



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
SEN61

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE 304-558-0492

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

SENATE  
 1900 KANAWHA BOULEVARD EAST  
 BUILDING 1, ROOM 217  
  
 CHARLESTON, WV  
 25305

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
05/03/2006				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-50		
LEGISLATIVE PRINTING  OPEN END CONTRACT  TO FURNISH LEGISLATIVE PRINTING TO THE STATE SENATE PER THE ATTACHED  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).  A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:  <input type="checkbox"/> 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  <input type="checkbox"/> 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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**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 ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) 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  
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05/03/2006				

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

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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> <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 &amp; 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</p>						

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<p>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 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>						

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<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 style="text-align: center;">NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>AN EXACT DUPLICATE MUST BE SUBMITTED TO:</p> <p style="text-align: center;">STATE AUDITOR'S OFFICE            BID OBSERVER            BUILDING 1, ROOM W114            1900 KANAWHA BOULEVARD, EAST            CHARLESTON, WV 25305-0230</p> <p>BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF            THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 41</p> <p>RFQ. NO.: SEN61</p>						

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BID OPENING DATE AND TIME  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  ----- CONTACT PERSON (PLEASE PRINT CLEARLY):  -----  ***** THIS IS THE END OF RFQ SEN61 ***** TOTAL: _____						

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**BID PROPOSAL FOR LEGISLATIVE PRINTING AND BINDING**

**FOR THE SENATE OF THE STATE OF WEST VIRGINIA**

**JULY 1, 2006, THROUGH JUNE 30, 2007**

**(Prepared by the Clerk of the Senate of West Virginia)**

Each bid proposal for legislative printing and binding must be accompanied by a bidder's bond, executed according to law, in the penal sum of fifteen thousand dollars (\$15,000.00), and must be delivered to the Director of Purchasing, Department of Administration, at the time of submission of the bid; the said bidder's bond is to be conditioned upon the execution of proper bond in the full sum of the contract, in the event this bid proposal is accepted and the contract is awarded to the Printer upon the basis of this submitted bid proposal.

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**BID PROPOSAL FOR LEGISLATIVE PRINTING AND BINDING**

**FOR THE SENATE OF THE STATE OF WEST VIRGINIA**

**JULY 1, 2006, THROUGH JUNE 30, 2007**

The undersigned \_\_\_\_\_

of \_\_\_\_\_

hereinafter called the "Printer", hereby proposes to perform the legislative printing and binding

for the Senate of the State of West Virginia in accordance with the hereinafter set forth specifications and rulings, for the period beginning July 1, 2006, and ending June 30, 2007, and thereafter, in event the option is exercised, for an additional one-year period beginning July 1, 2007, and ending June 30, 2008, at the "rate bid" hereinafter set forth for each item of work bid: provided, that nothing contained in the awarded contract shall require, or shall be construed as requiring, the Senate or any of its officers to purchase any or any given amount, or all of the printing and binding described herein. Further, nothing in this bid proposal or any contract awarded pursuant hereto shall impair the right and privilege of the Clerk of the Senate, through the Director of Purchasing, Department of Administration, to make purchase of printing of any job amounting to less than two thousand dollars (\$2,000.00), in the open market, in the manner prescribed by law.

### **OPTION**

In the event this bid proposal is accepted and a contract is awarded pursuant hereto, the awarded contract may be renewed and extended for an additional period, beginning July 1, 2007, and ending June 30, 2008, upon request of the Clerk of the Senate of West Virginia and the mutual consent of the Printer and the Director of Purchasing, Department of Administration of said State.

### **SPECIAL NOTICE**

1. The estimates of required quantities herein given have been prepared from the best data obtainable, but such estimates are not guaranteed; the Printer may be required to furnish more or less or none of the items specified.

2. Bidders are cautioned against bidding low on certain items and high on others, with the expectation of making up on high items what may be lost on the low items. Bids unreasonably high on one item and unreasonably low on another will be regarded as "trick" bids and will not be considered. Any change, interlineation or alteration in this bid will render same null and void.

3. Each bidder under these specifications will be required to furnish with the bid a statement of the capacity of his plant for doing the work required under said bid, and no bid will be considered if not accompanied with said information. The bidder must be equipped to do the work, and have all machinery and supplies necessary.

4. Three things are hereby impressed upon bidders:

(a) The printing and binding must be well done;

(b) The printing and binding must be promptly done and promptly delivered;

(c) The bidder must have the capacity to meet the demands of the Senate of the State of West Virginia for printing and binding.



5. As to the quality of printing and binding, attention is called to the "Rules on Printing" and "Rules on Binding" of the hereinafter set forth specifications and rulings. Bidders are cautioned that the Printer will be required to observe strictly the requirements of these specifications and rules. If any job falls below the requirements of first-class work, the Clerk of the Senate need not accept the same and the Printer will be required to do the job again, at his own expense.

6. As to the promptness in doing printing and binding, attention is called to the provisions set forth in "General Provisions". Delay in printing and binding and delivery of same will not be tolerated. If the Printer should engage in printing for other persons, it is understood and agreed that the work to be performed for the Legislature shall always be given precedence.

### CAMERA READY COPY

1. Camera ready copy:

Estimated Quantity Required: 4,500 Pages

Rate Bid, Per Page: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: It is the intent of the Senate of West Virginia that camera ready text will be used for the Topical Index of Bills and the Bill History to be printed from time to time during legislative sessions and in the Official Journal of the Senate. The rate bid under this item shall be for all work, including makeup, but excepting press work and bindery work.)

### TELECOMMUNICATED TEXT

2. Text communicated to the Printer by telephone modem from the offices of the Senate of West Virginia:

Estimated Quantity Required: 8,000 Pages

Rate Bid, Per Page: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: It is the intent of the Senate of West Virginia that text created from the Legislative Computer System of West Virginia for daily journals, bills and resolutions, and any other matter the Senate orders printed, will be transmitted by telephone modem or transferred electronically from the offices of the Senate to the Printer.

The rate bid under paragraph "2" above shall be for all text telecommunicated by the Senate: provided, that when more than twenty-five percent of the lines of print on any telecommunicated page contain tabular matter, the charge for such page may be made at the rate herein established for composition of such matter.

For the purposes of telecommunicating text, the Senate agrees to provide the modem or other equipment required to output text from the Legislative Computer System;

The Printer agrees to provide file transfer protocol capability or modem equipment required to receive and to convert and format the aforementioned text transmitted by the Senate to the Printer's typesetting equipment.

The rate bid under this item shall be for all work, including makeup, but excepting press work and bindery work.)

**TIME WORK**

3. For making changes to forms, proofs, etc., and for all time work for which no provision is otherwise made in these specifications, for time actually consumed thereon:

Estimated Quantity Required: 100 Hours

Rate Bid, Per Hour: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: It is specifically understood that only one charge will be made for composition of the certification pages used in enrolled bills. There will not be a separate composition charge for the certification page for each separate bill.

It is further specifically understood that only one charge will be made for composition, for printing and for folding the covers for enrolled bills and joint resolutions and that such covers will be printed and folded in bulk and charged and invoiced for accordingly.)

4. For correcting Senate journals for bound volumes from which shall be printed the Official Journal, or otherwise, without any additional charge, except press work and bindery work:

Estimated Quantity Required: 4,000 Pages

Rate Bid, Per Page: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: All invoices for correcting Senate journals for reprint, or for bound volumes of said journals, or otherwise, will be based upon the lowest applicable rates contained in this contract and payment will be made by the Clerk of the Senate at said rates. If the basis of the cost of new

composition is lower than the correction charge per page, the payment will be made on the basis of new composition in lieu of the charge for correction. It is understood that the Clerk will take advantage of the lower rate.

Correcting journals under this item means all work, including, without limitation, makeup, but excepting press work, bindery work and composition for any index or table of contents. Not more than one charge shall be allowed for any one page.)

**MISCELLANEOUS PRINTING**

5. For printing all envelopes and/or letterheads required, the following means of pricing shall be used:

For 50,000 or more basic letterheads and 50,000 or more basic envelopes, to be printed in gold ink and charged for, including the cost of the paper stock, as one item:

Estimated Quantity Required: 150,000

Rate Bid, Per Thousand: \_\_\_\_\_

Aggregate: \_\_\_\_\_

6. For the foregoing letterhead or envelopes, to be individualized with names, addresses, titles, committees, etc., imprinted in black ink, per thousand or less:

Estimated Quantity Required: 150,000

Rate Bid, Per Thousand: \_\_\_\_\_

Aggregate: \_\_\_\_\_

**COMPOSITION**

7. Straight Composition:

Estimated Quantity Required: 100 Pages

Rate Bid, Per Page: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: Straight composition shall include all that set in ordinary paragraphs of uniform width and without display lines, tabular matter or more than two typefaces.)

8. Rule or Figure Composition:

Estimated Quantity Required: 50 Pages

Rate Bid, Per Page: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: If more than fifteen percent of the lines below the heading contain figures and/or printing, the cost of composition shall be figured at the "Rule or Figure" rate.)

9. Rule and Figure Composition:

Estimated Quantity Required: 150 Pages

Rate Bid, Per Page: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: If more than twenty-five percent of the lines below the heading contain figures and/or printing, the cost of the composition shall be figured at the "Rule and Figure" rate: provided, however, that figures used in printing page numbers, dates and headers are not to be considered as figures for the purpose of determining the rate to be charged.)

10. Composition of indices for Bound Journal of the Senate:

Estimated Quantity Required: 130 Pages

Rate Bid, Per Page: \_\_\_\_\_

Aggregate: \_\_\_\_\_

**PRESS WORK**

(NOTE: Aggregates under this category should reflect the total amount of each rate bid times the estimated quantity required..)

11. Book and Pamphlet Work:

Estimated Quantity Required: 3,500 Press Forms

Rate Bid, Per Form, 1,000 Impressions or Less:

Aggregate: \_\_\_\_\_

12. For blanks, circulars, posters and the like, any press size up to and including 8 ½ x 11:

Estimated Quantity Required: 100 Forms

Rate Bid, Per Form, 1,000 Impressions or Less:

Aggregate: \_\_\_\_\_

13. For blanks, circulars, posters and the like, any press size larger than 8 ½ x 11:

Estimated Quantity Required: 20 forms

Rate Bid, Per Form, 1,000 Impressions or Less:

Aggregate: \_\_\_\_\_

(NOTE: The charge for additional 100s of impressions under paragraphs "11", "12" and "13" shall be made at the rate of one tenth of the rate per thousand impressions set forth above for each such type press work.)

#### **FOLDING AND STITCHING**

(NOTE: Aggregates under this category should reflect the total amount of each rate bid times the estimated quantity required..)

14. Folding only, each sheet 25 x 38 or less to count as one signature:

Estimated Quantity Required: 120 Signatures

Rate Bid, Per Signature of 1,000 or Less:

Aggregate: \_\_\_\_\_

15. Stitching only, each sheet 25 x 38 or less to count as one signature:

Estimated Quantity Required: 150 Signatures

Rate Bid, Per Signature of 1,000 or Less:

Aggregate: \_\_\_\_\_

16. Folding and stitching, with wire:

Estimated Quantity Required: 1,200 Signatures

Rate Bid, per Signature of 1,000 or less:

Aggregate: \_\_\_\_\_

17. Folding and sewing, with thread:

Estimated Quantity Required: 300 Signatures

Rate Bid, Per Signature of 1,000 or Less:

Aggregate: \_\_\_\_\_

(NOTE: The charge for additional 100s of folding only, or stitching only, or folding and stitching with wire, or folding and sewing with thread operations, shall be made at the rate of one tenth the rate per thousand such respective operations, as set forth above in paragraphs "14", "15", "16" and "17".)

**PERFORATING AND PUNCHING**

(NOTE: Aggregates under this category should reflect the total amount of each rate bid times the estimated quantity required..)

18. For punching, per signature:

Estimated Quantity Required: 1,200 Signatures

Rate Bid, Two Holes Per Signature of 1,000 or Less:

Aggregate: \_\_\_\_\_

19. For perforation, each wheel:

Estimated Quantity Required: 2,000

Rate Bid, Per 1,000 or Less: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: The charge for additional 100s of punching or perforation operations shall be made at the rate of one tenth the rate per thousand as set forth above in paragraphs "18" and "19".)

**SCORING**

20. Scoring, where the same is necessary for binding with cover paper each score:

Estimated Quantity Required: 20,000

Rate Bid, Per 1,000 or Less: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: The charge for additional 100s of scoring operations shall be made at the rate of one tenth the rate per thousand such respective operations as set forth above in paragraph "20.")

**BINDING**

21. Binding, receipt and checkbooks, and the like, cut flush, with stubs, with cloth stripped and board sides:

Estimated Quantity Required: 500

Rate Bid, Per Book: \_\_\_\_\_

Aggregate: \_\_\_\_\_

22. Pamphlet binding:

Estimated Quantity Required: 10,000

Rate Bid, Per Volume: \_\_\_\_\_

Aggregate: \_\_\_\_\_

23. Padding:

Estimated Quantity Required: 1,000 Pads

Rate Bid, Per Pad: \_\_\_\_\_

Aggregate: \_\_\_\_\_

24. Binding in first-class cloth:

Estimated Quantity Required: 300

Rate Bid, Per Volume: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: Cloth to be used shall be equal to that used on the volumes entitled "Journal of the Senate, 2005," now on file in the office of the Clerk of the Senate as an exhibit herewith. The sewing and binding shall be equal to that of said volume. The board to be used shall be best binder's board not lighter than No. 30 for books of 500 pages or less, and No. 20 for larger volumes. Blanks or "flyleaves" at the front and back of each book shall be of paper of sufficient weight and grade to make the work first class. No inferior work will be accepted. This note is applicable to all items of binding.)

25. Binding in first class Law Buckram, gold stamped on backbone:

Estimated Quantity Required: 30

Rate Bid, Per Volume: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: The above rates for binding shall include all charges except for folding and stitching or sewing, and apply to books and pamphlets, not larger than 8 1/2 x 11 when bound.)

25a. Binding advanced copies in soft blank covers:

Estimated Quantity Required: 30

Rate Bid, Per Volume: \_\_\_\_\_

Aggregate: \_\_\_\_\_

(NOTE: The above rates for binding shall include all charges except for folding and stitching or sewing, and apply to books and pamphlets, not larger than 8 1/2 x 11 when bound.)



**WRAPPING AND TYING**

26. Doing all work necessary for preparing laws, journals and other books for distribution, by mail, in pasteboard or clipboard wrappers, plus good Kraft paper, 60 pound weight wrapping:

Estimated Quantity Required: 200

Rate Bid, Per Volume: \_\_\_\_\_

Aggregate: \_\_\_\_\_

27. Doing all work necessary for wrapping reports, assortment of bills, resolutions and the like with good Kraft paper, 60 pound weight, for safe mailing (paper to be furnished by Printer):

Estimated Quantity Required: 200

Rate Bid, Per Package: \_\_\_\_\_

Aggregate: \_\_\_\_\_

**GRAND TOTAL BID:** \_\_\_\_\_

## RULES ON PRINTING

1. Legible and plain copy with full instructions will be furnished the Printer for every job of work; and the Printer shall promptly furnish a revised proof, reasonably free from typographical errors, of such work for inspection. Such proof will be promptly returned to the Printer with such corrections as are desired to be made, which corrections the Printer shall take care to make before printing the work; but if there be changes ordered in any job for the making of which the Printer will demand compensation, before making such changes the Printer shall have a requisition therefor. The Printer will be allowed reasonable compensation for any loss he may sustain by reason of the failure to return promptly to him such revised proof as aforesaid.

2. As to fractions, except as herein otherwise specifically provided:

(a) When the work ordered does not amount to 1,000 impressions of press work, 1,000 impressions may nevertheless be charged therefor.

(b) When folding only is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor.

(c) When stitching only is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor.

(d) When folding and stitching with wire is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor.

(e) When folding and sewing with thread is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor. (NOTE: Anything in this contract to the contrary notwithstanding, it is hereby understood and agreed that all folding and sewing charges for copies of the Official Journal will be charged for at the rate hereinabove established for each 1,000 signatures).

(f) In estimating the composition of all laws, journals, public documents and pamphlets, every fraction of a page shall be counted or charged for, but no entire blank page shall be counted or charged for. Imprint page shall be counted as a blank page.

(g) In estimating press work, if any document is less than 8 ½ x 11 inches, the same shall be charged at the same rate as Item 12 under Press Work, covering blanks, circulars, etc.

(h) In estimating press work in book or pamphlet printing where cuts are printed on paper of different quality from that used in the main part of the book or pamphlet, each page so printed shall count as a full form.

These are all the fractions authorized to be charged for as a whole unit. When the press work is more than 1,000 impressions (except as in "g" above), no fractional part thereafter shall be charged as a whole.

3. When any work is done for the Senate and the same is not covered by the contract of the Printer, the price charged therefor shall not be greater than the lowest rate charged any customer; and an affidavit appended to the bill therefor shall so state, and also state that the price is just and reasonable.

4. In cases of blanks or other printing requiring curved lines, or other "fancy" work, a reasonable price will be allowed for such extra work, based on the actual time required to perform such extra work.

5. All work shall be done in a first-class manner, free from typographical errors. The type must be of modern styles. Good ink shall be used, and the press work shall be first class.

6. The contract for printing is based on the use of black ink; but when work is ordered to be done in any ink costing substantially more than the said ink, reasonable compensation therefor will be made to the Printer. It is understood and agreed, however, that no charge will be made by the Printer for wash-up of ink.

7. Whenever time is charged for making changes in forms, etc., under Item 3, or otherwise, the actual time only shall be charged; and the Printer shall verify such statement by his affidavit.

8. In book and pamphlet work, when the page size does not exceed 6 x 9 inches, each form shall consist of eight pages, 19 x 25 inches press size, if possible. When page size is larger than 6 x 9 inches, each form shall consist of four pages, if the work will make that much; and such printing, when possible, shall be printed so as to make signatures of 16 pages (page size 6 x 9 inches), and signatures of eight pages (page size larger than 6 x 9 inches). One form will be allowed for printing pamphlet covers when printed on one side.

9. All bills and accounts for printing must be made as specified by the Director of Purchasing, Department of Administration; and the character, quantity, etc., shall be set forth. Each invoice, properly notarized, submitted for approval of the Director, must be accompanied with a sample of the completed job, with each part or page clearly marked as to the rate being charged. A copy of each invoice must be furnished to the Clerk of the Senate for which such printing was done. Each invoice, when approved by the Director as correct and according to contract specifications, is to be paid from the Legislative Printing Fund upon requisition of the Clerk of the Senate.

10. In estimating composition of blanks, pamphlets or books, it is the intent of the Senate of West Virginia that composition referred to in this contract be charged for on a per page basis.

11. Whenever there are several blanks to be printed and the same are so nearly alike that it will be cheaper to change the forms thereof than to reset different forms or when the Senate orders a bill printed which is a duplicate of one which the House of Delegates has ordered printed by the Printer, if such should occur, the forms shall be changed and not entirely reset and the time actually occupied in making changes will be paid for at the rate bid for time work.

12. In all cases of printing, where the same form is to be printed on different kinds of paper, or otherwise, so as not to require resetting of the type, but one charge shall be made for the composition. This rule shall apply also when a form is to be printed on different sheets or otherwise, and there are to be changes made merely in the headings, or in the endings, so that it is substantially the same form, but in these cases a charge may be made for the time consumed in making the changes, as provided for in the rate bid for time work.

13. Only one charge shall be made for the composition of all documents ordered to be printed by the Senate and no charge or allowance shall be made for composition when extra or additional copies are ordered to be printed.

14. Blank spaces between sections or paragraphs of books and pamphlets will not be tolerated; but all the composition of such work shall be compact and no more space be made between sections and paragraphs, unless ordered, than required by the character of the work, demanded by the exigencies of the makeup, or required by the rules of good topography.

15. At the top of each page of the Senate Journal there shall be printed the number of the page, the words "Journal of the Senate" and the date, as shown in the journals of the session of 2005.

16. On the first page of each Senate bill, before the title, there shall be printed in brackets and in solid type, the date and by whom introduced, and such other memoranda as to proceedings in reference to the bill as the Clerk of the Senate may furnish. At the top of every page of the bill there shall be printed the number of the page and the number of the bill.

17. For drying, pressing, trimming, or other necessary manipulation of labor required to be done by the Printer to make a complete and perfect job of printing, except such charges as are herein specified and bid for, no compensation shall be allowed the Printer.

18. Engraving and embossing are not included or covered by this contract.

19. If the entire cost of any job of printing computed at the contract rate does not amount to \$5.00, that sum may nevertheless be charged as a minimum.

20. Union label shall not be charged as a part of the composition.

## RULES ON FOLDING AND BINDING

1. Any work done by the Printer, but not covered by this contract or the law, shall be done at a price not greater than the lowest rates charged any customer; and an affidavit appended to the bill therefor shall so state.

2. All pamphlets and book binding is to be done in signatures of sixteen pages, unless the work shall not amount to that much, in which case any number of pages less than sixteen shall constitute a signature in binding except when the pages when trimmed shall be larger than 6 x 9 inches, in which case eight pages shall constitute a signature.

3. In estimating folding in book or pamphlet binding where separate printed pages are furnished to be inserted in the book or pamphlet, each page inserted shall count as a full signature.

4. For gathering, drying, pressing, trimming or any other necessary manipulation of labor required to be done by the binder to make a complete job of binding, except such charges as are herein specified and bid for, no compensation shall be allowed to the Printer.

5. All bills and accounts for binding must be made as specified by the Director of Purchasing, Department of Administration; and shall be fully itemized, free from technical abbreviations, and the character, quantity, etc., shall be set forth. Each invoice, properly notarized, submitted for approval of the Director, must be accompanied with a sample of each job. A copy of each invoice must be furnished to the Clerk of the Senate. Each invoice, when approved by the Director as correct and according to contract specifications, is to be paid from the Legislative Printing Fund upon requisition of the Clerk of the Senate.

6. If the entire cost of any job of binding under this contract, except padding or cutting, computed at the contract rates, does not amount to \$5.00, that sum may nevertheless be charged as a minimum.

7. Punching required in pamphlet work, including bills and journals of the Senate, shall be charged for on the basis of two holes per signature.

## GENERAL PROVISIONS

1. The legislative journals for each day shall be delivered by the Printer to the Clerk of the Senate by 9:00 A.M., of the next succeeding day and all printed bills, including, without limitation, those printed after Second Reading, with all the amendments which have been adopted incorporated therein, shall likewise be delivered by 9:00 A.M., upon the day upon which they are needed for use and consideration.

Time is of the essence of this contract in all its provisions in which performance by or within a time certain is required. It is understood and agreed by and between the parties hereto that the Clerk of the Senate shall use reasonable diligence to provide the Printer with the original copy to be used in printing the daily journals and bills at as early an hour as practicable each day: provided, however, that it is further understood that such copy, on occasion, may not be ready for delivery to the Printer until late at night of the preceding day and/or until the early morning hours (as late as 1:00 A.M.), of the day upon which such journals and/or bills are required to be printed and delivered to the Senate, as herein provided. Delay on the part of the Clerk beyond the aforementioned hour of 1:00 A.M. in making available to the Printer such copy of the material required for the printing of any journal or bill will extend the time herein provided for the delivery of such journal or bill by the Printer for a period equal to the period of the delay.

2. The Printer agrees to promptly pick up at the office of the Clerk all copy, original, revised and/or corrected, for use in printing the journals, bills and other materials to be printed, as the same are ready for delivery to the Printer.

3. The Printer agrees to use the same type face and the same spacing used in the printing of the journals and bills for the Senate during the 2005 Regular Session, unless the Clerk of the Senate and the Printer shall agree otherwise: provided, however, that it is distinctly understood that the Clerk of the Senate may make any change or alteration which he may desire in the arrangement, including the spacing between lines, letters and/or words, in the journals and/or bills which are printed for the Senate.

4. The Printer agrees to provide suitable space and facilities, subject to the approval of the Clerk of the Senate, for use by Senate proofreaders at the Printer's place of business in the City of:

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5. The Printer agrees to furnish a separate itemized invoice for each of the journals, bills and other materials ordered printed by the Senate.

6. The importance of prompt daily delivery service of the printing and binding provided for under this contract is impressed upon the Printer. It is very necessary that the printing for the Senate be done promptly and without unreasonable delay. Therefore, it is expressly understood and agreed that in the event the Printer fails, refuses or unreasonably delays delivery of items of printing or binding placed with the Printer for completion, the Clerk of the Senate may transfer the work, or parts thereof, to other printing plants, or may relet the unfinished part of the contract,

holding the Printer and his sureties liable for any damage or additional cost that may be incurred by the State. The Printer is not to be held liable or responsible for any delays caused by failure to complete the work in the time specified by reason of delayed proofs, excessive corrections in copy, or other causes not within his control.

7. The Printer is to receive, at the place of storage, the legislative paper stock for printing and binding, as needed for the purposes hereof, but in the delivery of printing paper and other printing supplies to be provided for use by the Printer, the Printer shall provide the method and be responsible for the delivery of such printing paper and printing supplies.

8. Storage space for the paper to be used in the printing to be performed under this contract shall be provided by the Senate, at its expense.

9. The Printer shall keep a complete inventory of legislative paper stock, and such inventory shall be furnished to the Clerk of the Senate at the end of each month indicating thereon receipts of shipments and withdrawals during the month assigning the latter to the respective printing orders.

10. No printing job shall be invoiced at a greater rate than the shortest method and cheapest price which can be figured under this contract.

11. In no case shall the Printer furnish stock on any printing job without first securing the written permission of the Clerk of the Senate.

Bid proposal hereby submitted to the Director of Purchasing, Department of Administration, State of West Virginia, this

\_\_\_\_\_ day of, \_\_\_\_\_ 2006.

By its \_\_\_\_\_

(Signature of Bidder)

**BID PROPOSAL ACCEPTANCE, AWARD OF CONTRACT**

The bid proposal for the legislative printing and binding for the Senate of the State of West Virginia set forth above and attached hereto, is hereby accepted by the undersigned Director of Purchasing, Department of Administration, and the contract for legislative printing and binding is hereby awarded to:

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hereinafter called the "Printer", for the period beginning July 1, 2006, and ending June 30, 2007.

1. The total obligation of the Senate of the State of West Virginia under the terms of this contract for legislative printing and binding during the specified period is limited to the maximum sums appropriated by the Legislature for such purposes.

2. Under this contract, the Printer is to receive legislative paper stock for printing and binding at the stockrooms determined to be used for that purpose by the State of West Virginia, and is to deliver the completed work performed under and according to these specifications to the Clerk of the Senate as designated by him, or to any designated state official or department.

3. Time is of the essence in the performance of printing and binding and other operations under this entire contract, and in the event the Printer is unable to perform the printing and binding covered by this contract in its own establishment, the Printer may, with the written approval of the Clerk of the Senate, allocate to other printers, at the agreed contract rate, any such work: provided, however, that preference be given to printers in West Virginia possessing the equipment and capability necessary to the doing of such printing and binding according to the terms of this contract.

4. This contract shall not be binding upon the parties hereto, until the Printer shall have deposited with the Director of Purchasing, Department of Administration, a satisfactory surety bond for the sum of \$175,000.00 conditioned upon the faithful performance and compliance by the Printer with all terms, conditions, and requirements set out in the attached bid proposal, including any renewal of this contract.

5. The Clerk of the Senate shall have exclusive control over all printing authorized by the Senate, and the Clerk has approved the specifications which have been incorporated by reference into this contract.

6. The Printer expressly warrants that it has employed no third person to solicit or obtain this contract in its behalf or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that it has not paid or promised or agreed to pay to any third person in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount payable or to become payable under this contract; and that it has not, in estimating the contract price submitted and agreed to by it, included any sum by reason of any such brokerage, commission or percentage; and that all moneys payable or to become payable to it are free from obligation to any other person for services rendered or supposed to have been



rendered in the procurement of this contract. The Printer further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the Senate, and that the Senate may retain to its own use from any sums due or to become due hereunder, or from the amount of deposit on bond given hereunder, an amount equal to any brokerage, commission or percentage so paid or agreed to be paid.

7. The Printer shall not be held responsible for any losses resulting from his failure to fulfill any of its obligations hereunder due to wars, revolutions, civil disorders, fires, floods, strikes, acts of God or other causes not resulting from any fault or neglect on its part and beyond its control.

8. Neither this contract, nor any interest herein, may be assigned, transferred or sublet without the written consent of the Clerk of the Senate and the Director of Purchasing, Department of Administration.

9. This contract is made subject to all provisions of Chapter 5A, Article 3, Section 22 of the code of West Virginia, 1931, as amended.

10. This contract may be renewed for an additional term beginning July 1, 2007, and ending June 30, 2008, upon request of the Clerk of the Senate of the State of West Virginia and the mutual consent of the Printer and the Director of Purchasing, Department of Administration.

11. If this proposal is accepted and the said printing contract awarded to the Printer, he agrees to perform the obligations thereof in strict accord with its several provisions.

# AFFIDAVIT

**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](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: \_\_\_\_\_