



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 207908

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 1600

Vendor ID: 000000184367

SO Doc ID: SOS1600000006

Legal Name: WEST PUBLISHING CORPORATION

Published Date: 5/12/16

Alias/DBA:

Close Date: 5/25/16

Total Bid: \$24,822.00

Close Time: 13:30

Response Date: 05/19/2016

Status: Closed

Response Time: 12:41

Solicitation Description: Addendum 1 - Printing and distribution of the WV Code Books

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 207908

Solicitation Description : Addendum 1 - Printing and distribution of the WV Code Books

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2016-05-25 13:30:00	SR 1600 ESR05191600000005636	1

VENDOR

000000184367

WEST PUBLISHING CORPORATION

FOR INFORMATION CONTACT THE BUYER

Linda Harper
 (304) 558-0468
 linda.b.harper@wv.gov

Signature X FEIN # DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Printing of WV Election Code Books	2200.00000	EA	\$9.000000	\$19,800.00

Comm Code	Manufacturer	Specification	Model #
73151900			

Extended Description : Printing of WV Election Code Books

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mailing of WV Election Code books	1.00000	EA	\$864.000000	\$864.00

Comm Code	Manufacturer	Specification	Model #
78121603			

Extended Description : Mailing of election code books to 55 WV counties and to the Secretary of State Office

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Printing of WV Business & Licensing Code Books	100.00000	EA	\$41.050000	\$4,105.00

Comm Code	Manufacturer	Specification	Model #
73151900			

Extended Description : Printing of WV Business & Licensing Code Books

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Mailing of WV Business & Licensing Code books	1.00000	EA	\$53.000000	\$53.00

Comm Code	Manufacturer	Specification	Model #
78121603			

Extended Description : Mailing of Business & Licensing code books to the Secretary of State Office onlu



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: 207908

Doc Description: Addendum 1 - Printing and distribution of the WV Code Books

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2016-05-12	2016-05-25 13:30:00	CRFQ 1600 SOS1600000006	2

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:

West Publishing Corporation d/b/a West, a Thomson Reuters business
 610 Opperman Drive
 Eagan, MN 55123
 Tel: 651-687-5371

FOR INFORMATION CONTACT THE BUYER

Linda Harper
 (304) 558-0468
 linda.b.harper@wv.gov

Signature X *Emily Z Hansen*

FEIN # 41-1426973

DATE 5-17-2016

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

ADDITIONAL INFORMAITON:

Addendum 1 issued to publish the vendor questions and responses.

No other changes.

INVOICE TO		SHIP TO	
CFO SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON US	WV25305-0770	SUPPLY CLERK SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON US	WV 25305-0770

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Printing of WV Election Code Books	2200.00000	EA	\$9.00	\$19,800.00

Comm Code	Manufacturer	Specification	Model #
73151900			

Extended Description :
 Printing of WV Election Code Books

VENDOR COMMENT: As in the past, West will provide an unannotated version (text & credits only) electronically for inclusion on SOS website. This data may not be downloaded or re-used for commercial purposes.

INVOICE TO		SHIP TO	
EXECUTIVE SECRETARY SECRETARYS OFFICE BLDG 1 RM E119 1900 KANAWHA BLVD E CHARLESTON US	WV25305	SUPPLY CLERK SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON US	WV 25305-0770

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Mailing of WV Election Code books	1.00000	EA	\$864.00	\$864.00

Comm Code	Manufacturer	Specification	Model #
78121603			

Extended Description :
 Mailing of election code books to 55 WV counties and to the Secretary of State Office

INVOICE TO		SHIP TO	
CFO SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON US	WV25305-0770	SUPPLY CLERK SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON US	WV 25305-0770

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Printing of WV Business & Licensing Code Books	100.00000	EA	\$41.05	\$4,105.00

Comm Code	Manufacturer	Specification	Model #
73151900			

Extended Description : **VENDOR COMMENT:** As in the past, West will provide an unannotated version (text & credits only) electronically for inclusion on SOS website. This data may not be downloaded or re-used for commercial purposes.

INVOICE TO	SHIP TO
EXECUTIVE SECRETARY SECRETARYS OFFICE BLDG 1 RM E119 1900 KANAWHA BLVD E CHARLESTON WV25305 US	SUPPLY CLERK SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON WV 25305-0770 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Mailing of WV Business & Licensing Code books	1.00000	EA	\$53.00	\$53.00

Comm Code	Manufacturer	Specification	Model #
78121603			

Extended Description :
Mailing of Business & Licensing code books to the Secretary of State Office onlu

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Question deadline 5:00 PM	2016-05-11

SOS160000006	Document Phase Final	Document Description Addendum 1 - Printing and distribution of the WV Code Books	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: SOS1600000006

Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To publish the vendor questions and responses.

No other 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.

ATTACHMENT A

SOS1600000006

Printing and Distribution of the WV Code Books

Vendor Question/Responses

- Q.1. In sections 3.1.1.3 and 3.1.3.3 of the Specifications, it states that a proof file is to be submitted within 30 calendar days of the contract award. Can you please tell me when you anticipate the contract award will take place?
- A.1. An award will be made as soon as possible after the evaluation process and all mandatory documents are received by the Purchasing Division to finalize the award.
- Q.2. Is there a specific date requirement for when the actual printed books need to be delivered?
- A.2. Within 30 working days after the Office of the Secretary of State approves the proof.
- Q.3. When were the *West Virginia Election Code* and the *West Virginia Laws for Business and Licensing* last bid? What was the winning bid's price per volume for each publication? What was the winning bid's charge for mailing, broken down by volume and/or as required in the bid?
- A.3. The WV Election Code was awarded in August 2013 at \$9.45 per copy including mailing cost. The WV Laws for Business and Licensing was awarded in May 2014 for \$34.40 per copy including mailing.
- Q.4. What date do you expect to make the award of contract?
- A.4. An award will be made as soon as possible after the evaluation process and all mandatory documents are received by the Purchasing Division to finalize the award.
- Q.5. Is there any possibility of extension of 30 calendar day period requirement for electronic proof/file? Is there any possibility of extension of 30 calendar days after proof approval for print delivery?
- A.5. No, books must be delivered within 30 working day after the proof is approved
- Q.6. Please confirm that it is regular session (ended March 15, 2016) legislation only that must be included in both books.
- A.6. Yes, only for the regular session ending March 15, 2016

- Q.7. If special session legislation is required please confirm that requirement of electronic file to proof and to include on Secretary of State's website will be extended beyond 30 calendar days of the awarding of the contract.
- A.7. The special session will have no effect on the code books so there will be no extension.
- Q.8. Please provide electronic copies of the last editions of both *West Virginia Election Code* and *West Virginia Laws for Business and Licensing*.
- A.8. We are unable to provide the electronic copies of the last editions
- Q.9. Please confirm that a PDF is acceptable for the electronic file for both publications.
- A.9. Yes
- Q.10. Please confirm whether or not effective dates are required in the historical citations for both the *West Virginia Election Code* and *West Virginia Laws for Business and Licensing*.
- A.10. Yes
- Q.11. Please confirm whether or not the *West Virginia Election Code* is annotated?
- A.11. Yes

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SOS1600000006

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

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

Addendum Numbers Received:

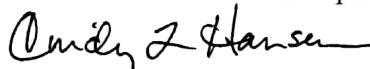
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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

West Publishing Corporation d/b/a West, a Thomson
Reuters business

Company



Authorized Signature

5/16/2016

Date

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

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: West Publishing Corporation d/b/a West, a Thomson Reuters business

Authorized Signature: *Andi Z Hansen* Date: 5/10/2016

State of Minnesota

County of Dakota, to-wit:

Taken, subscribed, and sworn to before me this 10th day of May, 2016.

My Commission expires January 31, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

Jill Raymond
Purchasing Affidavit (Revised 08/01/2015)

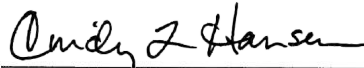


CERTIFICATION AND SIGNATURE PAGE

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.

West Publishing Corporation d/b/a West, a Thomson Reuters business

(Company)



Cindy L. Hansen, Manager of Contract Administration & Compliance
(Authorized Signature) (Representative Name, Title)

(651) 848-2975 / (651) 687-5686 5/10/2016
(Phone Number) (Fax Number) (Date)