



EARL RAY TOMBLIN
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 26305-0130

JASON PIZATELLA
ACTING CABINET SECRETARY
DAVID TINCHER
DIRECTOR

September 21, 2015

Mr. Michael Laing
Paperboys LLC
829 Central Avenue
Martinsburg, WV

RE: CRFQ 0511 CSE1500000003: Tied Bids and Final Offer

Dear Mr. Laing,

Paperboys LLC and J & M Processors LLC submitted tie bids for the unit price for performing legal process service in Jefferson County in the above referenced RFQ. Each company bid \$30.00 for this service. Pursuant to WV Code of Rules 148 Section 6.4.c *"When tie bids are received, the Director shall break the tie by: allowing the tied vendors to make a final offer..."* As such, we are requesting that you submit your "final offer" for the above project **no later than September 25, 2015 by 1:30pm**. Please include a date and signature on your "final offer". Your **sealed bid may hand delivered or mailed to this office at:**

WV Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Or, they may be faxed to 304-558-3970. Please use the attached document.

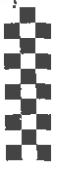
All responses will be opened in a public bid opening and posted to our website.

Should you have any questions, please feel free to contact me at 304-558-0067.

Thank you for your direct attention to this very important matter.

Sincerely,


Robert P Kilpatrick, Senior Buyer-File 22



CRFQ 0511 CSE1500000003: Open End Legal Process Service Contract

FINAL OFFER

Line 38: Process Service: Region 8 Jefferson Co. Charles Town Office

Final Unit Price Bid: \$ 27.00 per/EACH

Vendor Name: Paperboys LLC

Vendor Signature: M. P. G.

Date: 9-21-15