



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

Request for Quotation

RFQ NUMBER
BEP06041

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**KRISTA FERRELL
 304-558-2596**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

**BUREAU OF EMPLOYMENT PROGRAMS
 5301D-FAM MAIL SERVICES
 ROOM B-5
 112 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305-0112 558-2634**

DATE PRINTED 05/24/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/08/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	10,000	EA		525-10		
	THE JOB HUNTING HANDBOOK PUB BY DAHLSTROM & CO INC					
0002	10,000	EA		525-10		
	SURVIVING A LAYOFF PUB BY DAHLSTROM & COMPANY INC.					
REQUEST FOR QUOTATION						
THE WEST VIRGINIA PURCHASING DIVISION ON BEHALF OF THE AGENCY, WORKFORCE WEST VIRGINIA (FORMERLY WV BUREAU OF EMPLOYMENT PROGRAMS) IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH 10,000 EACH FO THE BOOKLETS "THE JOB HUNTING HANDBOOK" AND "SURVIVING A LAYOFF", PUBLISHED BY DAHLSTROM & CO. PER THE ATTACHED SPECIFICATIONS.						
VENDORS ARE TO INCLUDE FOB DESTINATION SHIPPING AND HANDLING TO WORKFORCE WEST VIRGINIA'S CHARLESTON, WEST VIRGINIA LOCATION.						
BOOKLETS MUST BE DELIVERED NO LATER THAN JUNE 30, 2006						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
 2. The State may accept or reject in part, or in whole, any bid.
 3. All quotations are governed by the **West Virginia Code** and the **Legislative Rules** of the Purchasing Division.
 4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
 5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
 6. Payment may only be made after the delivery and acceptance of goods or services.
 7. Interest may be paid for late payment in accordance with the **West Virginia Code**.
 8. Vendor preference will be granted upon written request in accordance with the **West Virginia Code**.
 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
 11. The laws of the State of West Virginia and the **Legislative Rules** of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
 12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
 13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
 14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
-

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

ORIGINAL SIGNED BID TO:

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO 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</p> <p>() BIDDER IS A CORPORATION 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.</p>						

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<p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & 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 ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF</p>						

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<p>TAX AND 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.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), 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.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p>						

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BID OPENING DATE: **06/08/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 21</p> <p>RFQ. NO.: BEP06041</p> <p>BID OPENING DATE: 06/08/2006</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						

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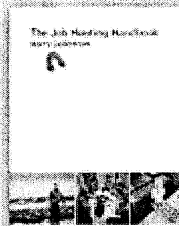
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Dahlstrom&Company



Sample chapters

Click here to view a pdf of selected pages from The Job Hunting Handbook



The Job Hunting Handbook

Introducing The Job Hunting Handbook. Customers tell us, it says more in 48 pages than others say in 200 pages—at one-fourth the price.

From resume to interview—your people will learn how to prospect for a job... land interviews... ask the right questions... show the right stuff... "wow" the hiring manager... and "close" the job offer.

Here's just a sampling of what's included—

- The top 200 occupations with wages.
- Who's hiring and who's not.
- How to qualify for a job even when they have no experience.



- Just fill-in the blanks to create a powerful resume and cover letter.
- Five proven ways to land a job interview.
- 50 questions to expect during an interview—with answers.
- Three things to do after the interview is over—and much more.

The Job Hunting Handbook is used by more high schools, trade and technical schools, community colleges, One-Stop Centers, Veterans Centers, and vocational-rehabilitation programs than any book we know. It helped put millions of people to work during the last recession.

Powerful, affordable, easy to use. Host a morning workshop with our Teaching Guide and your people will be networking on their lunch hour.

Over 7 million copies sold.



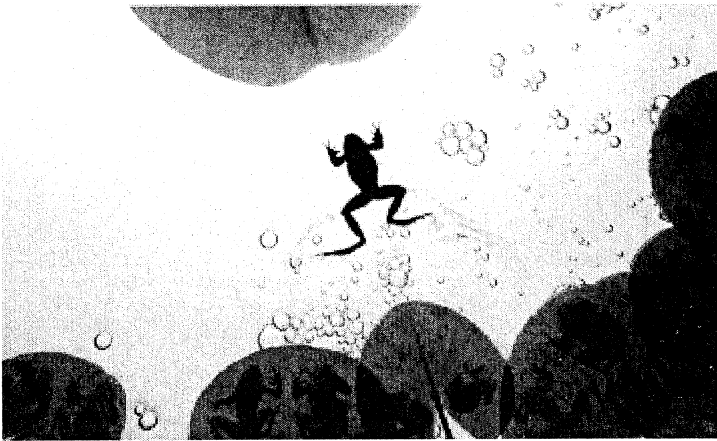
Wholesale pricing

Try 25 copies. At that quantity, they're only \$2.80 each—the price of a cup of coffee and a donut. This price also includes our Workshop Teaching Guide, PowerPoint presentation, and free delivery. For additional discounts click here.

Have you seen our "Job Market" Poster?

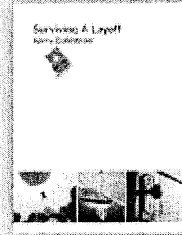
This giant, 19"x30", full-color poster lists the top 180 occupations in the United States—with annual wages, job openings, training requirements, and unemployment rates. Click here to view the poster.

Dahlstrom&Company



Sample chapters

Click here to view a pdf of selected pages from Surviving a Layoff



Surviving a Layoff

Whenever there's a major layoff, more people go home with Surviving a Layoff tucked under their arm than any other book. Here's why—

- it can cushion the impact of a layoff—especially during those first, critical, 48 hours
- it will show your people how to cope with the hurt and the anger—while minimizing the odds of a frivolous lawsuit or a spiteful complaint
- it shows people how to manage their money—even if they have heavy debt
- it can put them on the fast track to

Available
in English and
Spanish

finding a great new job, building a new life for themselves, and moving off the unemployment rolls

- your retained people will see that the layoff was planned, thought out, and that you made a real effort to help their friends

Simple to use. Just include a copy of Surviving A Layoff in your outplacement packet and let people read it at home—it's that effective. Or, you can use our Teaching Guide and PowerPoint presentation to host an outplacement workshop of your own.

Surviving a Layoff is the national best seller in its field. It's used by thousands of employers, outplacement professionals, and state Dislocated Worker Units.

Over 6 million copies sold.



Wholesale pricing

Try 25 copies. At that quantity, they're only \$2.80 each—the price of a cup of coffee and a donut. This price also includes our Workshop Teaching Guide, PowerPoint presentation, and free delivery. For additional discounts click here.

Tools of the Trade

- "Pat, you're being laid off"
- Writing letters of recommendation
- Revitalizing the troops after a layoff
- The difference between a layoff and a firing.
- WARN—Notice of Layoffs

Dahlstrom & Company

Email Us

Wholesale Pricing			Fast Free Delivery
All of our books have the same pricing. You, may mix titles and take the price based on the total number of books ordered—	Quantity	Each	Order 25 books or more and FedEx will have them on your desk in three business days anywhere in the USA. On orders of less than 25 books, add a flat \$5.00 shipping fee. Overnight delivery is also available, call 800-222-0009 for a cost quote.
	1+	\$3.00	
	10+	\$4.00	
	25+	\$2.00	
	50+	\$2.70	
	75+	\$2.00	
	100+	\$2.50	
	250+	\$2.40	
	500+	\$2.30	
	1,000+	\$2.20	
2,500+	\$2.10		
5,000+	\$2.00		

Poster Pricing	
Quantity	Each
1+	\$15.00
10+	\$12.75
50+	\$9.00

On orders of less than 5 posters, add a flat \$5.00 shipping fee. Order 5 or more posters and we'll pay the shipping. All posters are shipped FedEx 3-day service, rolled in a tube.

Phone, Fax, or Mail today

Books	Quantity	\$ Each	Total
• The Job Hunting Handbook, English			
• The Job Hunting Handbook, Spanish			
• Surviving A Layoff, English			
• Surviving A Layoff, Spanish			
• Out of Hook & Out of Debt			
• Stop Thinking Like An Employee			
• Sample Set (all 6 above)		\$25.00	
Posters			
• How to dress for a job interview			
• Questions to expect during an interview			
• Enthusiasm – the key to a great interview			
• Seven ways to get a job interview			
• Sizing up a job offer			
		Shipping	
		Total	

Delivery Address

Name _____

Department or Job Title _____

Company _____

Street Address _____

City, State, Zip _____

Phone _____

Payment

• Purchase Order, # _____

• Check Enclosed, # _____

• Credit Card, # _____

Expiration Date _____

Printed Name _____

Signature _____

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- **Fast results.** Our books are the size of a news magazine. You can read one, cover to cover, in about an hour. Use our Workshop Guide to host a workshop and your people can apply what they've learned that day—not weeks or months from now.
- **Affordable price.** At 25 copies, our books cost about the same as a cup of coffee and a donut—only \$2.00 each.
- **Free teaching tools.** Workshop Teaching Guide and PowerPoint presentation. They're free and right inside the box when you order 10 books or more.
- **Money-back guarantee.** If you're not happy with anything you order from us, return them for a refund.
- **Call us at 800-222-0009.** We try very hard to have a live, smiling, human being answer every call before the third ring (M-Th 9-5 and F 9-3, EST).

Thank you for your consideration.

Dahlstrom & Company
50 October Hill Rd
Holliston, MA 01743-1433

Tel: 800-222-0009
Fax: 800-997-7444

Click on any image to download an order form

A F F I D A V I T

West Virginia Code §5A-3-10a states:

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 the debt owned is an amount greater than one thousand dollars in the aggregate.

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.

“Debtor” means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

“Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

“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 exceed five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency’s policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor’s Name: _____

Authorized Signature: _____ Date: _____