



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  
**DMV80029**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUTCH CHITUM**  
**304-558-8806**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET  
 CHARLESTON, WV  
 25311 558-0002

DATE PRINTED <b>09/20/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **11/06/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****<b>ADDENDUM NO. 1</b>*****</p> <p>ADDENDUM ISSUED AS A RESULT OF THE PRE-BID MEETING ON 09/13/07 FOR THE WEB-BASED SOLUTION FOR MOTORCYLCE/VEHICULAR TEMPORARY LICENSE TAG PRODUCTION.</p> <p>THE CUT-OFF DATE FOR SUBMITTING WRITTEN QUESTIONS TO THE BUYER HAS BEEN EXTENDED UNTIL 12:00PM ON FRIDAY, SEPTEMBER 28, 2007.</p> <p>ALL QUESTIONS MUST BE RECIEVED BY THAT TIME BY THE BUYER: CHUCK BOWMAN (CB-23)            STATE OF WEST VIRGINIA            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET EAST            PO BOX 50130            CHARLESTON, WV 25305-0130            FAX: 304.558.4115            E-MAIL: CBOWMAN@WVADMIN.GOV</p> <p>ALL WRITTEN QUESTIONS SUBMITTED PRIOR THE PRE-BID MEETING OF 9/13, ALL QUESTIONS ASKED AT THE MEETING, AS WELL AS ALL QUESTIONS RECEIVED PRIOR TO THE CUT-OFF ON 09/28/07, WILL BE ANSWERED AND DISTRIBUTED IN ADDENDUM NO. 2 TENTATIVELY SCHEDULED FOR RELEASE THE WEEK OF 10/15/2007.</p> <p>THE PRE-BID SIGN-IN SHEETS ARE ATTACHED.</p> <p>BID OPEING DATE IS EXTENDED FROM 10/04/2007 TO 11/06/2007. BID OPENING TIME REMAINS 1:30 PM.</p> <p>*****<b>NO OTHER CHANGES</b>*****</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

**Pre-Bid Conference  
SIGN IN SHEET**  
(Please print legibly)

002

Request for Proposal No: DMV 80029

Date: 9-13-07

<u>Representative &amp; Firm Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; Fax Number Email Address</u>
EX: <u>Chuck Bowman</u> Chuck Bowman WV State Purchasing Division	<u>PO Box 50130</u> <u>2019 Washington Street, East</u> <u>Charleston, WV 25305</u>	T: <u>304-558-2157</u> F: <u>304-558-4115</u> Email: <u>cbowman@wvadmin.gov</u>
1. <u>Gregg Yawman</u> <u>INSTETAG</u>	<u>427 N. Magnolia Ave.</u> <u>Orlando, FL 32807</u>	T: <u>407-965-0369</u> F: <u>407-254-5988</u> Email: <u>gyawman@instetag.com</u>
2. <u>Kim Haddaway</u> <u>CVR</u>	<u>3315 N. Radcliffe Ln.</u> <u>Chesapeake, Va. 23321</u>	T: <u>757-483-4994</u> F: <u>757-537-3599</u> Email: <u>khaddaway@CVRREG.COM</u>
3. <u>Karl Kaiser</u> <u>INSTETAG</u>	<u>427 N. Magnolia Ave.</u> <u>Orlando, FL 32807</u>	T: <u>407-965-0368</u> F: <u>407-254-5988</u> Email: <u>kkaiser@instetag.com</u>
4. <u>Randy Refalo</u> <u>LEXMARK</u>		T: _____ F: _____ Email: <u>RREFALO@LEXMARK.COM</u>
5. <u>Karen Lane</u> <u>DMV - Purchasing</u>		T: _____ F: _____ Email: _____
6. <u>Alex Johnston</u> <u>DMV</u>		T: _____ F: _____ Email: <u>AJOHNSTON@DOT.STATE.WV</u> <u>STATE, US</u>
7. <u>BRANDY SPENCE</u> <u>OPSEC SECURITY, INC</u>	<u>21132 OLD YORK RD</u> <u>PARKTON MD 21120</u>	T: <u>410.357.4491</u> F: <u>410.357.4435</u> Email: <u>bspence@opsecsecurity.com</u>
8. <u>JAMES MALLET</u> <u>CVR</u>	<u>4025 Whisperwood CT</u> <u>Weddington Nc</u> <u>28104</u>	T: <u>704 821 1826</u> F: <u>704 821 2826</u> Email: <u>jmallett@curreg.com</u>
9. <u>Jim Negrette</u> <u>CVR</u>	<u>DAVID BARN</u> <u>LEXMARK</u>	T: _____ F: _____ Email: _____

DAVID BARN  
Lexmark

859 296-6294

Please PRINT legibly. All information is essential to contact attendees in a timely manner.  
If possible, please provide a company business card.

**Pre-Bid Conference  
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003

Request for Proposal No: DMV80029

Date: 9-13-07

<u>Representative &amp; Firm</u> <u>Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; Fax Number</u> <u>Email Address</u>
EX: <u>Chuck Bowman</u> Chuck Bowman WV State Purchasing Division	PO Box 50130 2019 Washington Street. East Charleston, WV 25305	T: 304-558-2157 F: 304-558-4115 Email: cbowman@wvadmin.gov
1. <u>Paula Hawn</u> Lexmark Int.	<u>740 W. New Circle Rd</u> Lexington KY 40552	T: <u>859-232-1560</u> F: _____ Email: _____
2. <u>Guy A. Perry</u> WVCI	<u>617 Leon Sullivan Way</u> Charleston, WV 25301	T: <u>558-6054</u> F: <u>558-6056</u> Email: <u>gperry1@mail.wvnet.edu</u>
3. <u>Adam Holley</u> DMV	<u>K800 Kanawha Blvd E</u> Bldg 3 Rm 118 Charleston WV 25317	T: <u>558-3611</u> F: <u>558-4285</u> Email: <u>AHolley@dot.state.wv.us</u>
4. <u>Gleu P. Aubrey</u> DMV	<u>1800 Kanawha Blvd</u> Bldg 3 Rm 128 Char WV 25317	T: <u>558-5309</u> F: <u>558-0734</u> Email: <u>gopaubrey@dot.state.wv.us</u>
5. <u>RYAN WHEELER</u> <del>BA RESOURCES</del>	<del>BA RESOURCES</del> <del>32 MARKET ST. HURRICANE, WV 25526</del>	T: <del>304-634-2894</del> F: <del>304-634-2894</del> Email: <del>RYANWHEELER@WVDSL.NET</del>
6. <u>Ed Lee</u> HDI SOLUTIONS, INC.	<u>1510 PUMPHREY AVE.</u> AUBURN, AL 36832	T: <u>334-332-5838</u> F: _____ Email: <u>ed.lee@hdisolutions.com</u>
7. <u>Butler Christman</u> Purchasing	<u>1</u>	T: _____ F: _____ Email: _____
8. <u>Kim Smith</u> BMV - Purchasing	<u>Bldg. 3, Rm. 337</u> Chas. WV	T: <u>558-3938</u> F: _____ Email: _____
9. <u>Gladys Sasser</u> WVDOT IT	<u>Bldg 5 Rm 715</u>	T: <u>558-9506</u> F: _____ Email: _____
10. <u>Kimber Asseff</u> <del>WVDOT IT</del>	<u>Bldg 5 Rm 715</u>	<u>558-9502</u>
11. <u>Jim Jordan</u>	<u>Bldg 3 Room 54</u>	<u>558-0001</u>

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Request for Proposal No: DMV80029

Date: 9.13.07

<u>Representative &amp; Firm Name</u>	<u>Mailing Address</u>	<u>Telephone &amp; Fax Number</u> <u>Email Address</u>
EX: _____ Chuck Bowman WV State Purchasing Division	PO Box 50130 2019 Washington Street, East Charleston, WV 25305	T: 304-558-2157 F: 304-558-4115 Email: cbowman@wvadmin.gov
1. <u>Jared A. Tucker</u> <u>Terradon Communications</u>	<u>401 Jacobson Drive</u> <u>Poca, WV 25159</u>	T: <u>304-729-9106</u> F: <u>304-729-9203</u> Email: <u>jared.tucker@terraddon.com</u>
2. _____	_____	T: _____ F: _____ Email: _____
3. _____	_____	T: _____ F: _____ Email: _____
4. _____	_____	T: _____ F: _____ Email: _____
5. _____	_____	T: _____ F: _____ Email: _____
6. _____	_____	T: _____ F: _____ Email: _____
7. _____	_____	T: _____ F: _____ Email: _____
8. _____	_____	T: _____ F: _____ Email: _____
9. _____	_____	T: _____ F: _____ Email: _____

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