



Michelle L. Childers
WV Dept. of Administration
Purchasing Division
2019 Washington St. East
Charleston, WV 25305

August 9, 2017



Dear Ms. Childers:

I submitted V.G. Reed & Sons bid for your solicitation TAX 1800000001 via the Oasis portal. Unfortunately, the portal would not allow me to attach the following enclosed documents. These documents are in addendum to our electronic bid submission. They include Exhibit A – Pricing Page, the signed Designated Contact page, the signed and notarized Disclosure of Interested Parties to Contracts document and the signed and notarized Purchasing Affidavit.

Please don't hesitate to contact me if you have any questions or need more information.

All the best,


Jon M. Atherton
V.G. Reed & Sons, Inc.

08/14/17 10:15:43
WV Purchasing Division

EXHIBIT A - PRICING PAGE

Printing and Distribution of Individual Income Tax Booklets

Item (according to specifications in Section 3)	Unit of Measure	Cost per Unit	Approximate Qty	Extended Cost
3.1.1 Printing of IT-140 West Virginia Individual Income Tax Booklet	Each	.32	107000	34,240.00
3.1.2 Printing of envelopes to be inserted, and inserted, in printed IT-140 2017 West Virginia Individual Income Tax Booklet	Each	.05	107000	5,350.00
3.1.3 Direct and Bulk mailing of printed IT-140 2017 West Virginia Individual Income Tax Booklet (includes all postal, permit and freight cost)	Each	.01	107000	1,070.00
3.1.4 Alternate pricing for emergency reorder quantity of 10,000.	Each	.82	10000	8,200.00
Total Bid Amount				48,860.00

*Quantities listed are estimates for bidding purposes only. Actual usage may be more or less.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

↪ Jon Atherton, Senior Account Executive
(Name, Title)
Jon Atherton, Senior Account Executive
(Printed Name and Title)
1002 South 12th St., Louisville, KY 40210
(Address)
502-560-0123 / 502-560-0197
(Phone Number) / (Fax Number)
jon.atherton@vgsreed.com
(email address)

CERTIFICATION AND SIGNATURE: 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contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated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.

V. G. Reed & Sons, Inc.
(Company)

Jon Atherton - Senior Account Executive
(Authorized Signature) (Representative Name, Title)

Jon Atherton - Senior Account Executive
(Printed Name and Title of Authorized Representative)

8-9-17
(Date)

502-560-0123 / 502-560-0197
(Phone Number) (Fax Number)

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: V.G. Reed + Sons, Inc.
Address: 1002 South 12th Street, Louisville, KY 40210

Contracting business entity's authorized agent: Jon Atherton
Address: 1002 South 12th Street, Louisville, KY 40210

Number or title of contract: CRFQ 0702 TAX18*1

Type or description of contract: Distribution Printing of Tax Booklets

Governmental agency awarding contract: Department of Administration - Purchasing Division

Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

- Jason Smith - WV Dept. of Taxation
- Jon Atherton - V.G. Reed + Sons, Inc.
- Valarie Neuhaus - V.G. Reed + Sons, Inc.

Signature: Jon M. Atherton Date Signed: 8-9-17

Check here if this is a Supplemental Disclosure.

Verification

State of KENTUCKY, County of JEFFERSON:

I, Jon Atherton, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 9TH day of AUGUST, 2017

Wesley Summers
Notary Public's Signature

To be completed by State Agency:
 Date Received by State Agency: _____
 Date submitted to Ethics Commission: _____
 Governmental agency submitting Disclosure: _____

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: V.G. Reed + Sons, Inc.

Authorized Signature: [Signature] Date: 8-9-17

State of KENTUCKY

County of JEFFERSON, to-wit:

Taken, subscribed, and sworn to before me this 9TH day of August, 2017

My Commission expires MAY 3, 2018

AFFIX SEAL HERE

NOTARY PUBLIC Wesley Summers