



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
DMV70116

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
MICHAEL AUSTIN 304-558-2316

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET  
 CHARLESTON, WV  
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/22/2007				

BID OPENING DATE: 04/05/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		615-15		
<p>ADDENDUM NO. 1</p> <p>ANSWERS TO QUESTIONS ATTACHED PER THE MANDATORY PRE-BID HELD 03-20-07.</p> <p>ADD THE FOLLOWING:</p> <p>OPTION</p> <p>TO ADD ONE OR TWO INSERTS TO THE MONTHLY MAILING ON AN AS NEEDED BASIS. SINCE THERE ARE DIFFERENT VAIARIABLES THE VENDOR DOES NOT HAVE TO PROVIDE A COST AT THIS TIME. COST WILL BE NEGOTIATED AT THE TIME THE INSERTS ARE NEEDED.</p> <p>EXHIBIT 6 ATTACHED.</p> <p>BID OPENING DATE AND TIME REMAINS THE SAME.</p> <p>NO OTHER CHANGES.</p> <p>COMPOSITION AND MANUFACTURE OF MONTHLY VEHICLE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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

**Addendum #1****Pre-Bid Meeting for DMV70116  
Driver License and Vehicle Renewals  
March 21, 2007**

- Q-1. The Division's specifications for drivers license renewals is for a form that consists of #28 white ledger paper, 8 ½" x 15". The drivers license renewal package currently being mailed measures 8 ½" x 14". What size does the Division want?**
- A-1. To accommodate the information the Division needs to include with the driver license renewal, the mailer will be no less than 8 ½" x 14. The Division is willing to work with the successful vendor if a size other than that specified would be more economical.**
- Q-2. The mail pieces do not have a return address endorsement. Does the Division want to add an endorsement?**
- A-2. Yes, the Division wants to add the endorsement "Forwarding Service Requested" The endorsement can appear on the mailer in any of the locations that are acceptable to the US Post Office.**
- Q-3. The question was, "Since both vendors present have done this work in the past, is it still necessary for the vendors to provide references?"**
- A-3. Yes, the Division still wants references from both vendors.**
- Q-4. Has the number of driver licenses issued per year changed since the State adopted a five-year re-issuance policy?**
- A-4. Yes. Pricing for driver licenses should be based on an annual quantity of 248,000 driver licenses renewals per year.**

**Vehicle renewals should be priced on an estimated annual quantity of 1,350,000 pieces. This includes the monthly mailing, plus a once-a-year April mailing of miscellaneous pieces.**

**In April of 2008 an additional mailing will occur with an estimated 196,000 pieces. This special one time mailing occurs every three years.**

EXHIBIT 6

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 RAW 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 AN 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.

# PURCHASING CONTINUATION SHEET

Buyer: MA-43	Page 4	Req or P.O. No.: DMV70116
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Vendor

Spending Unit:

Requisition No.: DMV70116

### ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum No.'s:**

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) may be cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number: DMV2016

Date: 03/20/2007

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	MIAMI SYSTEMS
Firm Address:	2 Parkway Center Suite 121 Pittsburgh PA 15220
Representative Attending:	Michael Morris
Phone Number:	412-921-7154
Fax Number:	412-921-3884
Email Address:	mmorris@miamisystems.com

Firm Name:	JOE MANNUS LLC
Firm Address:	6 Kenney Dr Centise PA 17015
Representative Attending:	JOE MANNUS
Phone Number:	717-243-9296
Fax Number:	717-243-0115
Email Address:	joe.m@miamisystems.com

Firm Name:	MOORE WALLACE
Firm Address:	101 CARRIAGE WAY STE 307 HURRDIANE, WV 25526
Representative Attending:	Michael S. Ross
Phone Number:	304-757-6673
Fax Number:	304-757-6295
Email Address:	Michael.ross@mw.com

Firm Name:	WV DMU
Firm Address:	1800 Kanawha Blvd Bldg 3, Rm 337 Char, WV 25317
Representative Attending:	Kenn Smith
Phone Number:	558-3938
Fax Number:	558-4780
Email Address:	kdsmith@dot.state.wv.us

Firm Name:	WV DMU
Firm Address:	1800 Kanawha Blvd East Bldg 3, Rm 337 Char, WV 25317
Representative Attending:	APRILKA "TERRA" CASTO
Phone Number:	304-558-4247
Fax Number:	304-558-4780
Email Address:	acasto@dot.state.wv.us

Firm Name:	Michael Ross
Firm Address:	Purchase Dept M
Representative Attending:	M
Phone Number:	304-558-2316
Fax Number:	304-558-4115
Email Address:	m.ross@wvadm.com