



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  
**CHP76026**

PAGE  
**1**

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

**RFQ COPY  
 TYPE NAME/ADDRESS HERE**

VENDOR

SHIP TO

**WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/03/2007				

BID OPENING DATE: **07/11/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM NO. 1</b> THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS SUBMITTED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS. BID OPENING DATE REMAINS: JULY 11, 2007 BID OPENING TIME REMAINS: 1:30 PM ***** END ADDENDUM NO. 1 *****						
0001	1	EA		966-50		
ABC'S BABY CARE						
***** THIS IS THE END OF RFQ CHP76026 ***** TOTAL:						

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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**RFQ #: CHP76026  
ADDENDUM NO. 1  
ANSWERS TO QUESTIONS SUBMITTED**

1) Is the mailing list for the Summary plan provided electronically so that we can ink jet? ( Mailing labels cost more to affix and you usually the postage rate will be higher if there is no Bar code on the labels ).

**Answer: We can supply labels or by excel database.**

2) Summary plan Description mailing. Shipping 800 per month. Will these be shipping to 800 individual addresses or are they bulk shipped to 3/4 locations? **Answer: The quarterly supply (800 x3 = 2,400) is being shipped to one location in Lafayette, Louisiana (CHIP call center).**

3) Will items mail using one of the State of WV indicia's? If they mail using the MPB indicia then the U.S.postage would not be able to be included in the RFQ. **Answer:It is my understanding, the SPD mailing to Plan participants can be mailed using the bulk mail permit.**

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4)Positive Promotion catalog indicated that the crayon boxes cannot be personalized. In the past has the personalization been done with a label affixed to the box? **Answer: I'm not sure if the last vendor used Positive Promotions to order the crayons, but we have never used a label. This as with all items do not have to be ordered through Positive Promotions but must be the items specified in the RFQ.**

5)Although most of the items ship over the course of a calendar year will we be able to invoice for all items upon completion of printing Items 6 and 7 and purchase of items 1 thru 5 from Positive promotion? The mail preparation charges for the Summary Plan would be invoiced monthly. **Answer: I'm not sure if the vendor is wanting to print a whole year supply and store in their warehouse or not, but our shipment to the call center occurs each quarter. We have the option to reprint at 6 months, so they may want to rethink printing up a whole year supply at once.**

The state typically won't pay for goods or services until the transaction is complete and received by target destination. And the mail preparation charges would not be charged monthly when the call center is only receiving quarterly shipments. CHIP receives a one time shipment unless we need to reprint at 6 months. When purchasing from positive promotions or another company, the vendor can store the year supply in their warehouse, but can't invoice for shipping until goods are received by target destination.

6) Summary Plan paper stock description indicates 50# white offset with no mention of the cover. The sample provided has a 65# cover and the text is 70# offset. Should we bid based on the provided sample? **Answer: No...we do not want to use the same paper as the sample. We are trying to reduce costs and one way is to use lighter paper on the cover and inside of the booklet.**

Would it not be less expensive for the state to purchase direct from Positive promotions and have the items drop shipped to the winning vendor (avoiding vendors mark up)? **Answer: Some on the materials (ABC of Baby Care/First Aid Slides) are being shipped to two different locations (CHIP and the WV Hospital Association) over the course of a year. It would be better for me to have vendor managing this since we limited space for inventory.**

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**Krista Ferrell - RE: ?'s on RFQ#: CHP76026**

**From:** "Pamela Gunter" <pgunter@wvchip.org>  
**To:** "Krista Ferrell" <KFerrell@wvadmin.gov>, "Hank Woodson" <hwoodson@wvchip.org>  
**Date:** 07/03/2007 3:10 PM  
**Subject:** RE: ?'s on RFQ#: CHP76026

Here are my answers....It's weird that we never got the first email you sent last week.

Pam

<b>Pamela Gunter, RN, BSN</b> <i>Community Relations and Health Promotion Director</i>	Low-Cost Health Care for Kids  <b>WVCHIP</b> 1018 Kanawha Blvd, East Suite 209 Charleston, WV 25301  tel: 304-558-2732, x107 fax: 304-558-2741
pgunter@wvchip.org www.wvchip.org	

Add me to your address book...

Want a signature like this?

- 1) Is the mailing list for the Summary plan provided electronically so that we can ink jet? ( Mailing labels cost more to affix and you usually the postage rate will be higher if there is no Bar code on the labels ). **We can supply labels or by excel database.**
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Thanks  
Alan Kuhlman  
MPB  
601 Capitol St  
Charleston, WV  
Office 343-0161  
Cell 741-3550