



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
DMV70185

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUTCH CHITTUM 304-558-8806

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF MOTOR VEHICLES
 BUILDING 3, ROOM 337
 1800 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25317

DATE PRINTED 06/01/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 07/18/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		550-44		
RETROREFLECTIVE SHEETING OPEN END CONTRACT PROVIDE THE MATERIALS, PERFORMANCE CHARACTERISTICS, QUALITY AND TESTING, FOR RETRO-REFLECTIVE SHEETING AND SUPPORT SERVICES TO PRODUCE FINISHED LICENSE PLATES, AND EQUIPMENT, MATERIALS, PERFORMANCE CHARACTERISTICS, QUALITY AND TESTING, AND SUPPORT SERVICES FOR RETRO-REFLECTIVE SHEETING TO PRODUCE THERMAL TRANSFER PRINTED VALIDATION STICKERS FOR LICENSE PLATES PER THE ATTACHED SPECIFICATIONS. A MANDATORY PRE-BID MEETING WILL BE HELD AT 9:30 A.M. ON 06/12/2007 AT BUILDING 3, ROOM 317, CAPITOL COMPLEX, 1800 KANAWHA BLVD. EAST, CHARLESTON, WV 25317. ALL INTERESTED BIDDERS ARE REQUIRED TO BE PRESENT AT THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID MEETING SHALL AUTOMATICALLY RESULT IN DISQUALIFICATION NO ONE PERSON CAN REPRESENT MORE THAN ONE VENDOR. INQUIRIES: WRITTEN QUESTIONS WILL BE ACCEPTED THROUGH CLOSE OF BUSINESS, 06/13/2007. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED VERBALLY. IF POSSIBLE EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO: BUTCH CHITTUM						

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.

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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 Purchasing Division
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DIVISION OF MOTOR VEHICLES
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 FAX: 304-558-4115 EMAIL: BCHITTUM@WVADMIN.GOV EXHIBIT 3 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. 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. 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. 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						

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<p>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> <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>						

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REV. 04/11/2001 PRICE ADJUSTMENTS WILL BE CONSIDERED AT THE TIME OF RENEWAL IN ACCORDANCE WITH THE FOLLOWING: 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 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. PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDI						

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<p>TION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR 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>						

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<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 & 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</p>						

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PAGE
7

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<p>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> <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>						

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<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> <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: BUTCH CHITTUM 44</p> <p>RFQ. NO.: DMV70185</p> <p>BID OPENING DATE: 07/18/2007</p> <p>BID OPENING TIME: 1:30 P.M.</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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DIVISION OF MOTOR VEHICLES
PART A
LICENSE PLATE SPECIFICATIONS

Section I - GENERAL

This specification shall cover the materials, performance characteristics, quality, and testing of retroreflective sheeting and support services necessary to produce finished license plates.

1. DESCRIPTION

- a. The retroreflective license plate shall consist of retroreflective (hereinafter referred to as "reflective" only) sheeting laminated to a specified aluminum substrate which is then embossed and message roll coated according to the sheeting manufacturer's recommendations. Vendor is required to provide manufacturer and product numbers/codes of all reflective sheeting and inks proposed for use under this contract.
- b. The reflective sheeting shall consist of lens elements enclosed within a transparent resin and shall have a precoated pressure sensitive adhesive backing protected by a removable liner. The pre-printed design, in the reflective sheeting, shall be buried below the sheeting surface to insure reliable long-term durability.
- c. The reflective sheeting, when applied to the license plate substrate and blanked to finished size, shall contain identifying marks for purposes of on-vehicle traceability, warranty enforcement, and anti-counterfeiting in accordance with these specifications. The identification marks shall be buried below the sheeting surface for durability and shall incorporate the manufacturer's logo, lot, and year of manufacture. The identification marks shall not interfere or detract from the graphic design or reduce sheeting brightness. The final design will be determined by the Division of Motor Vehicles, hereinafter referred to as the DMV.

- d. Vendor may, at not cost to the DMV, add enhanced security threads, marks or other features for purposes of anti-counterfeiting. Enhanced security features are not to interfere or detract from the graphic design or reduce sheeting brightness.
- e. Pre-printed reflective sheeting shall conform to the design, colors and sheeting type as approved by the Division of Motor Vehicles. When using white background sheeting all graphic inks shall be transparent to facilitate the same daytime/nighttime appearance.
- f. In addition to a price-per-roll for pre-printed reflective sheeting, each bidder shall include pricing of plain white reflective sheeting and any colored sheeting offered. The specifications contained herein shall apply to all standard size plate classifications and are inclusive of all special category plates issued by the state wherein reflective material is requested.

2. PREQUALIFICATION

Before any bid is considered, the vendor shall meet the following criteria:

- a. There are approximately 100 license plate designs currently in use. To assure high quality license plate performance, durability and service, the sheeting manufacturer shall provide references of experience to the satisfaction of the state agency. The successful manufacturer shall also:
 - 1. Provide at no expense or liability to the State of West Virginia, five (5) full color license plates duplicated from random samples provided by the DMV, and one (1) additional sample imaged as described in Section IV.2. Samples shall not be embossed (or debossed). The DMV will use the samples to evaluate color match, quality and other specifications herein defined. To allow a reasonable period of time for each potential bidder to duplicate samples, the total advertisement period shall be a minimum of 45 days. Mrs. Karen Lane, WVDMV, 1800

Kanawha Boulevard E., Building 3, Room 337, Charleston, WV 25305; phone: 304/558-2232, will provide samples to be duplicated. Samples will be available for pick-up during the entire advertisement period. A refundable deposit will be required in the amount of \$150 in the form of a cashier's check or a certified check. No personal checks or cash will be accepted. The deposit will be held until the samples are returned. All samples provided by the DMV shall be returned to Mrs. Lane on or before the formal bid opening date.

The vendor shall provide their samples to the WV Purchasing Division, along with their Request for Quotation (RFQ) at the time of bid opening, to the attention of: Butch Chittum, 2019 Washington St. E., Charleston, WV 25305. Bidder must affix a label with the following information on each sample:

RFQ No. _____
Company Name _____
Contact _____
Telephone No. _____

- 2. Provide and install within 30 days of award of contract state-of-the-art application and processing equipment at no charge (if required). The sheeting manufacturer shall also provide a list of equipment and flow diagrams with the bid. Any equipment provided by the manufacturer shall be considered property of the State during the life of the contract and for a period not to exceed 6 months, as determined by the State, after the termination of the contract. The manufacturer shall be responsible for maintenance of the equipment during the life of the contract at no additional cost.
- 3. Provide list and qualifications of experienced, full-time design, customer, technical, and sales services personnel.

4. Provide expert installation service and on-site technical service within 48 hours at no charge; provide immediate toll-free call-in technical service.
 5. Provide next day delivery of stocked equipment parts.
 6. Ship sheeting rolls via 9 or 12 roll "bulk-pack" configuration for ease of handling in the tag shop.
 7. Conform to all performance requirements of this specification as specified in Section II and as tested by the State designated testing lab.
 8. Properly warrant the plates produced from the manufacturer's sheeting. The sheeting manufacturer shall also provide a warranty mark in the sheeting in accordance with Section IV.2.
 9. Certify and demonstrate the ability to provide special graphic designs in quantities as limited as one 12-1/16" x 300 ft. roll upon request by the State.
- B. A corporate officer of the reflective sheeting manufacturer shall certify that the license plate materials and equipment shall perform according to this specification. Furthermore, the corporate officer shall also certify that sufficient technical services shall also be provided by the sheeting manufacturer until quality license plates are produced by the State's manufacturing facility.
- C. The sheeting manufacturer shall submit technical data exhibiting characteristics of all materials proposed. Information submitted shall include detailed processing conditions for each phase of license plate manufacture. Such information shall also include times and temperatures required for curing of any inks and clear-coats (if required) for use in the production of completed license plates.

Vendors failing to conform to any requirement may be disqualified.

3. PERIODIC EVALUATION:

The State reserves the right to periodically evaluate the performance of materials. Samples for periodic evaluation of performance will be selected at random from materials submitted on State purchase orders. Failure of materials to comply with the requirements of this specification shall be cause for removal.

Section II - PERFORMANCE STANDARDS

1. LICENSE PLATE SHEETING

- a. Substrate - The sheeting shall be laminated to a properly treated aluminum substrate recommended by the sheeting manufacturer.
- b. Diffuse Daytime Color - Through instrumental color testing, the diffuse daytime color of the reflective sheeting shall conform to color requirements as determined spectrophotometrically in accordance with ASTM E1164 and E1349, utilizing either 45/0 or 0/45 degree illumination/viewing conditions as described in E1164 and E1349 for retroreflective materials. Chromaticity and the Luminance Factor based on CIE tristimulus values for the 2° observer and Illuminant D65, shall be calculated in accordance with ASTM E308.

The color specification limits for white license plate sheeting are listed below. See Appendix I for other sheeting colors.

COLOR SPECIFICATION

Color	Chromacity Coordinates		Luminance Factor, Y(%)
	X	Y	
White	.303	.287	42 min.
	.368	.353	
	.340	.380	
	.274	.316	

c. Adhesive and Protective Liner

1. The precoated adhesive shall form a durable bond to flat license plate surfaces as recommended by the reflective sheeting manufacturer.
2. The protective liner attached to the adhesive shall be removable by peeling without soaking in water or other solvents and shall be easily removed after accelerated storage for four hours at 150 F (66 C) under weight of 2.5 lbs. per sq. in. (1.14 kg per 6.45 sq. cm.). The liner shall be non-printed to permit reuse.

d. Flexibility-Embossing - The sheeting shall, when correctly applied to treated aluminum, conform to the minimum/maximum tolerances for embossing and/or debossing dies as used by the manufacturing facility that supplies finished plates to the state and as recommended by the sheeting manufacturer.

e. Roll Coating - The reflective sheeting shall be roll coated and compatible with transparent and opaque colors as provided by the sheeting manufacturer.

f. Inventory Control - To assist the license plate tag shop with inventory control problems, the sheeting manufacturer shall mark the sheeting with an integral image that incorporates the lot number so that the tag shop can employ first in/out principles.

2. FINISHED LICENSE PLATES

Test panels shall be prepared in accordance with Section III, Paragraph 1.

a. Retroreflective Characteristics - The coefficient of retroreflection for the sheeting shall be measured on flat, clean, finished license plate test panels and shall have the following minimum values at 0.2 observation angle, expressed as candlepower per foot-candle per square foot (candelas per lux per square meter) of material. Measurements shall be conducted in

accordance with ASTM E810, "Standard Test Method for Coefficient of Retroreflection of Retroreflective Sheeting."

Color	ENTRANCE ANGLE	
	-4	40
White	50	16
Yellow	25	10
Orange	25	10
Lemon-Yellow	25	10
Gold	25	10
Green	18	7
Blue	18	7
Red	9	3

- b. Rainfall Performance - The Coefficient of Retroreflection of the same finished license plate test panels, measured on the same flat area of the test panels, totally wet by rain, shall not be less than 90% of the values specified above. Wet performance measurements shall be conducted at 0.2 observation and -4 entrance angles in accordance with ASTM E810 and using the test set-up described in Section 7.10.1 of AASHTO M 268.
- c. Daytime/Nighttime Color - To assist in positive daytime/nighttime identification of license plates, the color of the reflective background of the sheeting, including any pre-printed design, shall be similar in daylight and by illumination at night.
- d. Cleanability - Finished license plates, manufactured in accordance with the recommendations of the reflective sheeting manufacturer, shall be easily cleansed of normal dirt accumulation by washing with water and mild detergent. A test panel shall be sprayed with water-suspended soils collected from the underside of vehicle fenders, mixed with water in the proportion of five pounds

(2.27 kg) of soil to one gallon (3.78 liters) of water, and poured through a paint strainer.

The mixture shall then be sprayed onto the panel while particles are in suspension. After the panel is thoroughly dry, it shall be cleaned by washing with a mixture of water and mild detergent, rinsed with clean water and wiped dry for examination. The panel shall show no appreciable difference when compared to a new clean panel.

- e. Solvent Resistance - License plates finished according to the manufacturer's recommendations shall be sufficiently solvent resistant to permit cleaning with VM&P naphtha, mineral spirits, turpentine, or other solvents commonly used on vehicle finishes. Rinsed and dried, the plate surface shall show no appreciable change following cleaning.

As a performance measurement, the finished license plate test panel shall be immersed for one minute in a test fuel (ASTM D471 Reference Fuel B). After removal, the test panel shall not show any visible change which would reduce its effective performance.

- f. Temporary Water Repellent Surface Coating - To check for temporary water-repellent surface coatings, a test panel shall be exposed for 150 hrs. to Twin Arc Weathering per ASTM G23-81 type E. Following exposure, the panel will be washed in a 5% HCl solution for 45 seconds, rinsed thoroughly with water, dried with a soft clean cloth, and brought to equilibrium at 72° F plus or minus 5° F and 50% RH plus or minus 5% RH. The panel shall then be measured for coefficient of retroreflection and shall maintain not less than 90% of the specified dry and wet minimum values in II.2.a. The panel shall show no appreciable discoloration, cracking, crazing, blistering, lifting, or dimensional change. The surface shall continue to be essentially smooth and provide a compatible surface for direct application of validation stickers with pressure sensitive adhesive.

Section III - TEST PANELS AND QUALITY CONFORMANCE

1. TEST PANELS

Finished license plate test panels 6" x 12" (15.2 cm x 30.5 cm) must be provided for testing and evaluation within ten (10) calendar days if required by the State, and shall be produced of the same materials on the same equipment and by the same general processes of substrate preparation, laminating, embossing or debossing, and roll coating as the production plates, in accordance with the sheeting manufacturer's recommendations. Note the following test panel exemption for photometric testing.

Special test panels for photometric testing shall be produced as above, except that they shall not be embossed (or debossed) and they shall not be roll coated.

All test panels must be conditioned for at least 24 hours at 72°F \pm 5°F (22°C \pm 1°C) and 50% \pm 2% RH prior to testing.

2. QUALITY CONFORMANCE

Failure of the reflective sheeting to meet any requirement specified herein shall be cause for refusal to accept materials until evidence has been provided by the manufacturer that corrective action has been taken to eliminate deficiencies.

Section IV - PERFORMANCE LIFE AND WARRANTIES

1. PERFORMANCE LIFE

Reflective sheeting applied and processed into finished license plates according to the sheeting manufacturer's instructions shall be considered to perform effectively for the service life specified (excluding those plates showing mechanical damage) if:

- a. The plates show no fading, cracking, blistering, or peeling which will significantly impair the intended visibility or legibility of the plate, and if
- b. The clean plate retains at least 5 candlepower per foot candle per plate (0.46 candelas per lux

per plate) for the length of the intended issue being bid.

Measurements shall be conducted at 0.2° observation angle and -4° entrance angle. Coefficient of Luminous Intensity shall be measured using the test method outlined in ASTM E810 except that the Coefficient of Luminous Intensity shall be determined in accordance with ASTM E808 Para. 4.2.1 and ASTM E809 Para. 12.1.1.

2. WARRANTY PROVISIONS

For warranty purposes, the sheeting shall be imaged with the manufacturer's logo, year of manufacture, and lot number. If at any time during the specified performance life of the reflective material provided, a one-half of one percent sample of clean, plates produced from a given production run reveals that 10 percent or more of that sample are found to be defective in visual or brightness performance requirements as defined herein, the vendor shall be responsible for replacement of all plates manufactured from that specific lot of material.

The sheeting manufacturer shall be responsible for all replacement costs associated with a specific lot; a maximum liability assessment of \$7.50 per plate may be invoked for failed plates associated with a specific lot. Reimbursement of the State shall be in dollars and/or materials equal to the assessed damage, at the State's discretion.

To assure effective identification, the identification marks shall be approximately 1.125 inches in diameter on standard 6" x 12" plates and shall be of a design mutually agreed upon by the State and the sheeting manufacturer. The manufacturer may vary the number, design and placement of the marks for motorcycle or smaller license plate sizes.

The identification marks shall be verifiable under both ambient light and retroreflected light at night, shall not interfere or conflict with the plate design or aesthetics, and shall not alter sheeting colors or reduce sheeting brightness below specified levels.

Section V - SUPPORT SERVICES

1. PLATE DESIGN SERVICE

The manufacturer shall maintain a full-time design service to assist the State in creating a license plate of high legibility, recognition and desired aesthetics. Such services shall be provided at no additional cost to the State.

Consistency of printing and roll coat inks must be maintained throughout the contract period. The vendor must provide for and maintain a compatible color match to existing and/or selected designs by the State. The sheeting manufacturer will be required to furnish sheeting based on the current license plate design/format or any approved State design. Failure to match and maintain colors in accordance with this section will be cause for contract cancellation.

Special-plate-category designs shall be provided in standard roll form so that they can be manufactured into finished plates by the same process and on the same machinery as used for the basic design(s) covered by this contract. The successful bidder must be able to provide these designs in quantities as limited as one 300 ft. roll of material. Any variance in price related to volume or the number of colors used in a particular design must be noted in the vendor's bid.

The State reserves the right to redesign any or all of the plates required under these specifications during any resulting contract period.

2. TECHNICAL SERVICE

The reflective sheeting supplier shall, without additional cost, provide the license plate manufacturing shop with expert technical service and product information to ensure the shop operating personnel are proficiently trained to manufacture quality license plates. All training must be completed within two weeks after all equipment is installed and in satisfactory working condition and materials are provided to the shop personnel.

3. EQUIPMENT

The sheeting supplied must be compatible with existing State equipment or the reflective sheeting

supplier shall provide the necessary equipment for the intended contract period to laminate plain or pre-printed sheeting to the substrate inclusive of, but not limited to, the reflective sheeting applicator, stretch control mechanics, brake table and corresponding registry feed controls. All required training shall be completed and equipment installed and operational within forty-five (45) days of notice of award of contract. Installation and training shall be acceptable upon consistently running the required line(s) at representative speeds not to exceed 100 strokes per minute with a rejection rate of 2% or less. The acceptability of the blanks shall be determined by the issuing agency in conjunction with the license plate plant management.

The cost of any waste materials, including metal and sheeting generated because of faulty installation and testing of application, stretch and registry equipment will be reimbursed to the State by the successful vendor. Any salary costs incurred outside of normal operating hours of the shop operating personnel, because the successful bidder requested to work outside of normal scheduled work hours of the license plate plant employees, will be borne by the vendor.

Upon expiration of the existing contract, the existing sheeting supplier's equipment, if provided, shall be removed within thirty (30) days unless an extension of the sheeting contract has been negotiated with the sheeting supplier.

Section VI - PACKAGING AND SHIPPING

To ensure easy access and proper inventory control and to prevent roll damage due to double stacking, the reflective sheeting shall be shipped in bulk packages. Each package should contain twelve (12) 750 ft. rolls per layer, by three (3) layers high with two single packaged rolls on top. Production run sequence numbers shall be affixed to the outside of each shipping package that corresponds to the materials contained therein. Each roll shall be additionally designated by a core identifier stamped or affixed with a permanent label to the inside of each roll core. Sheeting shall be shipped with no more than three (3) production lots per

pallet. Mismatch of numbers on the box and inside the roll core can be cause for rejection. A shipping or packaging list shall be affixed to one box on a pallet identifying all production runs contained within the shipment.

Section VII - DELIVERY SCHEDULE

All deliveries shall be provided F.O.B. destination to the State's designated point of delivery. The first expected delivery of reflective sheeting shall be not later than forty-five(45)days following official notification of contract award, initial order and receipt of State approved artwork. All subsequent deliveries shall be F.O.B. destination within thirty (30) days after receipt of order. Penalty for non-delivery of material within the thirty (30) day window will be charged at \$500 per business day and will be deducted from the invoice upon receipt.

Section VIII - ACCOUNTABILITY

The manufacturer shall be accountable for all sheeting from the place of manufacture to the point of delivery. All over-run materials remaining in the manufacturer's possession after discontinuation of any design or the contract's cancellation, shall be destroyed and used for no other purpose.

Engraved printing cylinders used to manufacture pre-printed sheeting shall be supplied and remain in the possession of the sheeting manufacturer until such time as the cylinders are destroyed.

The vendor must provide adequate security methods and supervision to protect sheeting from unauthorized use.

Section IX - PROCESSING

The reflective sheeting processing shall be in accordance with the recommendations of the manufacturer. All processing procedures for reflective material, thinners, coatings, solvents and inks must be compatible, or made compatible at the vendor's expense, with equipment and procedures currently employed by the State.

Failure to meet the terms, conditions and specifications of the contract shall be considered as a breach of contract and may subject the contract to cancellation and/or other penalty as provided for under law.

The contractor will be required to deliver all thinner, inks and clear coat if required on an "as needed" basis. Delivery in the amounts required must be completed within thirty (30) days after receipt of order.

PART A

APPENDIX I

COLOR SPECIFICATIONS

Color	Chromaticity	Coordinate	Luminance Factor, Y(%)
	Corner X	Points Y	
1. White	.303	.287	42 Min.
	.368	.353	
	.340	.380	
	.274	.316	
2. Yellow	.498	.412	28-38
	.557	.442	
	.479	.520	
	.438	.472	
3. Lemon Yellow	.455	.455	40-50
	.514	.485	
	.440	.558	
	.395	.508	
4. Orange	.505	.354	14-24
	.600	.360	
	.550	.412	
	.478	.385	
5. Blue	.181	.069	11-20
	.270	.220	
	.230	.250	
	.103	.246	
6. Green	.210	.275	15-25
	.280	.385	
	.180	.520	
	.080	.310	
7. Red	.613	.297	5-10
	.708	.292	
	.636	.364	
	.558	.352	

DIVISION OF MOTOR VEHICLES
PART B
SPECIFICATIONS FOR THERMAL TRANSFER
PRINTABLE VALIDATION SHEETING

SECTION I - GENERAL

This specification shall cover the equipment, materials, performance characteristics, quality, testing and support services for retroreflective sheeting with verifiable directional security marks to produce thermal transfer printed validation stickers for license plates.

A. DESCRIPTION

The retroreflective (hereafter referred to as ("reflective")) sheeting shall consist of lens elements enclosed within a transparent resin and shall have either two pre-coated pressure sensitive adhesives separated by a liner or a single adhesive layer, depending on customer requirements. The first layer assures maximum adhesion to the license plate, while the second layer, piggyback coated on the liner of the first adhesive, facilitates sheeting and cardstock processing through the manufacturer's thermal transfer printing system.

The sheeting shall display protective directional security marks that are visible only at a specific viewing position and are extremely difficult to counterfeit. These security marks shall facilitate visual verification of authenticity.

The reflective sheeting shall have a smooth weather resistant surface, which is receptive to durable thermal transfer resin colorants. The surface shall enable high quality thermal transfer imaging. The reflective stickers shall be processed according to the sheeting manufacturer's recommendations.

B. PREQUALIFICATION

Prospective bidders who desire to pre-qualify materials governed by this specification, should submit technical data exhibiting characteristics and processing parameters of the sheeting, adhesives, thermal transfer printing colorants, and equipment systems for the production of completed validation stickers. In addition bidder shall provide, at no

expense or liability to the State of West Virginia, five (5) validation decals, each of a different color, duplicated from each type of the five (5) different types of decals the agency has. The DMV will use the samples to evaluate color match, quality and other specifications herein defined. To allow a reasonable period of time for each bidder to duplicate samples, the total advertisement period shall be a minimum of 45 days. Mrs. Karen Lane, WVDMV, 1800 Kanawha Boulevard E., Building 3, Room 337, Charleston, WV 25305; phone: 304/558-2232, will provide samples to be duplicated. Samples will be available for pick-up during the entire advertisement period.

A refundable deposit will be required in the amount of \$250 in the form of a cashier's check or a certified check. No personal checks or cash will be accepted. The deposit will be held until the samples are returned. All samples provided by the DMV shall be returned to Mrs. Lane on or before the formal bid opening date. The vendor shall provide their samples to the WV Purchasing Division, along with their Request for Quotation (RFQ) at the time of bid opening, to the attention of: Butch Chittum, 2019 Washington St. East, Charleston, WV 25305. Bidder must affix a label with the following information on each sample:

RFQ No. _____
 Company Name _____
 Contact _____
 Telephone No. _____

If a review of the technical data and samples indicate that the proposed materials and equipment comply with the requirements of this specification, the prospective bidder or supplier shall be so notified.

The successful bidder will be required to provide all equipment, software programming, and operator training to produce validation stickers.

SECTION II - REQUIREMENTS

A. RETROREFLECTIVE CHARACTERISTICS

1. The unprinted reflective sheeting shall have the following minimum coefficients of retroreflection expressed as candlepower per foot candle per square foot of material (candelas per lux per square meter). Test samples shall be oriented as specified in the manufacturer's instructions. The coefficient of retroreflection shall be measured in accordance with ASTM-810, "Standard Test Method for Coefficient of Retroreflection of Retroreflective Sheeting," except that only one reading shall be taken at each position; the sample shall not be rotated 90 degrees.

Observation Angles	White <u>0.2 DEGREES</u>
Entrance Angles	
-4 Degrees	50.0
40 Degrees	10.0

See Appendix I for Retroreflective Characteristics of other colors

2. RAINFALL PERFORMANCE

The coefficient of retroreflection of the same sheeting, totally wet by rain, shall not be less than 90% of the above values. Wet performance measurements shall be conducted at 0.2 degrees observation and -4 degrees entrance angle in accordance with ASTM-810 and using the test set-up described in FHWA Specification FP-85, Section 718.03 (a) and Section 7.10.1 of AASHTO M 268.

B. ADHESIVE AND PROTECTIVE LINER

1. The first pre-coated pressure-sensitive adhesive shall form a durable, vandal resistant bond to clean, dry, properly painted or reflective sheeting license plate surfaces or sticker surfaces of the same material.

2. Adhesive No. 2, if required for a piggyback construction and applied to the backside of adhesive No. 1's liner, shall hold retroreflective stickers on a temporary support liner prior to release and tipping onto cardstock.
3. The adhesive shall not exude from sheeting edges when processed into finished stickers so as to cause pieces to stick together during printing, handling or while packaged in shipment and distribution.
4. The protective liner of adhesive No. 1 shall be removed by peeling without soaking in water or other solvents and shall be easily removed after storage for four hours at 150 degrees F. (66 degrees C.) Under a weight of 2.5 lbs. per sq. In. (0.17 kg/cm squared).

C. DIFFUSE DAYTIME COLOR

Through instrumental color testing, the diffuse daytime color of the reflective sheeting shall conform to color requirements as determined spectrophotometrically in accordance with ASTM E-1164 and E-1349, utilizing either 45/0 or 0/45 degree illumination/viewing conditions as described in E-1164 and E-1349, utilizing either 45/0 or 0/45 degree illumination/viewing conditions as described in E-1164 and E-1349 for retroreflective materials. Chromaticity and the Luminance Factor based on CIE tristimulus values for the 2° observer and Illuminant D65, shall be calculated in accordance with ASTM E-308.

<u>Color</u>	<u>Chromaticity Coordinate</u> <u>Corner Points</u>		<u>Luminance Factor</u>
	<u>X</u>	<u>Y</u>	<u>Y%</u>
1. White	.303	.290	35 min.
	.365	.354	
	.340	.378	
	.278	.316	

D. DIRECTIONAL SECURITY MARKS

The sheeting shall have protective directional security marks which are an integral part of the

sheeting, and which make unauthorized sticker reproduction extremely difficult. The security marks shall be of a design mutually agreed upon by the State and the sheeting manufacturer and shall meet the following additional requirements:

1. Stickers (25 inches - 64 cm - from the ground) properly applied to a vertically-mounted license plate shall provide effective visual verification by exhibiting the following:
 - a. The marks shall be visible to a 6 ft. (180 cm) tall viewer directly facing the sticker's surface at 30 degrees above the perpendicular to the sticker.
 - b. The marks shall not be visible to the viewer standing 2 ft. (.6m) and 20 ft. (6.1m) from and directly facing the sticker.
 - c. The marks shall not be visible when viewed at an angle greater than 45 degrees to the left or right side of the sticker.
2. The security marks shall: a) be verifiable in diffuse daylight and by retroreflected light at night; b) be visible on a sticker when held at arm's length and slightly titled. These same marks shall not be visible when rotated 90 degrees from the first viewing position; c) not alter sheeting colors or reduce sheeting brightness below specified levels; and d) not be removable by chemical or physical means from the sheeting or finished validation sticker, applied or unapplied, without irreparable damaged to the reflective system.

E. PROCESSABILITY

The successful bidder shall furnish a matched component system inclusive of all sheetings, adhesives, thermal transfer colorants, and equipment needed to produce license plate validation stickers meeting the requirements of this applications.

All components shall be compatible with all procedures and equipment used by the State to manufacture license plate validation stickers. Verification of compatibility will be required by the State's sticker

manufacturing facility prior to initiating the production of validation stickers of each size and color specified; the components shall be submitted to the appropriate agency for visual examination and testing. Print quality of finished stickers shall meet commonly accepted industry standards to include machine readable symbology, when required.

F. PRODUCTION EQUIPMENT

The sticker sheeting manufacturer shall provide all equipment required on a bailment agreement to manufacture finished validation stickers to include the printer, printer control device, and printer/driver software.

The state shall be responsible for development of the interface software between the printing equipment and the State's database(s).

The State shall utilize the thermal transfer printer for other non-reflective sticker printing without the expressed permission from the reflective sheeting manufacturer.

The equipment shall be removed from the State's manufacturing facility within 30 days of contract expiration and non-removal.

G. CLEANABILITY

The sheeting processed into finished stickers and applied in accordance with the recommendations of the reflective sheeting manufacturer, shall be readily cleansed of normal dirt accumulation by washing with water and mild detergent.

The surface shall also be sufficiently solvent-resistant to permit cleaning with solvents commonly used to clean vehicle finishes. Accordingly, the surface printed colorant shall show no wear after exposure to 25 cycle rubs (one cycle equals one rub back and forth) with a "Q-tip" type cotton swab with gasoline, methyl alcohol, kerosene, mineral spirits, VM & P naphtha, 409 cleaner, window cleaners, and other common cleaners used to clean automotive paint finishes. See Appendix II for the test method.

H. WET ABRASION RESISTANCE

Finished stickers shall show good wet abrasion resistance after 1000 cycles of "Wet Scrub" testing. No appreciable wear shall be observed. See Appendix II for the test method.

I. PERFORMANCE LIFE

Finished stickers, including surface printed colorants, shall remain clear and durable and shall provide a compatible surface for direct application of additional annual validation stickers of the same material.

J. GENERAL AND DIMENSIONAL REQUIREMENTS

The sheeting shall be furnished as die cut stickers in roll form to the size and shape specified. Rolls shall be wound to provide proper orientation of the security mark.

K. TECHNICAL SERVICE

The printing equipment vendor shall provide the validation sticker manufacturing shop with competent technical service and product information until the site operating personnel are able to manufacture quality validation stickers in keeping with the State's requirements and according to the manufacturer's recommendations. A listing of the technical service personnel and their qualifications shall be provided.

In the event production difficulties are experienced with the successful bidder's materials, the sheeting manufacturer shall provide telephone toll-free technical service call-in consultation. Telephone technical service shall be furnished by the sheeting manufacturer at no additional cost until such times as the difficulties are resolved.

L. Packaging and Delivery

All reflective sheeting and other materials shall be packaged in accordance with accepted commercial standards. All deliveries shall be provided F.O.B. destination to the State's designated point of delivery. The first expected delivery of validation sheeting shall be not later than forty-five (45) days

following official notification of contract award, initial order and receipt of State approved art work. All subsequent deliveries shall be F.O.B. destination within thirty (30) days after receipt of order. Penalty for non-delivery of material within the (thirty) 30 day window will be charged at \$500 per business day and will be deducted from the invoice upon receipt.

PART B

APPENDIX I

VALIDATION SHEETING RETROREFLECTIVE CHARACTERISTICS

The coefficient of Retroreflection shall be measured on flat, clean Validation Sheeting and shall have the following minimum values at 0.2° observation angle, expressed as candlepower per foot-candle per square foot (candelas per lux per square meter) of material. Measurements shall be conducted in accordance with ASTM E-810, "Standard Test Method for Coefficient of Retroreflection of Retroreflective Sheeting".

Color	Entrance Angles	
	-4°	40°
White	50	10
Yellow	30	8
Lemon-Yellow	28	11
Green	28	8
Blue	14	5
Red	10	3
Orange	6	2
Gold	30	10
Yellow-Green	24	8
Magenta	12	3

PART B**APPENDIX II****TESTING OF THERMAL TRANSFER PRINTED VALIDATION DECALS**

These testing procedures cover the testing of thermal transfer printed validation stickers for abrasion resistance and resistance to cleaners and solvents. NOTE: Only cleaners and solvents commonly used on or around vehicle paint finishes need to be tested.

1. Wet Scrub Abrasion Resistance

References: Federal Test Method Standard 141a, Method 6142; Gardner Laboratory Bulletin WG2000

Equipment:

The test used here is a modification of the Federal Test Standard No. 141a, Method 6142, "Scrub Resistance". An apparatus such as Gardner Model M-105 or the Gardner Straight Line Washability and Abrasion Tester No. 1364 is required.

Sample Preparation:

Prepare samples by adhering two test decals to conversion coated aluminum weathering panels available from Q-Lab 800 Canterbury Road, Westlake, Ohio 44145; Telephone: (440/835-8700). Panels measure 11" x 2.75". After applying the decals, roll them down firmly with a small wallpaper rubber roller (approximately 1.5" dia.).

Allow samples to stand for 48 hours in a constant temperature/humidity room before testing.

Procedure:

1. After conditioning the brush in lukewarm water for 30 minutes, shake out the excess water. Then condition the brush in a 0.5 percent detergent ("Dreft") solution for 5 minutes. Place the Chinese hogs bristle brush in the brushholder.
2. Mount the test panel in the test apparatus. The test apparatus may need to be modified slightly to accommodate the 11" x 2.75" test panel

3. Turn on the machine and allow 1,000 scrub cycles to pass before stopping the machine. During the test period, a 0.5% detergent ("Dreft") solution is dipped on the test panel at the approximate rate of 12 drops per minute through a titration column or just enough to keep the panel wet.
4. Rinse and dry the test panel.

Results:

If the decal print does not show sufficient wear so that the tester can see the substrate sheeting, the sample decal passes the test.

2. RESISTANCE TO SOLVENTS AND CLEANERS

Printed stickers may be tested on the card stock or on the liner.

Test Solvents: methyl alcohol, mineral spirits, kerosene, VM & P naphtha, and gasoline. (NOTE: Solvents that damage automobile paint or lacquer finishes, should not be used as a test solvent).

Test Cleaners: "409", window glass, ammonia, bug and tar (with petroleum distillates or mineral spirits)

Procedure:

Wet a "Q-tip" type cotton swab (mounted on the end of a stick) with the respective solvent or test cleaner.

The tester holds the swab at a 45 degree angle to the test sticker and with approximately 40 grams of pressure, wipes the wet swab back and forth across the printed sticker for 10 cycles (one cycle is once across the sample and back). The tester conducts the same test on a second sample for 25 cycles.

Results:

The sample passes if the solvent or cleaner does not solvate the print sufficiently to wear through to the substrate.

BID SCHEDULE FOR AWARD

When evaluating for the award of this contract, we find 44 separate commodities that it would be possible to order. There is one "key" commodity on each price page, however, that represents the bulk of purchasing for that page. With this in mind the bid price for these "key" commodities will determine the award for logical "groups" of commodities.

Commodity Codes DMV 1 through DMV 16 will be determined by the price bid on DMV 6 (long run).

Commodity Codes DMV 17 through DMV 32 will be determined by the price bid on DMV 21 (short run).

Commodity Codes DMV 33 through DMV 34 will be determined by the price bid on DMV 33 in the color white.

Commodity Codes DMV 35 through DMV 44 will be determined by the price bid on DMV 35 (per roll).

(SEE DMV - PART A FOR SPECIFICATIONS)
COMMODITY CODES DMV 1 THRU DMV 16 ARE:

SPECIAL CATEGORY PLATES, 5 YEAR DURABILITY, PRE-PRINTED DESIGN,
 12-1/16" x 300 Yd. Roll

Price Per 300 Yd. Roll

Commodity Code No.	No. Of colors	Short Run (up to 40 rolls)	Long Run (more than 40 rolls)	Design Charge
DMV 1	1			
DMV 2				
DMV 3	2			
DMV 4				
DMV 5	3			
DMV 6				
DMV 7	4			
DMV 8				
DMV 9	5			
DMV 10				
DMV 11	6			
DMV 12				
DMV 13	7			
DMV 14				
DMV 15	8			
DMV 16				

(SEE DMV - PART A FOR SPECIFICATIONS)
COMMODITY CODES DMV 17 THRU DMV 32 ARE:

SPECIAL CATEGORY PLATES, 5 YEAR DURABILITY, PRE-PRINTED DESIGN,
 7-1/16" x 200 Yd. Roll

Price Per 200 Yd. Roll

Commodity Code No.	No. Of colors	Short Run (up to 40 rolls)	Long Run (more than 40 rolls)	Design Charge
DMV 17	1			
DMV 18				
DMV 19	2			
DMV 20				
DMV 21	3			
DMV 22				
DMV 23	4			
DMV 24				
DMV 25	5			
DMV 26				
DMV 27	6			
DMV 28				
DMV 29	7			
DMV 30				
DMV 31	8			
DMV 32				

SEE DMV - PART A FOR SPECIFICATIONS

COMMODITY CODES DMV 33 THRU DMV 34 ARE:

Reflective Sheeting, Enclosed Lens, Graphic, Solid Color

PRICE PER ROLL

Commodity Code No.	COLOR					
	SIZE	WHITE	BLUE	YELLOW WV GOLD	GREEN	RED
DMV 33	12-1/16" X 300 yds.	\$	\$	\$	\$	\$
DMV 34	7-1/16" X 200 yds.	\$	\$	\$	\$	\$

(SEE DMV - PART B FOR SPECIFICATIONS)
COMMODITY CODES DMV 35 THRU DMV 44 ARE:

Thermal Transfer Printable Validation Sheeting/Laminating
 Adhesive Film Liner

Commodity Code No.	Description & Size	Price Per Roll	Price Per Decal
DMV 35	Vehicle, Trailer and Recreational Decals: 2,800 decals per roll, without back print 3/8" staple tab, die-cut, 1-up. 1.875"w x 1.125"h x 0.125" corner radius.		
DMV 36			
DMV 37	Motorcycle Decals: 2,800 decals per roll, without back print 3/8" staple tab, die-cut, 1-up. .75"w x 1.5"h x 0.125" corner radius.		
DMV 38			
DMV 39	Motorboat Decals: 2,500 decals per roll, without back print 3/8" staple tab, die-cut, 1-up. 3"w x 3"h x 0.125" corner radius.		
DMV 40			
DMV 41	Farm Decal: 1,000 decals per roll, 3" x 100 yard roll Face Adhesive Validation (FAV) for inside windshield use.		
DMV 42			
DMV 43	Laminating Adhesive Film Liner: To be used with Farm Decal FAV (above). 2 Mil x 2-7/8" x 100 yds.		
DMV 44			

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING 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: 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: _____