



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
DPS0840

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED 06/11/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 06/26/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		255-70		
<p>MOTOR VEHICLE INSPECTION STICKERS & NUMBER INSERTS</p> <p>OPEN-END CONTRACT TO PROVIDE MOTOR VEHICLE INSPECTION STICKERS AND ANNUAL NUMBER INSERTS FOR THE WEST VIRGINIA STATE POLICE, PER THE SPECIFICATIONS.</p> <p>SAMPLES: SAMPLES MAY BE REQUESTED PRIOR TO AWARD. VENDORS SHALL SUBMIT SAMPLES WITHIN 14 DAYS UPON REQUEST.</p> <p>EXHIBIT 3</p> <p>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.</p> <p>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.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR,</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**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 may be deemed null and void, and 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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<p>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.</p> <p>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 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>						

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<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> <p>REV. 04/11/2001</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</p>						

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<p>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> <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</p>						

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<p>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 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>						

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PAGE
6

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STATE

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<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> <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: JOHN ABBOTT-----</p> <p>RFQ. NO.: DPS0840-----</p> <p>BID OPENING DATE: 06/26/2008-----</p> <p>BID OPENING TIME: 1:30 PM-----</p>						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ DPS0840 ***** TOTAL: _____						

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**WEST VIRGINIA STATE POLICE
TRAFFIC RECORDS SECTION**

**GENERAL SPECIFICATIONS AND REQUIREMENTS
FOR INSERT DESIGNATION FOR
USE WITH SAFETY INSPECTION DEVICE**

MONTHLY INSERT DESIGNATIONS: One monthly insert designation will be required for use with each inspection certificate. These monthly inserts are to be furnished in numbers one (1) through twelve (12). The quantity of inserts requisitioned yearly for each of the twelve months will vary. Depending on state's need, the amount can range anywhere from 1,400,000 to 1,600,000.

Such inserts are to be affixed to the inspection device in the space provided for same. Inserts are to be printed black on clear - such designation to be printed in reverse so they will be face up following application. The inserts 6 and 9 shall be printed with a line under each for easy identification, i.e., 6, 9.

The base material of the inserts is to be one (1) mil transparent Mylar, treated with a pressure-sensitive adhesive that is compatible with both regular glass and plastic laminated windshields. The insert shall be removed in one piece from both types of windshields without the use of a sharp object. Five (5) inserts are to be furnished per strip, and each strip to be scored four (4) times to facilitate quick and easy removal of each insert from the backing sheets.

The overall size of each strip is to be approximately 6 7/8" X 1 1/2". The black printing to be in reverse so as to read right side up if the insert is applied to the inspection device and the so obtained assembly viewed through an automobile windshield from the outside. The printed number shall be 1 1/4" high.

Strips are to be packaged one hundred (100) to a chipboard box and a divider between each 20 strips with each box marked as to quantity.

The contractor shall guarantee that the necessary insert designation will be usable for the purpose intended on the device furnished.

The State of West Virginia reserves the right to inspect the vendor's production facility to determine if production controls can be met.

Inserts 7 thru 12 delivered by April 16 of each contract year.
Inserts 1 thru 6 delivered by September 1 of each contract year.

ANNUAL/YEARLY INSERT DESIGNATIONS: The yearly insert designation will be required for use with each inspection certificate. The quantity of inserts requisitioned for each year will vary. Depending on state's need, the amount can range anywhere from zero to 2,300,000.

Such inserts are to be affixed to the inspection device in the space provided for same. Inserts are to be printed black on clear, such designation to be printed in reverse so they will be face up following application.

The base material of the inserts is to be one (1) mil transparent Mylar, treated with a pressure sensitive adhesive that is compatible with the inspection device. The adhesive shall also be compatible with both regular glass and plastic laminated windshields. The insert shall be removed in one piece from both types of windshields without the use of a sharp object. Five (5) inserts are to be furnished per strip, and each strip to be scored four (4) times to facilitate quick and easy removal of each insert from the backing sheets.

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The contractor shall guarantee that the necessary insert designation will be usable for the purpose intended on the device furnished.

The State of West Virginia reserves the right to inspect the vendor's production facility to determine if production controls can be met.

2010 yearly inserts will be delivered by September 1, 2008.

**SPECIFICATIONS
SPECIAL PRESSURE-SENSITIVE
TRAILER/MOTORCYCLE INSPECTION DECALS**

**STATE OF WEST VIRGINIA
WEST VIRGINIA STATE POLICE
TRAFFIC RECORDS SECTION**

TYPE: Each decal shall be of the single face type, approximately 2 1/2" X 2 1/2" overall size. The successful vendor, following instructions of the State of West Virginia, West Virginia State Police, shall submit single face sketches of the proposed design. The design to be used shall be approved by the West Virginia State Police.

COLOR: The approved design will require the face of the decal be printed in colors selected by the West Virginia State Police.

DETAILS OF MANUFACTURER:

All decals manufactured under these specifications shall be made with colors that are fade resistant for a period of twelve months after the decal has been applied to the wood or metal surface of the trailer or motorcycle. The back of the decal must carry a specially formulated pressure sensitive adhesive that requires no water, solvent or other wetting agent for activation. No activation of the adhesive shall be necessary. The adhesive shall be of such type that the decal can be quickly and effectively applied in temperatures of 15 degrees F. and above. Over this adhesive must be placed an easily removed slip sheet which will protect the decal until ready for use. It shall be capable of remaining completely so affixed until it is intentionally and manually removed; and when removed, the decal will attain such a tight bond to the surface that it cannot be removed without being destroyed by specific wording or lettering so that it cannot be reused on the wood or metal surface of another trailer or motorcycle.

METHOD OF APPLICATION:

1. Remove protective slip sheet from adhesive side of decal.
2. Position decal, then squeegee firmly until tightly affixed to surface.

TESTING DESCRIPTION:

- Test #1. Dry Heat - The stickers shall be placed onto a glass plate and an attempt made to remove them by means of heat from a hair dryer. Each side shall be heated for a period of four (4) minutes. By means of a scalpel and transmitted heat through the glass, an attempt shall be made to remove the stickers.
- Test #2. Detergent and Water - The stickers shall be placed onto a glass plate and immersed into a soapy mixture of dishwashing detergent and hot water. By means of a scalpel, an attempt shall be made to remove the stickers.
- Test #3. Glass Cleaner - The stickers shall be placed onto a glass plate and thoroughly sprayed with a brand name glass cleaner, i.e., Windex, Glass Plus, 409, etc. By means of a scalpel, an attempt shall be made to remove the stickers.
- Test #4. Solvent - The stickers shall be placed onto a glass plate, and the corners of the stickers spotted with drops of acetone. By means of a scalpel and additional drops of acetone, as needed, an attempt shall be made to remove the stickers. In cases where this technique is not successful, the stickers shall be soaked with acetone, and the same procedure shall be used in an attempt to remove the stickers.

Test #5. Cold - The stickers shall be placed onto a glass plate and placed inside a freezer for a period of eighteen (18) hours at a temperature of thirty (30) degrees below zero Fahrenheit. By means of a scalpel, attempt to remove the stickers.

Test #6. Removal by Hand - The stickers shall be placed onto a glass plate, and an attempt shall be made to remove the stickers by a peeling motion to determine if they self destruct.

Test #7. Moist Heat - The stickers shall be placed onto a glass plate and placed into an ESDA humidifier tray for a period of 1 1/2 hours. The initial water temperature shall be seventy (70) degrees Fahrenheit. By means of a scalpel, attempt to remove the stickers.

TEST RESULTS: The sticker must destroy itself by the "VOID" security feature appearing.

SAFETY AND SECURITY FEATURES:

The decals shall have built into them security features which shall safeguard the State of West Virginia against counterfeiting. This shall be accomplished by incorporating into the design a secret mark and chemical indicator known only to the manufacturer and to authorized personnel of the West Virginia State Police. This information must be furnished prior to July 1, 2008.

NUMBERING AND PACKING:

The decals shall be consecutively numbered on the face in accurate sequence beginning with the number one(1). Decals shall be packed 500 to a box, and each box shall contain a label which shall show the quantity of decals contained therein and the lowest and highest serial number therein.

MATERIALS:

The trailer/motorcycle decals shall consist entirely of the adhesive backed structure. After removal of the backing paper, the film shall be entirely free of paper. The thickness shall not be more than .004, measured without the backing paper. The adhesive portion of the trailer/motorcycle decal must be securely anchored to the stock which forms the design for the trailer/motorcycle decal and shall be insoluble in water. Before removal of slip sheet, it must not be possible to remove any adhesive at all by violent rubbing with a bare finger. Secure and permanent adhesion of the trailer/motorcycle decal shall be obtained to the following types of surfaces: Bare or painted wood, bare or painted metal, or vitreous enamel. The weathering qualities of the pressure-sensitive decals shall be excellent and when properly mounted to the permanent surface, the pressure sensitive decals shall be virtually unchanged after the following test:

1. Four hundred (400) hours exposure in the National Carbon 1-A Accelerated Weathering Unit using sunshine carbons. There shall be no cracking, peeling, or fading after completion of this test.

PRODUCTION CONTROLS:

This bid must be accompanied by a full explanation of the precautions:

1. Which the manufacturer proposes to observe within his plant and organization to protect the State of West Virginia and the West Virginia State Police against unlawful production.
2. Bidders must designate the means by which they propose to guard against loss of decals both during the process of manufacture as well as during storage.
3. Secure storage at the contractor's plant must be adequately protected against damage or loss of decals.
4. All manufacturing must be done in the contractor's plant.
5. No part of this contract shall be sublet or subcontracted.

SAMPLES: Each bid should be accompanied by twenty (20) samples of the decal similar in type and quality which will be supplied under the above specifications. These sample decals must have been manufactured by the firm submitting the bid. All dimensions must meet West Virginia sample #002 in order to be considered.

INSTRUCTIONS FOR MOUNTING TRAILER/MOTORCYCLE DECALS:

The successful bidder shall print instructions on the slip sheet of each decal.

ADDITIONAL DETAILS:

The trailer/motorcycle decals are to be made of three (3) colors. The quantity of decals requisitioned each year can vary according to state's need. The years to be printed on the face of the decals, i.e., 2011-2012, will be furnished by the West Virginia State Police. Any alteration in specifications must have prior approval of the West Virginia State Police before the bid will be considered.

DELIVERY:

Decals to be requisitioned each year, approximately 35,000 to 65,000 will be completely delivered by April 16 of each year's contract.

SPECIFICATIONS

REMOVABLE PRESSURE-SENSITIVE MODIFIED VEHICLE INSPECTION DECALS

STATE OF WEST VIRGINIA WEST VIRGINIA STATE POLICE TRAFFIC RECORDS SECTION

TYPE: Each decal shall be of the double face type 3 X 5 in overall size. The successful vendor, following instructions of the State of West Virginia, West Virginia State Police, shall submit sketches of the proposed design. The design to be used shall be approved by the West Virginia State Police.

COLOR: The approved design will require that the face of the decal be printed in colors selected by the West Virginia State Police. The reverse side is to be printed in black on a silver background which must be suitable for accepting typing or writing with ballpoint pen or pencil.

DETAILS OF MANUFACTURE:

All decals manufactured under these specifications shall be guaranteed not to fade for a period of twelve months after the decal has been applied to the vehicle windshield. The face of the decal must carry a specially formulated pressure-sensitive adhesive that requires no water, solvent or other wetting agent for activation. No activation of the adhesive shall be necessary. The adhesive shall be of such type that the decals can be quickly and effectively applied in temperatures of 15 degrees F. and above. The adhesive must provide for good adherence to the windshield for the service life of the sticker. The adhesive and film must be compatible with both regular glass windshields as well as anti-laceration windshields. If an attempt is made to remove the sticker for the purpose of reuse, the sticker must destroy itself and the "VOID" feature shall appear on the windshield and in the sticker. The sticker shall be removed from both type windshields, and the adhesive residue "VOID" remaining on the windshield shall be removed with water or window cleaner. It shall be capable of remaining completely so affixed until it is intentionally and manually removed. Removal of the sticker will cause the inspection emblem to destroy itself, and the "VOID" feature shall appear.

METHOD OF APPLICATION:

1. Remove protective slip sheet from adhesive side of the sticker.
2. Position sticker, then squeegee firmly until tightly affixed to windshield.

TESTING DESCRIPTION:

- Test #1. Dry Heat - The stickers shall be placed onto a glass plate and an attempt made to remove them by means of heat from a hair dryer. Each side shall be heated for a period of four (4) minutes. By means of a scalpel and transmitted heat through the glass, an attempt shall be made to remove the stickers.
- Test #2. Detergent and Water - The stickers shall be placed onto a glass plate and immersed into a soapy mixture of dishwashing detergent and hot water. By means of a scalpel, an attempt shall be made to remove the stickers.
- Test #3. Glass Cleaner - The stickers shall be placed onto a glass plate and thoroughly sprayed with a brand name glass cleaner, i.e., Windex, Glass Plus, 409, etc. By means of a scalpel, an attempt shall be made to remove the stickers.
- Test #4. Solvent - The stickers shall be placed onto a glass plate, and the corners of the stickers spotted with drops of acetone. By means of a scalpel and additional drops of acetone, as needed, an attempt shall be made to remove the stickers. In cases where this technique is not successful, the stickers shall be soaked with acetone, and the same procedure shall be used in an attempt to remove the stickers.
- Test #5. Cold - The stickers shall be placed onto a glass plate and placed inside a freezer for a period of eighteen (18) hours at a temperature of thirty (30) degrees below zero Fahrenheit. By means of a scalpel, attempt to remove the stickers.
- Test #6. Removal by Hand - The stickers shall be placed onto a glass plate, and an attempt shall be made to remove the stickers by a peeling motion to determine if they self destruct.
- Test #7. Moist Heat - The stickers shall be placed onto a glass plate and placed into an ESDA humidifier tray for a period of 1 1/2 hours. The initial water temperature shall be seventy (70) degrees Fahrenheit. By means of a scalpel, attempt to remove the stickers.

TEST RESULTS:

The sticker must destroy itself by the "VOID" security feature appearing. Upon removing the sticker, the anti-laceration windshield will not be damaged.

ACCELERATED AGING:

The sticker shall be applied to glass and exposed through glass in a weatherometer in accordance with ASTM G-23, Type E or EH with humidifier off for three hundred (300) hours exposure. There shall be no blistering, bleeding of colors, fading, delaminating, or other marked changes. After one hundred and fifty (150) hours and three hundred (300) hours, attempt to remove the sticker by lifting corner and peeling. The sticker must destroy itself by the "VOID" security feature appearing.

NUMBERING AND PACKING:

The decals shall be consecutively numbered on the face-side in accurate sequence beginning with #1. Decals shall be packed five hundred (500) to a box. Each box shall contain a label which shows quantity of decals contained therein and the lowest and highest serial number therein.

PAPER STOCK:

All windshield decals must be manufactured on a special mill-controlled paper. The base material on which the decal is processed shall be a special plastic-coated paper, total weight of 67 plus or minus 3 lb/ream, .0052" thick with tolerance of plus or minus .0005". One side of the paper must be coated with an aluminum bronze-containing ink in such a way that:

1. Opacity - Writing or printing on the back of the device shall not distort or be objectable to the features on the faceside of the decal when viewed in normal use position under average daylight conditions.
2. Writing Surface - Writing with ballpoint pen (non-erasable ink) on the backside of the device must adhere securely. When an attempt is made to erase the writing, the aluminum bronze ink shall show signs of tampering.
3. The surface of the decal will be protected with a forty-two (42) pound light blue Glassiene paper with controlled silicone coating for easy release. The paper will be translucent enough to allow identification of the serial number and other details of the decal through the liner. The liner will be slit horizontally through the middle.

PRODUCTION CONTROLS:

This bid must be accompanied by a full explanation of the precautions:

1. Which the manufacturer proposes to observe within his plant and organization to protect the State of West Virginia and the West Virginia State Police against unlawful production of the decal.

2. Bidders must designate the means by which they propose to guard against loss of decal both during the process of manufacture as well as during storage.
3. Vault storage at the contractor's plant must be adequately protected against damage or loss of decals.
4. All manufacturing must be done in the contractor's plant.
5. No part of this contract shall be sublet or subcontracted.

SAMPLE: Each bid should be accompanied by twenty (20) samples of the decal identical to the product and quality or similar to specifications. These sample decals must have been manufactured by the firm submitting the bid. All dimensions must meet West Virginia sample #003 in order to be considered.

INSTRUCTION SHEETS FOR MOUNTING MODIFIED VEHICLE DECALS:

The successful bidder shall print instructions on the slip sheet of each emblem.

ADDITIONAL DETAILS:

The face of the decal is to be made up of colors selected by the West Virginia State Police. Letters and figures to be black. Reverse side of decal to be black on silver. The quantity of decals requisitioned each year can vary according to state's need. The years to be printed on the face of the emblem, i.e., 2011-2012, will be furnished by the West Virginia State Police. Any alterations in specifications must have prior approval of the West Virginia State Police before bid will be considered.

SAFETY AND SECURITY FEATURES:

The decals shall have built into them security features which will safeguard the State of West Virginia against counterfeiting. This shall be accomplished by incorporating into the design a secret mark and/or chemical indicator known only to the manufacturer and to authorized personnel of the West Virginia State Police. This information shall be furnished prior to July 1, 2008.

DELIVERY DATE:

Between 6,500 to 8,000 decals to be requisitioned each year will be completely delivered by April 16 of each year's contract.

SPECIFICATIONS

REMOVABLE PRESSURE-SENSITIVE VEHICLE INSPECTION DECALS

STATE OF WEST VIRGINIA WEST VIRGINIA STATE POLICE TRAFFIC RECORDS SECTION

TYPE: Each decal shall be of the double face type 4 3/4" X 2 3/8" in overall size. The successful vendor, following instructions of the State of West Virginia, West Virginia State Police, shall submit sketches of the proposed design. The design to be used shall be approved by the West Virginia State Police.

COLOR: The approved design will require that the face of the decal be printed in colors selected by the West Virginia State Police. The reverse side is to be printed in black on a silver background which must be suitable for accepting typing or writing with ballpoint pen or pencil.

DETAILS OF MANUFACTURE:

All decals manufactured under these specifications shall be guaranteed not to fade for a period of twelve months after the decal has been applied to the automobile windshield. The face of the decal must carry a specially formulated pressure-sensitive adhesive that requires no water, solvent or other wetting agent for activation. No activation of the adhesive shall be necessary. The adhesive shall be of such type that the decal can be quickly and effectively applied in temperatures of 15 degrees F. and above. The adhesive must provide for good adherence to the windshield for the service life of the sticker. The adhesive and film must be compatible with both regular glass windshields as well as anti-laceration windshields. If an attempt is made to remove the sticker for the purpose of reuse, the sticker must destroy itself and the "VOID" feature shall appear on the windshield and in the sticker. The sticker shall be removed from both type windshields, and the adhesive residue "VOID" remaining on the windshield shall be removed with water or window cleaner. It shall be capable of remaining completely so affixed until it is intentionally and manually removed. Removal of the sticker will cause the inspection decal to destroy itself, and the "VOID" feature shall appear.

METHOD OF APPLICATION:

1. Remove protective slip sheet from adhesive side of sticker.
2. If required, place year tab onto the sticker in area provided.
3. Position sticker, then squeegee firmly until tightly affixed to windshield.

TESTING DESCRIPTION:

- Test #1. Dry Heat - The stickers shall be placed onto a glass plate and an attempt made to remove them by means of heat from a hair dryer. Each side shall be heated for a period of four (4) minutes. By means of a scalpel and transmitted heat through the glass, an attempt shall be made to remove the stickers.
- Test #2. Detergent and Water - The stickers shall be placed onto a glass plate and immersed into a soapy mixture of dishwashing detergent and hot water. By means of a scalpel, an attempt shall be made to remove the stickers.
- Test #3. Glass Cleaner - The stickers shall be placed onto a glass plate and thoroughly sprayed with a brand name glass cleaner, i.e., Windex, Glass Plus, 409, etc. By means of a scalpel, an attempt shall be made to remove the stickers.
- Test #4. Solvent - The stickers shall be placed onto a glass plate, and the corners of the stickers spotted with drops of acetone. By means of a scalpel and additional drops of acetone, as needed, an attempt shall be made to remove the stickers. In cases where this technique is not successful, the stickers shall be soaked with acetone, and the same procedure shall be used in an attempt to remove the stickers.
- Test #5. Cold - The stickers shall be placed onto a glass plate and placed inside a freezer for a period of eighteen (18) hours at a temperature of thirty (30) degrees below zero Fahrenheit. By means of a scalpel, attempt to remove the stickers.
- Test #6. Removal by Hand - The stickers shall be placed onto a glass plate, and an attempt shall be made to remove the stickers by a peeling motion to determine if they self destruct.

Test #7. Moist Heat - The stickers shall be placed onto a glass plate and placed into an ESDA humidifier tray for a period of 1 1/2 hours. The initial water temperature shall be seventy (70) degrees Fahrenheit. By means of a scalpel, attempt to remove the stickers.

TEST RESULTS: The sticker must destroy itself by the "VOID" security feature appearing. Upon removing the sticker, the anti-laceration windshield will not be damaged.

ACCELERATED AGING:

The sticker shall be applied to glass and exposed through glass in a weatherometer in accordance with ASTM G-23, Type E or EH with humidifier off for three hundred (300) hours exposure. There shall be no blistering, bleeding of colors, fading, delaminating, or other marked changes. After one hundred and fifty (150) hours and three hundred (300) hours, attempt to remove the sticker by lifting corner and peeling. The sticker must destroy itself by the "VOID" security feature appearing.

NUMBERING AND PACKING:

The decals shall be consecutively numbered on the face side in accurate sequence beginning with #1. Decals shall be packed five hundred (500) to a box. Each box shall contain a label which shows quantity of decals contained therein and the lowest and highest serial number therein.

PAPER STOCK:

All windshield decals must be manufactured on a special mill-controlled paper. The base material on which the decal is processed shall be a special plastic-coated paper, total weight of 67 plus or minus 3 lb/ream, .0052" thick with tolerance of plus or minus .0005". One side of the paper must be coated with an aluminum bronze-containing ink in such a way that:

1. Opacity - Writing or printing on the back of the device shall not distort or be objectable to the features on the face side of the decal when viewed in normal use position under average daylight conditions.
2. Writing Surface - Writing with ballpoint pen (non-erasable ink) on the backside of the device must adhere securely. When an attempt is made to erase the writing, the aluminum bronze ink shall show signs of tampering.
3. The surface of the decal will be protected with a 42 pound light blue Glassiene paper with controlled silicone coating for easy release. The paper will be translucent enough to allow identification of the serial number and other details of the decal through the liner. The vehicle liner will be slit vertically through the middle.

PRODUCTION CONTROLS:

This bid must be accompanied by a full explanation of the precautions:

1. Which the manufacturer proposes to observe within his plant and organization to protect the State of West Virginia and the West Virginia State Police against unlawful production of the decals.
2. Bidders must designate the means by which they propose to guard against loss of decals both during the process of manufacture as well as during storage.
3. Vault storage at the contractor's plant must be adequately protected against damage or loss of decals.
4. All manufacturing must be done in the contractor's plant.
5. No part of this contract shall be sublet or subcontracted.

SAMPLE: Each bid should be accompanied by twenty (20) samples of the decal identical to the product and quality or similar to specifications. These sample decals must have been manufactured by the firm submitting the bid. All dimensions must meet West Virginia sample #001 in order to be considered.

INSTRUCTION SHEETS FOR MOUNTING VEHICLE DECALS:

The successful bidder shall print instructions on the slip sheet of each decal.

ADDITIONAL DETAILS:

The face of the decal is to be made up of colors selected by the West Virginia State Police. Letters and figures to be black. Reverse side of decal to be black on silver. The quantity of decals requisitioned each year will vary according to state's need. The years to be printed on the face of decal, i.e., 2011-2012, will be furnished by the West Virginia State Police. Any alterations in specifications must have prior approval of the West Virginia State Police before bid will be considered.

DELIVERY DATES:

Decals to be requisitioned each year, approximately 1,400,000 to 1,600,000, shall be delivered in intervals as follows:

1ST CONTRACT YEAR

FIRST	500,000 (Approximate)	April 16, 2009
SECOND	500,000 (Approximate)	September 1, 2009
THIRD	500,000 (Approximate)	February 1, 2010

2ND CONTRACT YEAR

FIRST	500,000 (Approximate)	April 16, 2010
SECOND	500,000 (Approximate)	September 1, 2010
THIRD	500,000 (Approximate)	February 1, 2011

3RD CONTRACT YEAR

FIRST	500,000 (Approximate)	April 16, 2011
SECOND	500,000 (Approximate)	September 1, 2011
THIRD	550,000 (Approximate)	February 1, 2012

DPS0840 - MOTOR VEHICLE DECALS - BID OPENING 6/26/08			
Description	* Estimated Annual Usage	Unit Price	Extended Price
Motor Vehicle Inspection Stickers	1,500,000	\$	\$
Trailer/Motorcycle Inspection Stickers	60,000	\$	\$
Modified Vehicle Inspection Stickers	10,000	\$	\$
Annual Inserts	2,000,000	\$	\$
Number Inserts	1,800,000	\$	\$
Failure to use this form may result in disqualification		Total	\$
Bidder / Vendor Information: Name: _____ Address: _____ _____ Phone# : _____ Email Address: _____			
Contract Coordinator Information: Name: _____ Address: _____ _____ Phone# : _____ Email Address: _____			
* Estimated Usage Quantities are estimates, and for vendor's knowledge and bidding purposes only			

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 owed 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 exceeds 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: _____

