



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
PRI4656

PAGE
1

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

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

VENDOR

SHIP TO

**WV PRISON INDUSTRIES
 MOUNT OLIVE CORRECTIONAL CTR
 1 MOUNTAINSIDE WAY
 MOUNT OLIVE, WV
 25185 304-442-5958**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/14/2007				

BID OPENING DATE: **12/05/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO ANSWER VENDOR QUESTIONS, EXTEND THE BID OPENING DATE FROM 11/15/2007 TO 12/05/2007; 1:30 PM, AND ADD EXHIBIT 10 (ADDENDUM ACKNOWLEDGEMENT).						
NEW BID OPENING DATE: 12/05/2007; 1:30 PM						
0001	1	LS		550-48		
REFLECTIVE SHEETING FOR LICENSE PLATES						
EXHIBIT 10						
REQUISITION NO.:						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1						
NO. 2						
NO. 3						

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 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



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
PRI4656

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
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VENDOR

SHIP TO

**WV PRISON INDUSTRIES
 MOUNT OLIVE CORRECTIONAL CTR
 1 MOUNTAINSIDE WAY
 MOUNT OLIVE, WV
 25185 304-442-5958**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/14/2007				

BID OPENING DATE: **12/05/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p>						
<p>***** THIS IS THE END OF RFQ PRI4656 ***** TOTAL:</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'

**Addendum # 1
PRI4656**

General Information

- **The bid opening date is extended to December 5, 2007, at 1:30 p.m.**

Questions/Answers Presented at Pre Bid Meeting on License Plate Sheeting

- Q1. On Page 10, Section 1, Paragraph 1 – Under pre-qualifications vendors are requested to submit 5 sample plates. Are additional images needed?
- A1. **The 5 sample plates are all that is needed. The additional image is hereby deleted from PRI4656.**
- Q2. Do the sheeting samples have to be submitted on metal?
- A2. **Yes**
- Q3. Is the applicator the only piece of equipment to be included in the bid?
- A3. **Yes**
- Q4. What is the range of the oven temperature you are using now?
- A4. **The temperature range on the oven being used now is 0° - 500°. Correctional Industries runs the process between 270° and 275° on a 12 minute cycle.**
- Q5. Page 11 – Please clarify “bolt back” on a skid.
- A5. **This is a 36 roll skid – 12 rolls of sheeting per package, stacked 3 high. If an order is less than 12 rolls of sheeting, the sheeting must be packaged 1 roll per single box.**
- Q6. Page 14 – Color boxes for pastel colors. Is this for the decal area?
- A6. **This specification is included so WV Correctional Industries has access to various needed colors. There is no reference to a decal area in the specification and the pastel color requirement does not pertain to decals.**
- Q7. Page 17, Section 2, Paragraph 5 – Identification Marks. The information on the visible and not visible angles is very specific to 3M.
- A7. **We are unable to amend the specifications as the current identification marks are approved by the WV State Police and WV Division of Motor Vehicles and**

implemented as a standard in the State of West Virginia. Changing and/or altering the security marks would require training of all police officers throughout the State of West Virginia.

Q8. Page 18, Paragraph 3 – Roll length is listed as 100’ roll, while on Page 11 it is shown as 300 yard roll. Which is correct?

A8. All quantities should be yards.

Q9. Page 19, Paragraph 5 – Waste Materials. Do you have any idea of those approximate costs?

A9. There is no way Correctional Industries (CI) can provide an approximate total. An example would be: If CI received a roll of sheeting with an incorrect graphic or the sheeting was bad, CI would ask to be reimbursed for the graphic and the metal less the price for scrap.

Q10. Page 19 – 750’ rolls are stated. Is this correct?

A10. This should be 12 rolls, 300 yards each.

Q11. Page 20 – the specifications state the first order must be received in 45 days? Please clarify.

A11. This is 45 days after the approval of the artwork by both DMV and Correctional Industries.

Q12. Are the estimated order quantities on the bid forms for 1 year or 3 years?

A12. The quantities listed on the bid form are estimations for one year.

Q13. What is an approximate number of Class A plates per year?

A13. Average 240,000

Q14. Page 36, Bid Sheet – DMV-20 reads, “2 Color – Long Run – Over 40 Rolls – 300 yd rolls. Is 300 correct or should it be 200?”

A14. DMV-20 shall be corrected to 200 yard rolls instead of 300 yard rolls.

Q15. Can you provide us with the total number of graphics ordered over the last 3 years?

A15. See attached spreadsheets.

Questions Presented at Pre Bid Meeting on Validation Decal Sheetting

Q1. Page 22 – Will there be any piggybacks?

A1. No. What this section is talking about is that the sticker backing can not be slick or a waxy, gloss backing. The sticker backing must be compatible with CI's equipment. Also, a slick or waxy, gloss backing will prevent glue from sticking to the back of the stickers. CI must be able to apply glue to the back of the stickers for placing them on context cards.

The word "buries" is hereby corrected to "buried".

Q2. Farm Decal – Different from other stickers.

A2. Yes. The Farm Decal is a laminate type sticker with a peel off front. This decal is placed inside the vehicle.

Q3. Page 24, Section 1 – will we be able to get more sample decals to test our decals on sticking to the sheeting and other decals?

A3. Yes, please call our Plant Superintendent, Chuck Welling, at 304-684-5521.

Q5. Page 25, Section D – The watermarks are very specific to 3M. Can this be removed to include all vendors?

A5. We are unable to amend the specifications as the current watermarks are approved by the WV State Police and WV Division of Motor Vehicles and implemented as a standard in the State of West Virginia. Changing and/or altering the security marks would require training of all police officers throughout the State of West Virginia.

Q6. On the Motor Carrier decal, is the green color the only color that needs to be reflective?

A6. Yes

Q7. Page 26 – How many printers need to be supplied?

A7. The number of printers supplied should be based on the ability to print approximately 50,000 decals per day.

Q8. What other items need to be compatible?

A8. Laminate machine, computer course to generate the programs, a printer for reports, the capability of incorporating graphics into designs. The software should be user friendly for inserting graphics, changing fonts. Printer ribbons (both wax and resin) should be available in the following colors: Red, Navy Blue, Royal Blue, Green, Yellow and Black.

Q9. Page 26 – Clarification on State’s responsibility to create database.

A9. Page 26, F. Production Equipment. Is hereby changed to represent the Vendor shall be responsible for supplying database software to generate reports and accountability.

Q10. Do you need the capability for daily and stored information?

A10. Yes, both are needed.

Q11. Is replacing print heads a part of the bid? And, can you give an approximate number of how many are replaced per year?

A11. Replacing print heads is to be included in the bid. CI estimates between 12 – 15 per year, but this number can vary.

Q12. Does the applicator equipment have to be new or can it be refurbished?

A12. As long as there is a warranty provided, the applicator does not have to be new. This machine must be compatible with the rest of CI’s operation and should have a good track record.

Q13. Page 37 – 560 rolls or 100 decals?

A14. Some of the DMV Commodity Codes are priced by the roll while others by “per decal”. The cost summary sheets contain the proper units of measure. Example: DMV35 is the vehicle decal material and is purchased by the roll, so the estimated quantity of 560 rolls is correct. DMV36 is also vehicle decal material; however, we are requesting a price per decal, not per roll. The remaining DMV Commodity Codes for the validation decals are the same as the example set forth above.

Addendum No. 1 to PRI4656**Question No. 15****License Plate Sheeting - Rolls Ordered 2005, 2006 and 2007****Graphic Ordered - 2005**

Commodity Code	Description	Rolls Ordered	Roll Size (Yards)
DMV 7	4H/FFA Graphic	1	100
DMV 5	Passenger/2005	3	300
DMV 5	Apportion/2005	5	300
DMV 7	Breast Cancer	1	100
DMV 6	Passenger/2006 w/website	40	300
DMV 7	Apportion/2006	2	300
DMV 3	Permanent Trailer	5	300
DMV 7	82nd Airborne	1	100
DMV 6	Passenger/2006 w/website	7	300
DMV 33	Plain White w/Image	12	300
DMV 34	Motorcycle Plain w/Image	1	300
DMV 8	Passenger/2006 w/website	40	300
DMV 5	911 Remembrance	1	100
DMV 9	Dale Earnardt Jr.	1	100
DMV 13	Wounded In the Line Of Duty	1	100
DMV 7	White Water Rafting	1	100
Process Color	Wildlife (Deer)	1	300
DMV 3	Permanent Trailer	2	300
DMV 5	Veterans	1	100
DMV 7	Breast Cancer	1	100

Total Rolls Ordered 127

Addendum No. 1 to PRI4656
Question No. 15
License Plate Sheeting - Rolls Ordered 2005, 2006 and 2007

Graphic Ordered - 2006

Commodity Code	Description	Rolls Ordered	Roll Size (Yards)
DMV 12	Motorcycle	2	100
DMV 6	Passenger/2007	40	300
DMV 5	Scenic	2	300
DMV 3	Permanent Trailer	2	300
DMV 5	Veterans	2	300
DMV 19	Motorcycle/2006	5	300
DMV 8	Passenger/2006	2	300
DMV 3	Apportion	2	300
DMV 6	Passenger/2007	4	300
DMV 5	United We Stand	1	300
DMV 5	Wildlife (Deer)	1	100
DMV 3	Permanent Trailer	6	300
DMV 5	911 Remembrance	1	100
DMV 6	Passenger/2007	40	300
DMV 33	Plain White Graphic	3	300
DMV 6	Passenger/2007	40	300
DMV 6	Passenger/2008	2	300
DMV 8	Davis & Elkins	1	100
DMV 9	Character	1	100
DMV 33	Plain White w/Image	15	300
DMV 11	Classic Car	1	100
DMV 5	Sheriff	1	100
DMV 5	Remembrance	1	100
DMV 5	Passenger/2007	4	300
DMV 5	Passenger/2008	40	300
DMV 7	White Water Rafting	1	100
DMV 19	Motorcycle	2	300
DMV 3	Permanent Trailer	3	300

Total Rolls Ordered 225

Addendum No. 1 to PRI4656
Question No. 15
License Plate Sheeting - Rolls Ordered 2005, 2006 and 2007

Graphic Ordered - 2007 (Through June 2007)

Commodity Code	Description	Rolls Ordered	Roll Size (Yards)
Process Color	Wildlife (Deer)	1	100
DMV 5	United We Stand	2	300
DMV 5	Scenic	2	300
DMV 9	Dale Earnhardt Jr.	1	100
DMV 19	Motorcycle	1	300
DMV 5	Passenger/2007	1	300
DMV 3	Permanent Trailer	5	300
Process Color	Wildlife (Deer)	1	100
DMV 6	Passenger/2008	55	300
DMV 19	Motorcycle	1	100
DMV 6	Passenger/2008	40	300
DMV 6	Passenger/2008	40	300
DMV 33	Plain White w/Image	4	300
DMV 19	Veteran Motorcycle (new)	1	300
DMV 19	Motorcycle (new)	25	200
DMV 3	Permanent Trailer	3	300
DMV 5	Veteran	1	200
DMV 9	Afghanistan War on Terrorism	1	100
DMV 9	Scenic	1	100
DMV 5	Motorcycle (new)	1	300
DMV 7	Breast Cancer	1	100
DMV 5	Transit Authority	1	100

Total Rolls Ordered 189

SIGN IN SHEET

PLEASE PRINT

PRE-BID SIGN-IN SHEET- PLEASE LEAVE A BUSINESS CARD - PRI4656 - 11/07/2007; 1:30 PM

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: AVERY DENNISON	250 CHESTER	PHONE 440-358-3906
Rep: ANITA JUBY	PAINESVILLE, OH	TOLL FREE
Email Address: anita.juby@averydennison.com	44077	FAX 440-358-3915
Company: WV DMU	1800 Kan. Blvd. E.	PHONE 304-558-3938
Rep: KIM SMITH	Bldg 3B, Rm 337	TOLL FREE
Email Address: ksmith@dot.state.wv.us	CHARLW 25317	FAX 304-558-4780
Company: WV DMU	1800 Kan. Blvd. E.	PHONE 304-558-2232
Rep: RACAN KANE	Bldg 3 Rm 337	TOLL FREE
Email Address: kane@dot.state.wv.us	charl wv 25317	FAX 304 5584780
Company: WV Correctional Industries Box 11		PHONE 304 442-5958
Rep: George M. Hill	1 Mt. Side Way	TOLL FREE
Email Address: ghill@pail.wvscit.edu	Mt. Olive WV 26185	FAX 304 442-8909
Company: WV Correctional Industries Box 11		PHONE 304 442-5958
Rep: DAVID TIECHER	1 MT. SIDE WAY	TOLL FREE
Email Address:	MT. OLIVE WV 26185	FAX 304 442-8909

SIGN IN SHEET

PLEASE PRINT

PRE-BID SIGN-IN SHEET- PLEASE LEAVE A BUSINESS CARD - PRI4656 - 11/07/2007; 1:30 PM

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: WV DMV	1800 Kanawha Blvd E Bldg 3 Rm 337	PHONE 304-558-4247 TOLL FREE
Rep: Tereka "Terri" Casto	Charleston WV	FAX 304-558-4780
Email Address: tcasto@dot.state.wv.us	25317	
Company: John S. Puglia		PHONE TOLL FREE
Rep: WVCI		FAX
Email Address: JPUGLIA@DYNAMICWORKS.COM		
Company: SBRCC -	2880 No. Pleasants Hwy	PHONE 304-684-5521 TOLL FREE
Rep: WUOI Chuck Welling		FAX 304-684-2522
Email Address: CWELLING@WUOI.WVNET.EDU	ST. MARYS WV	
Company: JIM	P.O. 5008 Capital Station	PHONE 304-344-8466 TOLL FREE
Rep: Thomas J. Stevens	Charleston WV 25361	FAX 304-344-3130
Email Address: Stevens665@aol.com		
Company:		PHONE TOLL FREE
Rep:		FAX
Email Address:		