



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 5

[List View](#)

## General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 410607


Procurement Type: Central Master Agreement

Vendor ID:  

Legal Name: INNOVATIVE BUSINESS SOLUTIONS

Alias/DBA: BRIAN LYNN BARTLETT

Total Bid: \$124,914.00

Response Date:  Response Time: 

SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV1800000006

Published Date: 5/31/18

Close Date: 6/6/18

Close Time: 13:30

Status: Closed

Solicitation Description:  

Total of Header Attachments: 5

Total of All Attachments: 5

[Apply Default Values to Commodity Lines](#)[View Procurement Folder](#)



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 410607  
**Solicitation Description :** Addendum No. 5 Secure Paper Printing  
**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-06-06 13:30:00	SR 0802 ESR06061800000005770	1

VENDOR
000000211218 INNOVATIVE BUSINESS SOLUTIONS BRIAN LYNN BARTLETT

**Solicitation Number:** CRFQ 0802 DMV1800000006

**Total Bid :** \$124,914.00      **Response Date:** 2018-06-06      **Response Time:** 12:07:27

**Comments:** Pricing is based on producing and shipping all of the specified quantities of each item at one time and at the same time. Line item 4 for the Power of Attorney document is being priced as 5 paper parts plus 1 full carbon sheet per the provided sample. The written specifications for form only shows four paper line item descriptions (missing the last CF sheet). Electronic layout and artwork will be provided by WV DMV and no from scratch form forms design will be needed. A performance bond, proof of commercial general liability and Disclosure of Interest Parties to Contract will be provided before the award of the contract per written specifications.

**FOR INFORMATION CONTACT THE BUYER**  
 Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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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	Cut Sheet Motor Vehicle Title	200.00000	PM	\$71.690000	\$14,338.00

Comm Code	Manufacturer	Specification	Model #
82121500			

<b>Extended Description :</b>	Cut Sheet Motor Vehicle Title Price per Thousand
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Continuous Feed Motor Vehicle Title	800.00000	PM	\$89.150000	\$71,320.00

Comm Code	Manufacturer	Specification	Model #
82121500			

<b>Extended Description :</b>	Continuous Feed Motor Vehicle Title Price Per Thousand
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Non-Repairable Title	5.00000	PM	\$89.150000	\$445.75

Comm Code	Manufacturer	Specification	Model #
82121500			

<b>Extended Description :</b>	Non-Repairable Title Price Per Thousand
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Secure Power of Attorney	75.00000	PM	\$206.950000	\$15,521.25

Comm Code	Manufacturer	Specification	Model #
82121500			

<b>Extended Description :</b>	Secure Power of Attorney Price Per Thousand
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	TM-5 Dealer Reassignment	100.00000	PM	\$35.390000	\$3,539.00

Comm Code	Manufacturer	Specification	Model #
82121500			

<b>Extended Description :</b>	TM-5 Dealer Reassignment Price Per Thousand
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Cut Sheet Motor Vehicle Registration	200.00000	PM	\$29.900000	\$5,980.00

Comm Code	Manufacturer	Specification	Model #
82121500			

<b>Extended Description :</b>	Cut Sheet Motor Vehicle Registration Price Per Thousand
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Continuous Feed Motor Vehicle Registration	600.00000	PM	\$22.950000	\$13,770.00

Comm Code	Manufacturer	Specification	Model #
82121500			

<b>Extended Description :</b>	Continuous Feed Motor Vehicle Registration Price Per Thousand
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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: 410607

Doc Description: Addendum No. 5 Secure Paper Printing

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-05-31	2018-06-06 13:30:00	CRFQ 0802 DMV1800000006	6

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

**Vendor Name, Address and Telephone Number:**

INNOVATIVE BUSINESS SOLUTIONS 00211218  
 1224 BRUSHY FORK RD  
 CAIRO, WV 26337  
 304-628-3049

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X *Bruce L. Bartlett*

FEIN # 55-0785005

DATE 6/5/2018

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

Addendum

Addendum No. 5 is issued to publish and distribute the attached information to the vendor community.  
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Central Request For Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the Agency, the West Virginia Division of Motor Vehicles (WVDMV) to establish an open-end contract for the printing of Cut Sheet Titles, Continuous Feed Titles, Non-Repairable Titles, Secure Power of Attorney, TM5 Dealer Reassignment Forms, Cut Sheet Registration, and Continuous Feed Registration, per the bid requirements, specifications, and terms and conditions that are a part of this solicitation and attached hereto.

This was previously advertised as DMV140141A

MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cut Sheet Motor Vehicle Title	200.00000	PM	\$ 71.69	\$ 14,338.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Cut Sheet Motor Vehicle Title  
 Price per Thousand

MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Continuous Feed Motor Vehicle Title	800.00000	PM	\$ 89.15	\$ 71,320.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Continuous Feed Motor Vehicle Title  
 Price Per Thousand

<b>MANAGER</b> DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	<b>MANAGER</b> DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Non-Repairable Title	5.00000	PM	\$ 89.15	\$ 445.75

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Non-Repairable Title  
 Price Per Thousand

<b>MANAGER</b> DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	<b>MANAGER</b> DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Secure Power of Attorney	75.00000	PM	\$ 206.95	\$ 15,521.25

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Secure Power of Attorney  
 Price Per Thousand

<b>MANAGER</b> DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	<b>MANAGER</b> DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	TM-5 Dealer Reassignment	100.00000	PM	\$ 35.39	\$ 3,539.00



Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 TM-5 Dealer Reassignment  
 Price Per Thousand

BUYER	SELLER
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Cut Sheet Motor Vehicle Registration	200.00000	PM	\$ 29.90	\$ 5,980.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Cut Sheet Motor Vehicle Registration  
 Price Per Thousand

BUYER	SELLER
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV25301 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Continuous Feed Motor Vehicle Registration	600.00000	PM	\$ 22.95	\$ 13,770.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description :  
 Continuous Feed Motor Vehicle Registration  
 Price Per Thousand

DMV1800000006	<b>Document Phase</b> Draft	<b>Document Description</b> Addendum No. 5 Secure Paper Printing	<b>Page 5</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: DMV1800000006**

**Addendum Number: 5**

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The purpose of this addendum is to modify the solicitation identified as DMV1800000006 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 a modification to the specifications per the attached.
2. Bid opening remains 06/06/2018 @ 1:30 P.M. EDT

**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.
-

CRFQ DMV1800000006  
Addendum No. 5  
Modification to Specifications      Revised 05/30/2018

The specifications published on 04/06/2018 are being revised as follow:

Under Section **3.1.4 Specifications for West Virginia Secure Power of Attorney Forms;**  
Sub section **3.1.4.2** The following specifications must be strictly adhered to:

Part 1 and Part 2 **originally** read as follows:

**3.1.4.2.1** Part 1: White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.

**3.1.4.2.2** Part 2: White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.

But will **now** read as follows:

**3.1.4.2.1** Part 1: White, 24lb. security paper with Fourdrinier Watermark continuous pattern embedded in the sheet.

**3.1.4.2.2** Part 2: White, 24lb. security paper with Fourdrinier Watermark continuous pattern embedded in the sheet.

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DMV180000006**

**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 checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input checked="" 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 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.

Innovative Business Solutions  
Company  
Brian L. Gault  
Authorized Signature  
6/5/2018  
Date

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



June 5, 2018

Melissa Pettrey  
West Virginia Purchasing Division  
2019 Washing St. E  
Charleston, WV 25305

Dear Ms. Pettrey:

Thank you for the opportunity to quote the Secure Paper Printing package for Solicitation No. CRFQ 0802 DMV1800000006.

When reviewing the specifications and pricing out the individual documents in the request for quotation we feel there is some conflicting information with the written specifications, the provided samples and addendum(s) with the initial RFQ. Therefore, we are going to submit two different bids based our assumptions of what you are trying to accomplish and be on a same playing field as the other bidders.

Our pricing for this bid takes into consideration the following assumptions which are not clearly outlined in the specifications over the response time.

- 1) Quantities for quotation purposes for each line item is based on producing and shipping all the specified quantities at one time as outlined in the initial specifications to the Charleston destination. Addendum 3, answer to question 3 states different production and shipping quantities and frequency of the shipments which does not match the initial RFQ. Also, no quantity adjustments were made to any of the RFQ line items or notations to make changes in the specified quantities per an addendum.
- 2) Line item 4, Sample D item Power of Attorney documents. The written 3.4.1 specifications for this document list a 5 part form and the line item description for each part only shows four paper parts of the form. Is the fifth part the solid carbon sheet between parts 1 and 2 or is the 5<sup>th</sup> ply left off the specification sheet (it would be a white 15lb. CF sheet which would then match the physical sample)? We are assuming the 5<sup>th</sup> ply of white 15lb. CF was left off the line item description on the specifications sheet and matched the provided sample. We are pricing based on 5 paper parts and one full carbon sheet.
- 3) Electronic layout and artwork files will be provided for each document and each part/ply of the document(s).
- 4) A performance bond, proof of commercial general liability and Disclosure of Interested Parties to Contract will be provided before the award of the contract per the RFQ specifications and terms.

Please let me know if you have any questions of need further information as we are here to assist and make your job and responsibilities easier.

Best Regards,

A handwritten signature in black ink that reads 'Brian L. Bartlett'.

Brian L. Bartlett

1224 Brushy Fork Road Cairo, WV 26337  
304-628-3049 / 304-628-3051 (fax) / [ibs@citynet.net](mailto:ibs@citynet.net)

**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.

Brian Bartlett  
 (Name, Title)  
Brian Bartlett, President  
 (Printed Name and Title)  
1224 Brushy Fork Rd  
 (Address)  
Cairo, WV 26337  
 (Phone Number) / (Fax Number)  
304-628-3049 / 304-628-3051  
 (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.

Innovative Business Solutions  
 (Company)  
Brian L. Bartlett, President  
 (Authorized Signature) (Representative Name, Title)  
Brian L. Bartlett, President  
 (Printed Name and Title of Authorized Representative)  
6/5/2018  
 (Date)  
304-628-3049 / 304-628-3051  
 (Phone Number) (Fax Number)

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Innovative Business Solutions

Authorized Signature: Brian L. Battell Date: 5/24/2018

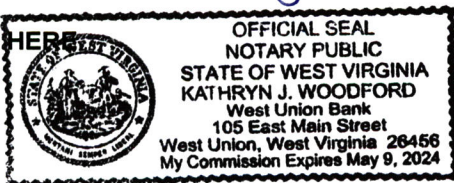
State of West Virginia

County of RITCHIE, to-wit:

Taken, subscribed, and sworn to before me this 24<sup>th</sup> day of May, 2018

My Commission expires May 9, 2024

AFFIX SEAL HERE



NOTARY PUBLIC

Kathryn J. Woodford

Purchasing Affidavit (Revised 01/19/2018)



# 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, 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,  
 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: Innovative Business Solutions Signed: Brandon L. Barthel  
Date: 6-5-2018 Title: President

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