative and content strategy, and visual communication work at MESH out of our New York office.

Josh Dodd co-founded MESH to bring his knowledge of web technologies to the small business and nonprofit world. He is a graduate of West Virginia University with a Bachelor of Science in Computer Science and has experience with Human-Computer Interaction work from DePaul University. His belief both in clean coding and usability enhances every aspect of the user experiences created by MESH, where he leads all UI/UX decisions. Josh has extensive experience developing in-house for a higher learning institution and carries his knowledge of large-scale multi-brand web systems to all our work. Josh also manages all internal arteries of MESH and leads our team to constantly increase usability and maximize user efficiency in every project, online or off. Josh manages all development, user-experience design, online strategy, and administrative management at MESH out of our Charleston office.

Danielle Mazzeo is MESH's strategist, project coordinator, and writer. She earned her BA in Cultural Anthropology from Brown University, graduating magna cum laude. Previously, Danielle was Chief of Staff and Senior Strategist at the Agenda Project, a communication strategy non-profit focused on progressive policy work, where she coordinated all public and press communications, and honed her extensive experience facilitating mid-size events and conferences with high-level leaders, including Bill Clinton, Tom Daschle, and Kirsten Gillibrand. Danielle has worked with the public affairs office at the Planned Parenthood League of Massachusetts and the conference coordination division at Women's World Banking. At MESH, Danielle is our wordsmith, helping strategize messaging and content to capitalize on our clients' greatest assets—their work.

Jordan Kerzee is MESH's graphic designer. He is the founder of Ground Glass, a graphic design studio in Texas, where he was Lead Designer and worked to create brands, websites, print, photography and other creative media. Prior to Ground Glass, Jordan worked in freelance design and video production, and was the Creative Leader at Midlothian Bible Church, where he worked in creative direction, design and team management. In 2012, he won first place at VISVID Fest at the University of Houston, and was awarded Best in Show at Ex-peritus at the University of North Texas, as well as in Nooks & Crannies at FWAC, Fort Worth.

Leslie Lee is MESH's junior designer and recent honors graduate of the Rhode Island School of Design (with a BFA in Graphic Design). She has shown both her art and design work at exhibitions in Vancouver, Canada; Providence, Rhode Island; and Seoul, Korea. Leslie has work experience at studios in Boston and New York, and while at RISD collaborated with Brown University to design and produce their biannual Literary Magazine, VISIONS. In her earlier years studying



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art and design, Leslie worked in modern, contemporary, mixed media sculpture and oil painting, photography, and exhibit design modeling. At MESH, Leslie's attention to detail paired with her sophisticated understanding of visual systems allows her to support on all design work. Her advanced typography skills and knowledge of content management systems bring a clean, contemporary sense of web typography to all MESH online work.

Robbie Sherrard, MESH's support and data developer, is an honors graduate from Lehigh University, with a Bachelors of Science in Information Systems Engineering, and five-time Dean's list recipient. Robbie has experience developing in PHP, HTML, CSS, MySQL, and Wordpress and has built internal software applications using ASP.NET and Javascript. Robbie has leveraged Javascript frameworks, such as AngularJS and jQuery to develop in-house apps from scratch, managing everything from discovery sessions and spec documents to development and deployment. He has experience managing backend systems and large amounts of data input, and he runs all Quality Assurance testing and maintenance at MESH.

Shaun Dover, MESH's web developer, graduated with distinction in creativity from the University of North Carolina at Asheville with a Bachelor of Science in New Media with a concentration in Interactive Design. He has experience in web design, animation, video, and web development, including HTML[5], CSS[3], and Javascript. Previously, Shaun was a web developer in higher education, responsible for designing, developing, and maintaining web and brand presence. He enjoys combining design and development to create immersive experiences that engage users.



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Estimated Budget and Fees

PROJECT OVERVIEW	DELIVERABLES	TOTAL
4.1.1. Commodity Line 1: Design and Development of WVFTA logo, website and social media accounts	Logo <ul style="list-style-type: none"> • 4 design options • Final logo in .AI, .EPS, .JPG, .PNG, . SVG Marketing Materials <ul style="list-style-type: none"> • design and develop all marketing materials • design and develop content and distribute e-newsletter • develop contact data management system for e-newsletter Website <ul style="list-style-type: none"> • design and develop content within the WVDE template • Develop initial html files for site Social Media <ul style="list-style-type: none"> • develop social media plan, including content development, posting and analytics Evaluation <ul style="list-style-type: none"> • develop and provide an annual evaluation of marketing efforts 	\$250,000
4.1.2 Commodity Line 2: Print of Brochure or Booklet	Full color/full bleed foundational marketing brochure and/or booklet; 80 lb cover glossy paper; bound with glue, not staples; min pages 10, max 30	
4.1.3 Commodity Line 3: Produce / Print of Universal WV FTA Banner	Vinyl WVFTA banner, 6' wide x 3' high; each banner personalized with school's name with holes on all corners for hanging	
4.1.4 Commodity Line 4: Display Screen, Pull-Up for Exhibit Booth	Full color pull-up display screens; vinyl; 24" wide x 80" high; includes support bar, aluminum retractable stand; and canvas tote bag	
4.1.5 Commodity Line 5: Table Cloths	4 sided table throws; wrinkle resistant, easy to clean, flame resistant 5 oz polyester twill fabric; includes unlimited spot imprint colors on the front of the throw; 90"x156" to fit 8 ft tables	
4.1.6 Commodity Line 6: Develop/Print of Save the Date Flyer	Hard copy save the date flyer in full color/full bleed; 5"x7", 100 lb cover glossy paper	
4.1.7 Commodity Line 7: Develop/Print of Save the Date Flyer	Electronic save-the-date flyer	
4.1.8 Commodity Line 8: Sponsor Recognition Poster	Sponsor Recognition posters for each event on foam core; 4' x 5', color print and placed on an easel; poster will be customized depending on sponsor and ordered individually	
4.1.9 Commodity Line 9: Design/Print of Program for	8" x 11", 70lb cover glossy paper; folded down the center; full color, full bleed with FTA design on cover; program information printed on the	



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Each Special Event	inside and back	
4.1.10 Commodity Line 10: Production of 3-5 Minute Videos	Develop a concept to roll out WVFTA presentation at conferences; minimum of 3 minutes and maximum of 5 minute video and Power Point	
4.1.11 Commodity Line 11: Power Point Training Presentation	Develop communication tools to assist in sharing the WVFTA message; include a training in Power Point with information on how to access the interactive website; maximum 10 minutes	
4.1.12 Commodity Line 12: Develop/Print Ambassador Pocket Cards for Grassroots Outreach	Full color/full bleed pocket card; tented four-sided piece collectively the size of 2 business cards folded together; to be included in Grassroots Outreach Toolkit (line #33)	
4.1.13 Commodity Line 13: Develop/Print Implementation Guide Booklets	80lb cover glossy paper; bound with glue; full color, full/bleed; minimum pages 20, maximum 30	
4.1.14 Commodity Line 14: Develop/Print Implementation Guide Booklets (2nd set)	2nd Implementation Guide; 80 lb cover glossy paper, bound with glue, full color, full/bleed; minimum pages 20, maximum 30; each guide ordered separately	
4.1.15 Commodity Line 15: Develop/Print Annual Report to the Legislature	Develop annual report; 20-30 page full color/full bleed booklet folded magazine style; content to include a progress report, pie charts, graphs and infographics; 80lb cover glossy paper; bound with glue; minimum pages 20, maximum 30	
4.1.16 Commodity Line 16: Design and Place WVFTA Billboards Statewide	12' x 48'; to run for at least 6 months in large media markets in state (Charleston, Huntington, Morgantown, Beckley, Parkersburg, Clarksburg, Martinsburg); to be advertised across the state during the same time period; price to include labor, material and travel	
4.1.17 Commodity Line 17: 30 Second WVFTA Radio Advertisement Across State	Produce and arrange for the placement of a 30 second radio advertisement across West Virginia during the hours of 6 a.m. and 9 a.m. and 4 p.m. and 7 p.m. (date to be determined)	
4.1.18 Commodity Line 18: Weekly Face to Face Meetings	Weekly, face to face meeting with WVDE staff in Charleston; hourly rate to include lodging, mileage and all travel	
4.1.19 Commodity Line 19: Develop/Print Talking Points Document for Grassroots	Develop a "talking points" document that is full color/full bleed and two sided, 8.5"x11", 80lb paper for the Outreach toolkit (#33); minimum pages 10, maximum 30	
4.1.20 Commodity Line 20: Develop/Print Laminated Child's Placemat for Grassroots Outreach	Develop a laminated child's placemat for local restaurants and rural counties; 11"x14", full color/full bleed; plastic/laminated	
4.1.21 Commodity Line 21: Develop/Print Parent Flyer for Grassroots Outreach	Develop flyers in full color/full bleed; 8.5"x11" for parents; 80lb cover glossy paper	
4.1.22 Commodity Line 22:	Develop flyers in full color/full bleed; 8.5"x11" for schools; 80lb cover	



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4.1.23 Commodity Line 23: Develop/Print Donors Flyer for Grassroots Outreach	Develop flyers in full color/full bleed; 8.5"x11" for donors; 80lb cover glossy paper	
4.1.24 Commodity Line 24: Develop/Print Media Flyers for Grassroots Outreach	Develop flyers in full color/full bleed; 8.5"x11" for media; 80lb cover glossy paper	
4.1.25 Commodity Line 25: Develop/Print Parent Flyer for Grassroots Outreach (non glossy)	Develop flyers in full color/full bleed; 8.5"x11" for parents; 80lb non glossy paper	
4.1.26 Commodity Line 26: Develop/Print Schools Flyer for Grassroots Outreach (non glossy)	Develop flyers in full color/full bleed; 8.5"x11" for schools; 80lb non glossy paper	
4.1.27 Commodity Line 27: Develop/Print Donors Flyer for Grassroots Outreach (non glossy)	Develop flyers in full color/full bleed; 8.5"x11" for donors; 80lb non glossy paper	
4.1.28 Commodity Line 28: Develop/Print Media Flyers for Grassroots Outreach (non glossy)	Develop flyers in full color/full bleed; 8.5"x11" for media; 80lb non glossy paper	
4.1.29 Commodity Line 29: Develop/Print Implementation Guide for Grassroots Outreach	Develop Implementation Guide for Grassroots Outreach for schools; full color/full bleed; 8"x11"; 80lb cover glossy paper; minimum 20 pages, maximum 30; two sided; bound with glue	
4.1.30 Commodity Line 30: Develop/Print Implementation Guide for Grassroots Outreach	Develop Implementation Guide for Grassroots Outreach for at home and in the community; full color/full bleed; 8"x11"; 80lb cover glossy paper; minimum 20 pages, maximum 30; two sided; bound with glue	
4.1.31 Commodity Line 31: Develop/Print Posters for Grassroots Outreach in Schools	Develop posters for the Grassroots Toolkit to be placed in schools; 11"x17"; full color/full bleed; 100lb paper	
4.1.32 Commodity Line 32: Develop/Print Posters for Grassroots Outreach in Community	Develop posters for the Grassroots Toolkit to be placed in the community; 11"x17"; full color/full bleed; 100lb paper	
4.1.33 Commodity Line 33: Tool Box Kit for Grassroots Outreach Materials	Develop a binder to contain appropriate materials for outreach; 3", 3 ring binder in a color that matches the FTA logo; design for slip in cover and spine cover, along with 10 custom tabs; 4 clear pockets to store materials: ambassador pocket card, talking points document, four different flyers, two guides, two posters, a laminated placemat, and two implementation guides	

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD160000001

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

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

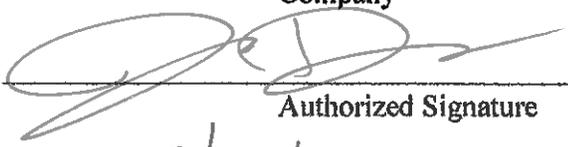
Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" 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.

MESH Design + Development
Company


Authorized Signature

8/26/15
Date

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

SOLICITATION NUMBER: EDD1600000001

Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

To change the bid opening date to 08/18/2015 at 1:30PM.

No further changes.

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

Terms and Conditions:

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

SOLICITATION NUMBER: CRFQ EDD1600000001
Addendum Number: 2

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum #2 issued to:

1. Provide responses to technical questions.
2. Provide modified specifications.
3. Modify bid opening date and time to Tuesday, August 25, 2015, at 1:30pm.

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

Terms and Conditions:

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

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, 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.

MESH Design and Development
(Company)

 Josh Dodd, Partner
(Authorized Signature) (Representative Name, Title)

(304) 941-8269 8/26/15
(Phone Number) (Fax Number) (Date)

RFQ No. EDD1600000001

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: MESH Design and Development

Authorized Signature: [Signature] Date: 8/26/15

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 26th day of August, 2015.

My Commission expires April 11, 2024.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 07/01/2012)



VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**

Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. **Application is made for 2.5% vendor preference for the reason checked:**

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. **Application is made for 2.5% vendor preference for the reason checked:**

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. **Application is made for 5% vendor preference for the reason checked:**

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: MESH Design and Development

Signed: [Signature]

Date: 8/26/15

Title: Partner