



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  
**DNR70183**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BETTY FRANCISCO**  
**304-558-0468**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES  
 PROCUREMENT OFFICE  
 CAPITOL COMPLEX  
 BUILDING 3, ROOM 630  
 CHARLESTON, WV  
 25305 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/27/2006				

BID OPENING DATE: **05/17/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DEPARTMENT OF NATURAL RESOURCES FOR THE PRINTING, DELIVERY, AND MAILING OF THE 2006-07 WEST VIRGINIA HUNTING AND FISHING REGULATIONS.						
QUESTIONS: TECHNICAL QUESTIONS SHALL BE DIRECTED TO: MR ART SHOMO WV DEPARTMENT OF NATURAL RESOURCES STATE CAPITOL COMPLEX, BLDG. 3, ROOM 842 CHARLESTON, WEST VIRGINIA 25305 (304) 558-2771						
ATTACHMENTS: 1) REQUEST FOR QUOTATION 2) SPECIFICATIONS 3) BID FORM 4) AFFIDAVIT						
0001	400	EA		966-50		
2006-2007 WV HUNTING REGULATIONS						

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 \$45 fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.

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**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



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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VENDOR

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DNR70183 ***** TOTAL:						_____

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## **2006-07 West Virginia Hunting Regulations DNR70183 SPECIFICATIONS**

**This is a request for quotation to print, deliver, and mail the 2006-2007 West Virginia Hunting and Fishing Regulations to authorized dealers and agencies across the State of West Virginia.**

DNR will furnish the successful bidder with a PC format computerized layout of the publication in Adobe InDesign CS software on CDRom. All necessary fonts and artwork will be included. A inkjet color mockup will accompany computer files. Vendor is responsible for accurate platform conversion of files if needed. CD provided to vendor by June 5, 2006 for hunting regulations; by November 6, 2006 for fishing regulations.

### **Description:**

#### **2006-2007 West Virginia Hunting Regulations**

- A booklet containing 40 pages (including self cover). Collated, folded, saddle-stitched or glue-bound, 8-3/8" by 10-7/8" trimmed size
- Price per thousand for additional 20,000 copies printed at same time  
(See Pricing Page)
- Price per thousand for additional 20,000 copies printed at later date  
(See Pricing Page)

#### **2007 West Virginia Fishing Regulations**

### **Description:**

- A booklet containing 24 pages (including self cover). Collated, folded, saddle-stitched or glue-bound, 8-3/8" by 10-7/8" trimmed size
- Price per thousand for additional 20,000 copies printed at same time  
(See Pricing Page)
- Price per thousand for additional 20,000 copies printed at later date  
(See Pricing Page)

**Paper:**

**OPTION 1:**

Hunting regulations: 30# recycled newsprint

Fishing regulations: 33# - 35# premium ground-wood

**OPTION 2:** House stock - quality equivalent to or better than paper in Option 1. SAMPLE OF PAPER ON WHICH WEIGHT AND TYPE ARE IDENTIFIED MUST BE SUPPLIED PRIOR TO AWARD.

**Artwork:**

All photos and four-color illustrations provided in hi-resolution digital files.

**Printing:**

Front and back cover is four-color process. Other pages are two-color (black ink plus one PMS color specified at time of printing).

**Proof:**

Three composite laser proofs (intermediate proof) of booklet, and a color-match, chromalin, or color-key proof of covers.

**Packaging:**

Booklets should be bundled and tied in two directions in groups of 50, turned every 25; 200 per box for hunting, 350 per box for fishing. Box dimensions must be 11-1/4" X 9-1/2" x 13-1/2". Each box dimension may vary 1/4". Boxes should be labeled "WV 2006-07 Hunting Regulations" or "WV 2007 Fishing Regulations" and the quantity within. Booklets must be packed tightly in boxes and stuffed with filler if necessary so that boxes will sustain weight of boxes stacked on top. Pallets must be shrink-wrapped and stacked evenly so that they can be double stacked for months without the boxes breaking. Wooden pallets required.

**Shipping:**

Vendor will ship three boxes of hunting regulations to approximately 150 license agents and one box to approximately 225 license agents throughout West Virginia by July 3, 2006. Remaining boxes of regulations will be delivered by July 11, 2006 to Division of Tourism office, 90 McCorkle Avenue, SW, South Charleston, WV 25303 (directions provided at time of delivery). Vendor will ship one box of fishing regulations to approximately 375 agents throughout WV by December 4, 2006. Remaining fishing regulations will be delivered to Division of Tourism office (address above) by December 18, 2006. Boxes must be shipped directly from location of printing to license agents via UPS. Zip codes for license agents are available from spending unit. Spending unit will supply addresses of license agents electronically as an Excel file.

**ALL SHIPPING COSTS TO BE INCLUDED IN BID.**

**Delivery**

Division of Tourism office has loading dock at storage level. Pallets will be unloaded from truck with fork lift by agency staff. Vendor must notify spending unit of delivery date at least two working days in advance by calling Charleston office at 304-558-2771.

Failure to meet printing quality, materials or specifications, etc. is justification for cancellation or refusal of the order.

INQUIRIES REGARDING TECHNICAL SPECIFICATIONS SHOULD BE MADE TO ART SHOMO 304-558-2771

SAMPLES OF SIMILAR PUBLICATIONS PRINTED BY VENDOR MUST BE SUPPLIED PRIOR TO AWARD.

**DNR70183 - WEST VIRGINIA HUNTING & FISHING REGULATIONS - Bids Due May 17, 2006**

Quantity	Description	Unit Price Per 1000	Total
400,000	<b>WV Hunting Regulations</b>	\$	\$
Price Per Thousand for Additional 20,000 at time of print		\$	
Price Per Thousand for Additional 20,000 printed in the future		\$	
<b>Options</b>			
1	30# Recycled Newsprint - qty.: 400,000	\$	\$
2	House Stock equal to or better than Opt. 1	\$	\$
<b>Grand Total</b>			

Quantity	Description	Unit Price Per 1000	Total
300,000	<b>WV Fishing Regulations</b>	\$	\$
Price Per Thousand for Additional 20,000 at time of print		\$	
Price Per Thousand for Additional 20,000 printed in the future		\$	
<b>Options</b>			
1	33-35# Prem. Groundwood - qty.: 400,000	\$	\$
2	House Stock equal to or better than Opt. 1	\$	\$
<b>Grand Total</b>			

**VENDOR / BIDDER INFORMATION**

VENDOR: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACT COORDINATOR INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# 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 exceeds 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](http://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: \_\_\_\_\_