



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 3

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

Procurement Folder: 526747

Procurement Type: Central Purchase Order

Vendor ID: 000000211218

Legal Name: INNOVATIVE BUSINESS SOLUTIONS

Alias/DBA: BRIAN LYNN BARTLETT

Total Bid: \$151,200.00

Response Date: 01/02/2019

Response Time: 12:59

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC1900000006

Published Date: 12/13/18

Close Date: 1/2/19

Close Time: 13:30

Status: Closed

Solicitation Description: 6" Special Window Envelopes (OT19066)

Total of Header Attachments: 3

Total of All Attachments: 3



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 526747  
**Solicitation Description :** 6" Special Window Envelopes (OT19066)  
**Proc Type :** Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-01-02 13:30:00	SR 0210 ESR01021900000003093	1

<b>VENDOR</b>
000000211218 INNOVATIVE BUSINESS SOLUTIONS BRIAN LYNN BARTLETT

**Solicitation Number:** CRFQ 0210 ISC1900000006

**Total Bid :** \$151,200.00      **Response Date:** 2019-01-02      **Response Time:** 12:59:23

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Jessica S Chambers  
 (304) 558-0246  
 jessica.s.chambers@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
--------------------------	---------------	-------------

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	Contract Item 1: 6" Special Window Envelopes	6000000.000000	EA	\$0.025200	\$151,200.00

Comm Code	Manufacturer	Specification	Model #
44121505			

<b>Extended Description :</b>	<p>3.1.1 CONTRACT ITEM #1 - 6" SPECIAL WINDOW ENVELOPES</p> <p>3.1.1.1 The Vendor must provide 6 million envelopes. This order must be split into two (2) shipments, each shipment containing 3 million envelopes.</p>
-------------------------------	--



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

State of West Virginia  
 Request for Quotation  
 29 – Office Supplies

Proc Folder: 526747

Doc Description: 6" Special Window Envelopes (OT19066)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-12-13	2019-01-02 13:30:00	CRFQ 0210 ISC1900000006	1

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

**FOR INFORMATION CONTACT THE BUYER**

Jessica S Chambers  
 (304) 558-0246  
 jessica.s.chambers@wv.gov

Signature X

FEIN # 550785005

DATE 1/2/2019

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

**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish a contract for the one-time purchase of 6" Special Window Envelopes per the specifications and terms and conditions as attached.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - DATA CENTER MANAGER DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item 1: 6" Special Window Envelopes	6000000.00000	EA	.0252	\$ 151,200

Comm Code	Manufacturer	Specification	Model #
44121505			

**Extended Description :**

## 3.1.1 CONTRACT ITEM #1 - 6" SPECIAL WINDOW ENVELOPES

3.1.1.1 The Vendor must provide 6 million envelopes. This order must be split into two (2) shipments, each shipment containing 3 million envelopes.

3.1.1.2 The Vendor must provide envelopes that are compatible with the existing equipment, Pitney Bowes MSE inserters.

3.1.1.3 The Vendor must provide special window envelopes per the specifications.

ISC190000006	<b>Document Phase</b> Final	<b>Document Description</b> 6" Special Window Envelopes (OT19066)	<b>Page 3</b> <b>of 3</b>
--------------	--------------------------------	--	------------------------------

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

---

**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, President  
(Name, Title)  
Brian Bartlett, President  
(Printed Name and Title)  
1224 Brushy Fork Cairo, WV 26337  
(Address)  
304-628-3049 / 304-628-3051  
(Phone Number) / (Fax Number)  
ibs@citynet.net  
(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)  
1/2/2019  
(Date)  
304-628-3049 / 304-628-3051  
(Phone Number) (Fax Number)



**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, President  
(Name, Title)  
Brian Bartlett, President  
(Printed Name and Title)  
1224 Brushy Fork Cairo, WV 26337  
(Address)  
304-628-3049 / 304-628-3051  
(Phone Number) / (Fax Number)  
ibs@citynet.net  
(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)  
1/2/2019  
(Date)  
304-628-3049 / 304-628-3051  
(Phone Number) (Fax Number)