



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	COM01
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF COMMERCE

 BUILDING 6, ROOM 525
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-2234

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/05/2006				

BID OPENING DATE: 12/20/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		705-50		
<p>FULL COLOR PROCESS PRINTED PUBLICATIONS</p> <p>BLANKET CONTRACT</p> <p>TO PRODUCE HIGH QUALITY FULL COLOR PROCESS PRINTED PUBLICATIONS FOR THE DIVISIONS OF THE WV DEPARTMENT OF COMMERCE PER THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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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 \$125.00 registration fee.
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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

SIGNED BID TO:

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



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<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>						

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<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001 EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RA MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR</p>						

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<p>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> <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</p>						

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<p>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; OR () 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 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</p>						

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<p>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> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

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<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER 32</p> <p>RFQ. NO.: COM01</p> <p>BID OPENING DATE: 12/20/2006</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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***** THIS IS THE END OF RFQ COM01 ***** TOTAL:						

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West Virginia Department of Commerce

BLANKET OPEN END CONTRACT FULL COLOR PUBLICATIONS

Vendor shall provide all labor, materials, equipment and supplies to produce high quality full-color process printed publications for the agencies and clients of the West Virginia Department of Commerce per attached specifications. Vendor cannot subcontract the printing of brochures or broker the printing.

SPECIFICATIONS

SCOPE: These specifications cover the production of publications and material requiring such operations as electronic prepress, printing, packing and distribution.

TITLE: West Virginia Department of Commerce Color Publication Printing Contract.

SPENDING UNITS: This contract is applicable to the West Virginia Department of Commerce, it's agencies, West Virginia Development Office, West Virginia Division of Forestry, West Virginia Division of Labor, West Virginia Division of Natural Resources, West Virginia Division of Tourism, West Virginia Geological and Economic Survey, West Virginia Office of Miners' Health, Safety and Training, WORKFORCE West Virginia; and clients of the West Virginia Department of Commerce.

FREQUENCY OF ORDERS: Varies.

QUANTITY: 500 to 75,000 copies per order as per specifications. The number ordered will vary for each contract release order.

TYPE OF PUBLICATION: Full color printing for various types of publications with multiple sizes, bindery and folds as per specifications.

WEST VIRGINIA DEPARTMENT OF COMMERCE TO FURNISH:

- Print order
- Full-color composite visual of the provided file to show layout.
- Electronic Media containing files

Contractor must be able to accept files from the following platforms:

Electronic media

Platform: PC Windows XP and Macintosh System 10

Media: CD-ROM or DVD

Software

Page Layout programs: Adobe PageMaker 7.0 and InDesign CS2; QuarkXpress 6.5.

Illustration Programs: FreeHand 8.0 and 11; Adobe Illustrator CS; Adobe Photoshop CS2.

Document Exchange prepress programs: Adobe Acrobat (.pdf)

Various versions of software may be used; the vendor will be required to have the most current version(s). All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the vendor on both PC and Macintosh platforms.

VENDOR TO FURNISH: All materials and operations, other than those listed under "WEST VIRGINIA DEPARTMENT OF COMMERCE TO FURNISH," necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the vendor shall perform a basic (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to the ordering agency immediately. The vendor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized to insure press readiness.

PROOFS – VENDOR MUST PROVIDE:

- One set of digital color proofs (contract-grade press proof or press-match print) with critical color and registration – must be press-match quality.
- One composite printout (folded if required) and trimmed to size.

The vendor must not print order prior to receipt of an "OK to Print" by the West Virginia Department of Commerce, agency or appointed designee. The final product must match approved proof.

A waiver of proof may be allowed by the ordering agency on reprints of the order upon the guarantee of the vendor to provide an exact reprint with same quality and style of previous order.

SCHEDULE: Vendor must not start production of any job prior to receipt of the contract release order. **Distribution of final product must be completed from the date of receipt of furnished material as follows:**

Orders of 5,000 or less: 12 business days

Orders above 5,000: 18 business days.

The ship/deliver date indicated on the contract release order is the date product ordered for delivery F.O.B. destination must be delivered to the destination specified.

DELIVERY: F.O.B. Destination — Charleston WV, South Charleston WV, Nitro WV, or Elkins WV.

Delivery addresses specified below. Please call 304-558-2003 or number specified on each contract release order before delivery is made. Shipment designation will be provided on each contract release order. **Shipping may be requested to be delivered**

to individual facilities as listed on attached sheet. Please list delivery cost to each of these facilities.

Shipping addresses F.O.B. Destination — Charleston WV, South Charleston WV, Nitro WV, or Elkins WV.

State Capitol Complex
1900 Washington Street East
Building 3, 5 or 6
Charleston, WV 25305

WV Division of Tourism or WV Dept. of Commerce
90 MacCorkle Avenue SW
South Charleston, WV 25303

WV State Parks Storage Facility
#1 Pickens Road
Nitro, WV 25143

WV Division of Natural Resources
Wildlife Resources Section
Ward Road, Route 219
Elkins, WV 26241

Division of Forestry Headquarters
Agricultural Center at Guthrie
4720 Brenda Lane, Building 13
Charleston, WV 25312

Vendor must deliver 5 samples to WV Department of Commerce, 90 MacCorkle Avenue SW, South Charleston WV 25303, for each contract release order.

Before delivery is made, vendor or delivery agent must contact WV Department of Commerce or specified designee at least 24 hours in advance to make arrangements for acceptance of order and verify delivery address. Number of boxes/skids must be known at time of call.

Deliveries will be accepted between 8:00 a.m. and 3:00 p.m. Monday thru Friday with no deliveries on Holidays or weekends, unless specified by the Department of Commerce.

Boxes may be packaged on skids not to exceed 72 boxes per skid or over 6 ft tall. Pallets must be shrink-wrapped and stacked evenly so that they can be double-stacked without the boxes breaking.

For delivery other than South Charleston location, skids must be broken down before drop off. No fork lift is available.

MATERIAL STORAGE AND RETURN: Upon completion of order, all electronic media, artwork and other material is to be returned to West Virginia Department of Commerce or ordering agency, via company representative or registered mail before payment will be processed. With prior, written approval, material may be stored by the vendor provided that such vendor assumes total liability for integrity of the materials and guarantees complete compensation in light of damage or loss of such material. All material is the property of State of West Virginia and must be returned to the ordering agency within 14 days of a verbal or written request or upon termination of contract. All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the vendor.

SPECIAL INSTRUCTIONS:

Failure to meet printing quality (improper registration, incorrect paper, smudged or smeared printing, off color match, misplaced images or text), materials, or specifications, etc., is justification for cancellation or refusal of the order.

Failure to meet delivery deadline will result in a \$100.00 total liquidated damage per day. All vendors bidding on this job assume this responsibility.

Failure to meet delivery deadline on more than one occasion, without justification of circumstances beyond the vendor's control, i.e., paper shortage, labor strikes, etc., is justification for cancellation or refusal of order or contract.

No spoils will be accepted as part of delivery volume.

**UNDER NO CIRCUMSTANCES WILL OVERRUNS BE PAID FOR.
UNDER NO CIRCUMSTANCES CAN THE APPROVED VENDOR USE THIS
PUBLICATION FOR GAIN. ALL PUBLICATIONS ARE PROPERTY OF THE STATE
OF WEST VIRGINIA.**

Successful vendor is to contact the WV Department of Commerce ordering agency contact immediately upon receipt of blanket release order to discuss technicalities of job and to verify receipt of order.

The above specifications apply to all sections of this contract.

Section A Items 1-50:**TYPE OF PUBLICATION: Multi-fold Brochure.**

Full-color process printing on both sides of publication. Printing will bleed all four sides on both sides.

PAPER STOCK:

70 lb. #3 Grade Warren Somerset Text gloss white or pre-approved similar substitute.

Paper substitutions must be listed below and be approved by West Virginia Department of Commerce.

Mfg.: _____

Weight: _____ Grade: _____

Description for items 1-10: 14 3/4" x 8 1/2" flat folded to 3 11/16" x 8 1/2" finished size (4-panel with 2 parallel folds).

Item	Quantity	Description	Unit Price	Total Price
1	5,000	New 14 3/4" x 8 1/2" brochures		
2	10,000	New 14 3/4" x 8 1/2" brochures		
3	25,000	New 14 3/4" x 8 1/2" brochures		
4	50,000	New 14 3/4" x 8 1/2" brochures		
5	75,000	New 14 3/4" x 8 1/2" brochures		
6	5,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
7	10,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
8	25,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
9	50,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
10	75,000	Exact Reprint 14 3/4" x 8 1/2" brochures		

Sub-total 1-10 \$ _____

Description for Items 11-20: 15" x 25 1/2" flat folded to 3 3/4" x 8 1/2" finished size (12-panel with 2 vertical folds and 2 parallel folds). Fold details: bottom folds up 1/3. Top folds down 1/3 to make approximately 15" w x 8 1/2". Fold in half once and in half again for finished size.

Item	Quantity	Description	Unit Price	Total Price
11	5,000	New 15" x 25 1/2" brochures		
12	10,000	New 15" x 25 1/2" brochures		
13	25,000	New 15" x 25 1/2" brochures		
14	50,000	New 15" x 25 1/2" brochures		
15	75,000	New 15" x 25 1/2" brochures		
16	5,000	Exact Reprint 15" x 25 1/2" brochures		
17	10,000	Exact Reprint 15" x 25 1/2" brochures		
18	25,000	Exact Reprint 15" x 25 1/2" brochures		
19	50,000	Exact Reprint 15" x 25 1/2" brochures		
20	75,000	Exact Reprint 15" x 25 1/2" brochures		

Sub-total 11-20 \$ _____

Description for Items 21-30: 11 1/4" x 17" flat folded to 3 3/4" x 8 1/2" finished size (6-panel with half fold and letter fold).

Item	Quantity	Description	Unit Price	Total Price
21	5,000	New 11 1/4" x 17" brochures		
22	10,000	New 11 1/4" x 17" brochures		
23	25,000	New 11 1/4" x 17" brochures		
24	50,000	New 11 1/4" x 17" brochures		
25	75,000	New 11 1/4" x 17" brochures		
26	5,000	Exact Reprint 11 1/4" x 17" brochures		
27	10,000	Exact Reprint 11 1/4" x 17" brochures		
28	25,000	Exact Reprint 11 1/4" x 17" brochures		
29	50,000	Exact Reprint 11 1/4" x 17" brochures		
30	75,000	Exact Reprint 11 1/4" x 17" brochures		

Sub-total 21-30 \$ _____

Description for Items 31-40: 14" x 17" flat folded to 3 1/2" x 8 1/2" finished size (8 panel with half fold and 2 parallel folds).

Item	Quantity	Description	Unit Price	Total Price
31	5,000	New 14" x 17" brochures		

32	10,000	New 14" x 17" brochures		
33	25,000	New 14" x 17" brochures		
34	50,000	New 14" x 17" brochures		
35	75,000	New 14" x 17" brochures		
36	5,000	Exact Reprint 14" x 17" brochures		
37	10,000	Exact Reprint 14" x 17" brochures		
38	25,000	Exact Reprint 14" x 17" brochures		
39	50,000	Exact Reprint 14" " x 17" brochures		
40	75,000	Exact Reprint 14" " x 17" brochures		

Sub-total 31-40

\$ _____

Description for Items 41-50: 11" x 8 1/2" flat folded to 3 2/3" x 8 1/2" finished size (3 panel with letter-fold).

Item	Quantity	Description	Unit Price	Total Price
41	5,000	New 11" x 8 1/2" brochures		
42	10,000	New 11" x 8 1/2" brochures		
43	25,000	New 11" x 8 1/2" brochures		
44	50,000	New 11" x 8 1/2" brochures		
45	75,000	New 11" x 8 1/2" brochures		
46	5,000	Exact Reprint 11" x 8 1/2" brochures		
47	10,000	Exact Reprint 11" x 8 1/2" brochures		
48	25,000	Exact Reprint 11" x 8 1/2" brochures		
49	50,000	Exact Reprint 11" x 8 1/2" brochures		
50	75,000	Exact Reprint 11" x 8 1/2" brochures		

Sub-total 41-50

\$ _____

Section B Items 51-70:

TYPE OF PUBLICATION: Folders.

Full-color process printing, scored and folded to size. Printing will bleed all sides on both sides with aqueous coating on outside of folder. Pockets and business card die cut as requested.

PAPER STOCK: 80 lb. Warren Somerset Cover gloss white or pre-approved similar substitute.

Paper substitutions must be listed below and be approved by West Virginia Department of Commerce.

Mfg.: _____

Weight: _____ Grade: _____

Description for Items 51-58:

Size: 18" x 12" flat, folded to 9" x 12" finished size plus pocket (s), (1 parallel fold).

Pocket & die cut: House die cut pocket inside of folder, glued on outside edge only. Business card die cut on right pocket. Pocket to be no larger than 4" tall

Item	Quantity	Description	Unit Price	Total Price
51	250	18" x 12" flat, folded to 9" x 12" folder, one pocket		
52	500	18" x 12" flat, folded to 9" x 12" folder, one pocket		
53	1,000	18" x 12" flat, folded to 9" x 12" folder, one pocket		
54	5,000	18" x 12" flat, folded to 9" x 12" folder, one pocket		
55	250	18" x 12" flat, folded to 9" x 12" folder, two pockets		
56	500	18" x 12" flat, folded to 9" x 12" folder, two pockets		
57	1,000	18" x 12" flat, folded to 9" x 12" folder, two pockets		
58	5,000	18" x 12" flat, folded to 9" x 12" folder, two pockets		

Sub-total 51-58 \$ _____

Description for Items 59-66:

Size: 27" x 12" flat, folded to 9" x 12" finished size plus pocket (s) (3-panel, 2 parallel folds).

Pocket & die cut: House die cut pocket inside of folder, glued on outside edge only. Business card die cut on right pocket. Pocket is to be no larger than 4" tall.

PAPER STOCK: 100 lb. Warren Somerset Cover gloss white or pre-approved similar substitute.

Paper substitutions must be listed below and be approved by West Virginia Department of Commerce.

Mfg.: _____

Weight: _____ Grade: _____

Item	Quantity	Description	Unit Price	Total Price
59	500	Folder 27" x 12" flat, folded to 9" x 12" with one pocket		
60	1,000	Folder 27" x 12" flat, folded to 9" x 12" with pocket		
61	2,500	Folder 27" x 12" flat, folded to 9" x 12" with one pocket		
62	5,000	Folder 27" x 12" flat, folded to 9" x 12" with one pocket		
63	500	Folder 27" x 12" flat, folded to 9" x 12" no pocket		
64	1,000	Folder 27" x 12" flat, folded to 9" x 12" no pocket		
65	2,500	Folder 27" x 12" flat, folded to 9" x 12" no pocket		
66	5,000	Folder 27" x 12" flat, folded to 9" x 12" no pocket		

Sub-total 59-66 \$ _____

Description for Items 67-70:

Size: 34" x 11" flat, folded to 8 1/2" x 11" finished size (4 panel gatefold). No pocket.

PAPER STOCK: 100 lb. Warren Somerset Cover gloss white or pre-approved similar substitute.

Paper substitutions must be listed below and be approved by West Virginia Department of Commerce.

Mfg.: _____

Weight: _____ Grade: _____

Folds must be scored. No pocket

Item	Quantity	Description	Unit Price	Total Price
67	500	Folder 34" x 11" flat, folded to 8 1/2" x 11" No pocket.		
68	1,000	Folder 34" x 11" flat, folded to 8 1/2" x 11" No pocket.		
69	2,500	Folder 34" x 11" flat, folded to 8 1/2" x 11" No pocket.		
70	5,000	Folder 34" x 11" flat, folded to 8 1/2" x 11" No pocket.		

Sub-total 67-70

\$ _____

Section C Items 71-121: Booklets**PAPER STOCK:**

Cover: 80 lb. Warren Somerset text gloss white, or pre-approved similar substitute.
 Inside pages: 70 lb. #2 grade bright white coated text.

Paper substitutions must be listed below and be approved by West Virginia Department of Commerce.

Mfg.: _____

Weight: _____ Grade: _____

Items 71-88:

DESCRIPTION: 8" x 9" flat folded to 4" x 9," saddle stitched two staples on left side. Front and back covers full bleed (both sides). Inside full bleed. Aqueous coating on outside front and back covers. Full color process printing on all pages.

24 pages including cover.

Item	Quantity	Description	Unit Price	Total Price
71	500	Booklet with 20 pages + cover. 4" x 9"		
72	2,500	Booklet with 20 pages + cover 4" x 9"		
73	5,000	Booklet with 20 pages + cover 4" x 9"		
74	20,000	Booklet with 20 pages + cover. 4" x 9"		
75	50,000	Booklet with 20 pages + cover. 4" x 9"		
76	75,000	Booklet with 20 pages + cover. 4" x 9"		

Sub-total 71-76

\$ _____

36 pages including cover.

Item	Quantity	Description	Unit Price	Total Price
77	500	Booklet with 32 pages + cover. 4" x 9"		
78	2,500	Booklet with 32 pages + cover. 4" x 9"		
79	5,000	Booklet with 32 pages + cover. 4" x 9"		
80	20,000	Booklet with 32 pages + cover. 4" x 9"		
81	50,000	Booklet with 32 pages + cover. 4" x 9"		
82	75,000	Booklet with 32 pages + cover. 4" x 9"		

Sub-total 77-82

\$ _____

Cost for additional 4 page signatures

Item	Quantity	Description	Unit Price	Total Price
83	500	Additional 4 pages to 4" x 9" booklet		
84	2,500	Additional 4 pages to 4" x 9" booklet		
85	5,000	Additional 4 pages to 4" x 9" booklet		
86	20,000	Additional 4 pages to 4" x 9" booklet		
87	50,000	Additional 4 pages to 4" x 9" booklet		
88	75,000	Additional 4 pages to 4" x 9" booklet		

Sub-total 83-88

\$ _____

Item 89-106:

DESCRIPTION: 11 1/4" x 8 1/2" flat folded to 5 5/8" x 8 1/2," saddle-stitched two staples on left side. Front and back covers full bleed (both sides). Inside full bleed. Aqueous coating on outside front and back covers. Full-color process printing on all pages.

16 pages including cover.

Item	Quantity	Description	Unit Price	Total Price
89	500	Booklet with 12 pages +		

		cover. 5 5/8" x 8 1/2"		
90	2,500	Booklet with 12 pages + cover		
91	5,000	Booklet with 12 pages + cover. 5 5/8" x 8 1/2"		
92	20,000	Booklet with 12 pages + cover. 5 5/8" x 8 1/2"		
93	50,000	Booklet with 12 pages + cover. 5 5/8" x 8 1/2"		
94	75,000	Booklet with 12 pages + cover. 5 5/8" x 8 1/2"		

Sub-total 89-94

\$ _____

40 pages including cover.

Item	Quantity	Description	Unit Price	Total Price
95.	500	Booklet with 36 pages + cover. 5 5/8" x 8 1/2"		
96	2,500	Booklet with 36 pages + cover. 5 5/8" x 8 1/2"		
97	5,000	Booklet with 36 pages + cover. 5 5/8" x 8 1/2"		
98	20,000	Booklet with 36 pages + cover. 5 5/8" x 8 1/2"		
99	50,000	Booklet with 36 pages + cover. 5 5/8" x 8 1/2"		
100	75,000	Booklet with 36 pages + cover. 5 5/8" x 8 1/2"		

Sub-total 95-100

\$ _____

Cost for additional 4 page signatures

Item	Quantity	Description	Unit Price	Total Price
101	500	Additional 4 pages to 5 5/8" x 8 1/2" booklet		
102	2,500	Additional 4 pages to 5 5/8" x 8 1/2" booklet		
103	5,000	Additional 4 pages to 5 5/8" x 8 1/2" booklet		
104	20,000	Additional 4 pages to 5 5/8" x 8 1/2" booklet		
105	50,000	Additional 4 pages to 5 5/8" x 8 1/2" booklet		
106	75,000	Additional 4 pages to 5 5/8" x 8 1/2" booklet		

Sub-total 101-106

\$ _____

Item 107-121:

TYPE OF PUBLICATION: 17" x 11" flat, folded to 8 ½" x 11" full color booklet. Saddle stitched 2 staples on long side. Aqueous coating on outside front and back covers, full bleed. Full-color process printing on all pages, full bleed. 24 page booklet plus cover

Cost for new 28-page booklet (cover included) as per specifications.

ITEM	Quantity	ORDER	UNIT PRICE	TOTAL PRICE
107	500	New 8 ½" x 11" full color 24-page booklet + cover.	\$	\$
108	1,000	New 8 ½" x 11" full color 24-page booklet + cover.	\$	\$
109	5,000	New 8 ½" x 11" full color 24-page booklet + cover	\$	\$
110	10,000	New 8 ½" x 11" full color 24-page booklet + cover.	\$	\$
111	20,000	New 17" x 11" flat, folded to 8 ½" x 11" full color 24-page booklet + cover.	\$	\$

Sub-total 107-111 \$ _____

Cost for exact reprint of 28-page booklet (cover included) as per specifications.

ITEM	QUANTITY	ORDER	UNIT PRICE	TOTAL PRICE
112	500	exact reprint 8 ½" x 11" full color 24-page booklet + cover.	\$	\$
113.	1,000	exact reprint 8 ½" x 11" full color 24-page booklet + cover.	\$	\$
114	5,000	exact reprint 8 ½" x 11" full color 24-page booklet + cover.	\$	\$
115	10,000	exact reprint 8 ½" x 11" full color 24-page booklet + cover.	\$	\$
116	20,000	exact reprint 8 ½" x 11" full color 24-page booklet + cover.	\$	\$

Sub-total 112-116 \$ _____

Cost to add additional 4 pages to booklet.

ITEM	QUANTITY	ORDER	UNIT PRICE	TOTAL PRICE
117	500	additional 4 pages 8 1/2" x 11" booklet	\$	\$
118	1,000	additional 4 pages 8 1/2" x 11" booklet	\$	\$
119	5,000	additional 4 pages 8 1/2" x 11" booklet	\$	\$
120	10,000	additional 4 pages 8 1/2" x 11" booklet	\$	\$
121	20,000	additional 4 pages 8 1/2" x 11" booklet	\$	\$

Sub-total 117-121 \$ _____

Items 122-135. Section D: Rack Cards

4" x 9". Full-color process printing on both sides, with full bleed on both sides.

PAPER STOCK:

Cover: 100 lb. Warren Somerset Cover gloss white, or pre-approved similar substitute.

Paper substitutions must be listed below and be approved by West Virginia Department of Commerce.

Mfg.: _____

Weight: _____ Grade: _____

Item	Quantity	Description	Unit Price	Total Price
122	500	4" x 9" rack cards		
123	1,000	4" x 9" rack cards		
124	2,500	4" x 9" rack cards		
125	5,000	4" x 9" rack cards		
126	10,000	4" x 9" rack cards		
127	20,000	4" x 9" rack cards		
128	50,000	4" x 9" rack cards		

Item	Quantity	Description	Unit Price	Total Price
129	500	Exact Reprint 4" x 9" rack cards		
130	1,000	Exact Reprint 4" x 9" rack cards		
131	2,500	Exact Reprint 4" x 9" rack cards		
132	5,000	Exact Reprint 4" x 9" rack		

		cards		
133	10,000	Exact Reprint 4" x 9" rack cards		
134	20,000	Exact Reprint 4" x 9" rack cards		
135	50,000	Exact Reprint 4" x 9" rack cards		

Sub-total 122-135

\$ _____

Section E Items 136-155: Posters

Full-color process printing on one side, bleed and no bleed.

Paper Stock: 100 lb. #1 grade bright white text. Warren Lustro dull or pre-approved similar substitute.

Bid quote must reflect any paper substitutions and be approved by West Virginia Department of Commerce before bid is awarded.

Mfg.: _____

Weight: _____ Grade: _____

Item	Quantity	Description	Unit Price	Total Price
136	500	Poster 8 1/2" x 11" printed one side with bleed		
137	500	Posters 8 1/2" x 14" printed one side with bleed		
138	500	Posters 11" x 17" printed one side with bleed		
139	500	Posters 18" x 24" printed one side with bleed		
140	500	Posters 24" x 36" printed one side with bleed		

Sub-total 136-140

\$ _____

Item	Quantity	Description	Unit Price	Total Price
141	500	Poster 8 1/2" x 11" printed one side no bleed		
142	500	Posters 8 1/2" x 14" printed one side no bleed		
143	500	Posters 11" x 17" printed one side with bleed		

144	500	Posters 18" x 24" printed one side no bleed		
145	500	Posters 24" x 36" printed one side no bleed		

Sub-total 141-145

\$ _____

Full color process printing on both sides, no bleed.

Item	Quantity	Description	Unit Price	Total Price
146	500	Poster 8 1/2" x 11" printed both sides		
147	500	Posters 8 1/2" x 14" printed both sides with bleed		
148	500	Posters 11" x 17" printed both sides with bleed		
149	500	Posters 18" x 24" printed both sides		
150	500	Posters 24" x 36" printed both sides with bleed		

Sub-total 146-150

\$ _____

Item	Quantity	Description	Unit Price	Total Price
151	500	Poster 8 1/2" x 11" printed both sides no bleed		
152	500	Posters 8 1/2" x 14" printed both sides no bleed		
153	500	Posters 11" x 17" printed both sides no bleed		
154	500	Posters 18" x 24" printed both sides no bleed		
155	500	Posters 24" x 36" printed both sides no bleed		

Sub-total 151-155

\$ _____

Total 1-155

\$ _____

COST FOR ALTERNATE DELIVERY ADDRESSES:

Unit price per 1,000

1. Division of Forestry - Fairmont Office\$ _____
Route 2, Box 1100
Fairmont, WV 26554
(304) 367-2793

2. Division of Forestry - Romney Office.....\$ _____
1 Depot Street,
Romney, WV 26757
(304) 822-4512

3. Division of Forestry - Beckley Office\$ _____
330 Harper Park Drive, Suite J, Beckley, WV 25801
(304) 256-6775

4. Division of Forestry - Milton Office\$ _____
878 E. Main Street, Rear, P.O. Box 189, Milton, WV 25541
(304) 743-6186

5. Division of Forestry - Parkersburg Office.....\$ _____
2309 Gihon Road, Parkersburg, WV 26101
(304) 420-4515

6. Division of Forestry - Clements State Tree Nursery\$ _____
624 Forestry Drive, West Columbia, WV 25287
(304) 675-1820

Alternate Delivery Addresses West Virginia State Parks

- | | | |
|---------------------------------|---|----------|
| 7. Audra State Park | Route 4, Box 564, Buckhannon, WV 26201 | \$ _____ |
| 8. Babcock State Park | HC 35, Box 150, Clifftop, WV 25831 | \$ _____ |
| 9. Beartown State Park | HC 64, Box 189, Hillsboro, 24946 | \$ _____ |
| 10. Beech Fork State Park | 5601 Long Branch Road, Barboursville, WV 25504 | \$ _____ |
| 11. Berkeley Springs State Park | 2 South Washington Street, Berkeley Springs, WV 25411 | \$ _____ |
| 12. Berwind Lake WMA | Route 16, Box 38, Warriormine, WV 24894 | \$ _____ |
| 13. Blackwater Falls State Park | Route 29, Davis, WV 26260 | \$ _____ |
| 14. Blennerhassett Island | 137 Juliana Street, Parkersburg, WV 26101 | \$ _____ |
| 15. Bluestone State Park | HC 78, Box 3, Hinton, WV 25951 | \$ _____ |
| 16. Bluestone WMA | HC 65, Box 91, Indian Mills, WV 24935 | \$ _____ |
| 17. Cabwaylingo State Forest | Route 1, Box 85, Dunlow, WV 25511 | \$ _____ |
| 18. Cacapon Resort State Park | 818 Cacapon Lodge Drive, Berkeley Springs, WV 25411 | \$ _____ |
| 19. Calvin Price State Forest | HC 82, Box 252, Marlinton, WV 24954 | \$ _____ |
| 20. Camp Creek State Park | 2390 Camp Creek Road, Camp Creek, WV 25820 | \$ _____ |
| 21. Canaan Valley | HC 70, Box 330, Davis, WV 26260 | \$ _____ |
| 22. Carnifex Ferry Battlefield | 1194 Carnifex Ferry Road, Summersville, WV 26651 | \$ _____ |
| 23. Cass Scenic Railroad | Route 66, Main Street, Cass, WV 24927 | \$ _____ |

24. Cathedral State Park	RR 1, Box 370, Aurora, WV 26705	\$ _____
25. Cedar Creek State Park	2947 Cedar Creek Road, Glenville, WV 26351	\$ _____
26. Chief Logan	Route 10N, Logan, WV 25601	\$ _____
27. Chief Logan Lodge, Hotel & Conference Center	1000 Conference Center Drive, Logan, WV 25601	\$ _____
28. Coopers Rock State Forest	Route 1, Box 270, Bruceton Mills, WV 26525	\$ _____
29. Droop Mountain Battlefield	HC 64, Box 189, Hillsboro, WV 24946	\$ _____
30. Fairfax Stone	Route 29, Davis, WV 26260	\$ _____
31. Greenbrier River Trail	HC 82, Box 252, Marlinton, WV 24954	\$ _____
32. Greenbrier State Forest	HC 30, Box 154, Caldwell, WV 24925	\$ _____
33. Hawks Nest	177 West Main Street, Ansted, WV 25812	\$ _____
34. Holly River	Route 20, Hacker Valley, WV 26222	\$ _____
35. Kanawha State Forest	Route 2, Box 285, Charleston, WV 25314	\$ _____
36. Kumbrabow State Forest	Route 219/16, Huttonsville, WV 26273	\$ _____
37. Laurel Lake WMA	HC 70, Box 626, Lenore, WV 25676	\$ _____
38. Little Beaver	1402 Grandview Road, Beaver, WV 25813	\$ _____
39. Lost River	321 Park Drive, Mathias, WV 26812	\$ _____
40. Moncove Lake	HC 83, Box 73-A, Gap Mills, WV 24942	\$ _____
41. North Bend	Route 1, Box 221, Cairo, WV 26337	\$ _____
42. Panther State Forest	Route 3/2 Panther Creek Road, Panther, WV 24872	\$ _____
43. Pinnacle Rock	Route 52, Bramwell, WV 24715	\$ _____
44. Pipestem Resort	Route 20, Box 150, Pipestem, WV 25979	\$ _____
45. Plum Orchard Lake WMA	Route 1, Box 186, Scarbro, WV 25917	\$ _____
46. Prickett's Fort	Route 3, Box 403, Fairmont, WV 26554	\$ _____
47. Seneca State Forest	Route 1, Box 140, Dunmore, WV 24934	\$ _____
48. Stonewall Jackson	149 State Park Trail, Roanoke, WV 26447	\$ _____
49. Tomlinson Run	State Route 8, New Manchester, WV 26056	\$ _____
50. Tu-Endie-Wei	First Street, Point Pleasant, WV 25550	\$ _____
51. Twin Falls	Route 97, Mullens, WV 25882	\$ _____
52. Tygart Lake	Route 1, Box 260, Grafton, WV 26354	\$ _____
53. Valley Falls	Route 6, Box 244, Fairmont, WV 26554	\$ _____
54. Watoga	HC 82, Box 252, Marlinton, WV 24954	\$ _____
55. Watters Smith	Route 1, Duck Creek Road, Lost Creek, WV 26385	\$ _____

Delivery Total Price per 5,000 Items 1-55 \$ _____

Award Procedure:

The award of the printing contract for full color publications will be based on adherence to specifications and ability to deliver a high-quality product at the most reasonable price available.

Evaluation of Bid Prices: When evaluating bid prices, all of the charges itemized in each section, will be considered. One total bid figure will be calculated for each vendor based upon the sum of the each section of contract. If necessary and upon the approval of the WV Division of Purchasing, the sections may be awarded to separate vendors, depending on the lowest bid and quality of product for each section of contract.

Samples:

Upon the evaluation of price by purchasing and the WV Dept. of Commerce, the considered vendor with the best price will be required to submit samples of the types of publications specified in the bid. Review of the samples will include 1) color register, 2) fold, bindery and trim, 3) specified paper or acceptable substitute, and 4) overall printing quality.

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:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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: _____