



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 # 1

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1552050

Procurement Type: Central Contract - Fixed Amt

Vendor ID: VS0000011858

Legal Name: NATIONAL DATA SERVICES OF CHICAGO INC

Alias/DBA:

Total Bid: \$381,700.00

Response Date: 11/13/2024

Response Time: 11:19

Responded By User ID: dinobcs

First Name: David

Last Name: Moore

Email: dave.moore@osgconnect.com

Phone: 6145650022

SO Doc Code: CRFQ

SO Dept: 0702

SO Doc ID: TAX2500000001

Published Date: 11/7/24

Close Date: 11/19/24

Close Time: 13:30

Status: Closed

Solicitation Description: Printing MV-1 Property Tax Adjustment Credit Schedule

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 1552050  
**Solicitation Description:** Printing MV-1 Property Tax Adjustment Credit Schedule  
**Proc Type:** Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2024-11-19 13:30	SR 0702 ESR11132400000003482	1

**VENDOR**  
VS0000011858  
NATIONAL DATA SERVICES OF CHICAGO INC

**Solicitation Number:** CRFQ 0702 TAX2500000001  
**Total Bid:** 381700  
**Response Date:** 2024-11-13  
**Response Time:** 11:19:17  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
David H Pauline  
304-558-0067  
david.h.pauline@wv.gov

<b>Vendor</b>		
<b>Signature X</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	Printing MV-1 Property Tax Adjustment Credit Schedule	0.00000			69850.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Commodity Line Comments:** MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Printing MV-1 Property Tax Adjustment Credit Envelopes	0.00000			12100.00

Comm Code	Manufacturer	Specification	Model #
82121500			

**Commodity Line Comments:** Printed Envelopes for the MV-1

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Direct and Bulk Mailing MV-1	0.00000			299750.00

Comm Code	Manufacturer	Specification	Model #
78102203			

**Commodity Line Comments:** Bulk Mailing (First Class Mail) of MV-1

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.





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

State of West Virginia  
Centralized Request for Quote

Proc Folder: 1552050

Doc Description: Printing MV-1 Property Tax Adjustment Credit Schedule

Reason for Modification:

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2024-10-31	2024-11-19 13:30	CRFQ 0702 TAX25000000001	1

BID RECEIVING LOCATION

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

VENDOR

Vendor Customer Code: V50000011858

Vendor Name: National Data Services of Chicago, Inc.

Address: 900

Street: Kimberly Drive

City: Carol Stream, IL 60081

State: IL

Country: USA

Zip: 60081

Principal Contact: David Moore

Vendor Contact Phone: 614-565-0022

Extension:

FOR INFORMATION CONTACT THE BUYER

David H Pauline  
304-558-0067  
david.h.pauline@wv.gov

Vendor  
Signature

FEIN# 36-3519009

DATE

11/14/2024

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 the West Virginia Tax Division to establish a contract for printing and distribution of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule (MV-1 schedule).

INVOICE TO				SHIP TO			
TAX DIVISION OF PO BOX 11748				TAX DIVISION OF 1001 LEE STREET EAST			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Printing MV-1 Property Tax Adjustment Credit Schedule	0.00000			

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.

INVOICE TO				SHIP TO			
TAX DIVISION OF PO BOX 11748				TAX DIVISION OF 1001 LEE STREET EAST			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Printing MV-1 Property Tax Adjustment Credit Envelopes	0.00000			

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.

INVOICE TO				SHIP TO			
TAX DIVISION OF PO BOX 11748				TAX DIVISION OF 1001 LEE STREET EAST			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Direct and Bulk Mailing MV-1	0.00000			

Comm Code	Manufacturer	Specification	Model #
78102203			

**Extended Description:**  
 See attached Exhibit "A" Pricing Page to input pricing.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Due By 11:00 am., est.	2024-11-06

**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.

(Printed Name and Title) David Moore

(Address) 8185 Lilium Way, Plain City, OH 43064

(Phone Number) / (Fax Number) 614-565-0022

(email address) dave.moore@osgconnect.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

National Data Services of Chicago, Inc. dba Output Services Group, Inc.

(Company)

(Signature of Authorized Representative)

David Moore, Vice President Major Accounts

11/14/2024

(Printed Name and Title of Authorized Representative) (Date)

615-4-565-0022

(Phone Number) (Fax Number)

dave.moore@osgconnect.com

(Email Address)



REQUEST FOR QUOTATION - CRFQ TAX25\*01  
**Printing and Distribution of MV-1 Motor Vehicle Property  
Tax Adjustment Credit schedule**

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7.2 The following remedies shall be available to the Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

**8. MISCELLANEOUS:**

**8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

**8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

**8.3 Reports:** Vendor shall provide a summary report to the Agency showing the supplies purchased, quantities of supplies purchased, and total dollar value of the supplies purchased. Vendor shall also provide the number of letters mailed, and the total cost of postage associated with mailing those letters. Failure to supply such reports may be grounds for cancellation of this Contract.

**8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: David Moore  
Telephone Number: 614.565-0022  
Fax Number: N/A  
Email Address: dave.moore@osgconnect.com

## Exhibit "A" Printing Page

Requirments	Estimated Amount	Price Per Unit	Total
MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule	550,000	\$0.127	\$69,850. <sup>00</sup>
Printed Envelops for the MV-1		\$0.022	\$12,100. <sup>00</sup>
Bulk Mailing of MV-1		\$0.545	\$299,750. <sup>00</sup>



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

State of West Virginia  
Centralized Request for Quote

Proc Folder: 1552050

Doc Description: Printing MV-1 Property Tax Adjustment Credit Schedule

Reason for Modification:

Addendum No. 1

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2024-11-07	2024-11-19 13:30	CRFQ 0702 TAX2500000001	2

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON WV 25305

US

VENDOR

Vendor Customer Code: VS0000011858

Vendor Name: National Data Services of Chicago, Inc.

Address: 900

Street: Kimberly Drive

City: Carol Stream, IL 60081

State: IL

Country: USA

Zip: 60081

Principal Contact: David Moore

Vendor Contact Phone: 614 565-0022

Extension:

FOR INFORMATION CONTACT THE BUYER

David H Pauline

304-558-0067

david.h.pauline@wv.gov

Vendor  
Signature X

FEIN# 36-3579009

DATE

11/14/2024

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

**ADDITIONAL INFORMATION**

Addendum No. 1

To provide responses to the vendor technical questions, see attached.

Bid Opening remains November 19, 2024, at 1:30 pm., est.

No other changes.

INVOICE TO				SHIP TO			
TAX DIVISION OF PO BOX 11748				TAX DIVISION OF 1001 LEE STREET EAST			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Printing MV-1 Property Tax Adjustment Credit Schedule	0.00000			

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.

INVOICE TO				SHIP TO			
TAX DIVISION OF PO BOX 11748				TAX DIVISION OF 1001 LEE STREET EAST			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Printing MV-1 Property Tax Adjustment Credit Envelopes	0.00000			

Comm Code	Manufacturer	Specification	Model #
82121500			

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.



INVOICE TO				SHIP TO			
TAX DIVISION OF PO BOX 11748				TAX DIVISION OF 1001 LEE STREET EAST			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Direct and Bulk Mailing MV-1	0.00000			

Comm Code	Manufacturer	Specification	Model #
78102203			

**Extended Description:**

See attached Exhibit "A" Pricing Page to input pricing.

SCHEDULE OF EVENTS		
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Due By 11:00 am., est.	2024-11-06

**SOLICITATION NUMBER: CRFQ TAX2500000001**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as CRFQ TAX2500000001 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.
- ☒ To respond to technical questions
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

**Additional Documentation:**

1. To respond to vendor technical questions, see attached.
2. Bid opening date and time remains November 19, 2024, at 1:30 pm., est.
3. No other changes.

**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.

**Question Sol # CRFQ 0702 TAX2500000001**

**Printing MV-1 Property Tax Adjustment Credit Schedule**

1. We would like to ask what the size is for the “Printing MV-1 Property Tax Adjustment Credit Schedule”.
  - a. The paper size for the MV-1 Property Tax Adjustment Credit is 8 ½ “ x 11” (standard letter). The letter is also the same size.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ TAX2500000001**

**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 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.

National Data Services of Chicago, Inc  
Company  
[Signature]  
Authorized Signature  
11/14/2024  
Date

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