



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  
**DMV70050**

PAGE  
**1**

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES  
 1317 HANSFORD STREET  
 CHARLESTON, WV  
 25311 558-0002

DATE PRINTED <b>09/27/2006</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **10/11/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		915-04		
<p>OUTDOOR BILLBOARD ADVERTISING SERVICES</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF MOTOR VEHICLES, IS SOLICITING BIDS TO PROVIDE TH AGENCY WITH BILLBOARDS TO PROMOTE THE 2006 MOTORCYCLE SAFETY AWARENESS CAMPAIGN PER THE ATTACHED SPECIFICATIONS.</p> <p>VENDORS SHALL INCLUDE THE PRODUCTION AND POSTING OF (31) POSTER PANELS (BILLBOARDS) WHICH SHALL BE 12' X 25' IN SIZE.</p> <p>THE QUOTE SHALL ALSO INCLUDE THE PRODUCTION AND POSTING OF (4) VINYL BULLETING BOARDS (BILLBOARDS) WHICH SHALL BE 14" X 48" IN SIZE.</p> <p>THE VENDOR SHALL MAINTAIN AND STORE THE VINYL BOARDS UNTIL WHICH TIME THE VENDOR WILL RE-DISPLAY ACCORDING TO THE LOCATIONS AND DATES PROVIDED IN THE ATTACHED SPECIFICATIONS.</p> <p>ARTWORK WILL BE PROVIDED BY THE AGENCY. TECHNICAL QUESTIONS MAY BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KFERRELL@WVADMIN.GOV. DEADLINE FOR QUESTIONS IS 10/4/2006 AT 5PM. QUESTIONS RECEIVED (IF ANY) WILL BE ANSWERED BY ADDENDUM. QUESTIONS RELATING TO</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$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.

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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. **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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DATE PRINTED <b>09/27/2006</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **10/11/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SUBMISSION OF BID MAY BE SUBMITTED AT ANY TIME AND IN ANY FORMAT.</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> <p style="text-align: center;">NOTICE</p> <p>A 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>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: 21</p> <p>RFQ. NO.: DMV70050</p> <p>BID OPENING DATE: 10/11/2006</p>						

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BID OPENING DATE: **10/11/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
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CONTACT PERSON (PLEASE PRINT CLEARLY):						
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***** THIS IS THE END OF RFQ DMV70050 ***** TOTAL:						_____

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West Virginia Motorcycle Safety Program — The Ride is Intoxicating Enough —  
Billboards 2006

West Virginia Division of Motor Vehicles is requesting quotes for billboards to promote the 2006 Motorcycle Safety Awareness Campaign.

The quote shall include the production and posting of 31 Poster Panels (billboards) which shall be 12' x 25' in size. The quote will also include the production and posting of 4 vinyl Bulletin Boards (billboards) which shall be 14' x 48' in size.

The artwork for the poster panels and bulletin boards will be provided by the Division of Motor Vehicles, Motorcycle Safety Program, with final approval being that of the Motorcycle Safety Program Coordinator.

The vendor shall maintain and store the vinyl until which time the vendor will re-display According to the locations and dates listed below.

#### **Locations and Display Dates**

##### **Northern Communities:**

Two poster panels in the Wheeling/Moundsville area on State Route 2 north or south of both cities beginning **October 25, 2006**, to run for thirty consecutive days and reposted by **March 25, 2007**, for an additional thirty days. Also in the Wheeling area, a bulletin board which should be located and posted along Interstate 1-70, the beginning date being **October 25, 2006**, for an additional thirty days.

Two poster panels in the Parkersburg area on State Route 68 and/or State Route 2. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **March 25, 2007**, for an additional thirty days.

Three poster boards in the Morgantown area on State Route 7 and/or U.S. Routes 19, 119. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **March 25, 2007**, for an additional thirty days.

Two poster panels in the Clarksburg/Fairmont area on U.S. Routes 19, 19S and/or U.S. Route 50. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **March 25, 2007**, for an additional thirty days.

One poster panel in the Buckhannon/Elkins area on U.S. Routes 250, 219, 33 and/or State Route 55. The panel is to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **March 25, 2007**, for an additional thirty days. One 1 C '6" x 36' bulletin to be located on Corridor H, to be posted by **May 15, 2007**, to run for ninety consecutive days.

Two poster panels in the Charles Town/Martinsburg/Berkley Springs area on U.S. Route 522 and/or State Routes 9, 51. The panels are to be posted by **March 25, 2007**, to run for thirty consecutive days and reposted by **May 25, 2007**, for an additional thirty days. Two poster panels in the Romney Moorefield area on U.S. Route 50 and/or U.S. Route 220. The panels are to be posted by **March 25, 2007**, to run for thirty consecutive days and reposted by **May 25, 2007**, for an additional thirty days.

#### **Southern Communities:**

Two poster panels in the Huntington/Milton area on State Route 10 and/or (3.5. Route 60 or 52. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **April 15, 2007**, for an additional thirty days.

Two poster panels in the Hamlin/Wayne/Lavallette area on State Routes 3, 37, 10 and/or State Route 152. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **April 15, 2007**, for an additional thirty days.

Two poster panels in the Logan/Gilbert/Welch area on State Route 10 and/or U.S. Route 52. The panels are to be posted by **March 25, 2007**, to run for thirty consecutive days and reposted by **May 25, 2007**, for an additional thirty days.

Two poster panels in the Danville/Madison/Chesapeake area on State Routes 85, 17 and/or State Route 94. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **April 15, 2007**, for an additional thirty days.

Two poster panels in the Bluefield/Princeton/Beckley area on U.S. Route 19 and/or U.S. Route 460. The panels are to be posted by **March 25, 2007**, to run for thirty consecutive days and reposted by **May 25, 2007**. For an additional thirty days.

Two poster panels in the Ansted/Hinton/Alderson area on U.S. Route 60 and/or State Routes 3, 63. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **April 15, 2007**, for an additional thirty days.

One poster panel in the Clay/Gassaway/Sutton area on State Route 16 and/or State Route 4. The panel is to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **April 15, 2007**, for an additional thirty days.

Two poster panels in the Greater Charleston/Putnam County area on U.S. Route 60, 35 and/or State Routes 21, 62, 622. The panels are to be posted by **October 25, 2006**, to run for thirty consecutive days and reposted by **April 15, 2007**, for an additional thirty days. One of these poster boards shall be on U.S. Route 60 east of Campbell's Creek, between Campbell's Creek and west of the Fayette County line. A second poster panel board to be placed on State Route 62, north of or in the city of Buffalo, WV. One bulletin is to be located on 1-77/64 or 1-64 West, to be posted by **October 25, 2006**, to run for ninety consecutive days.