



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
DNR209129

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 SEE SPECIFICATIONS FOR
 DELIVERY REQUIREMENTS

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/19/2009				

BID OPENING DATE: 04/07/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FOR THE PRINTING AND SHIPPING OF THE WEST VIRGINIA HUNTING AND FISHING REGULATIONS PER THE ATTACHED SPECIFICATIONS. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT MAY BE DEEMED NULL AND VOID, AND TERMINATED WITHOUT FURTHER ORDER. NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID						

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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 Department of Administration
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BID OPENING DATE: 04/07/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER: 44 RFQ NO.: DNR209129 BID OPENING DATE: 04/07/2009 BID OPENING TIME: 1:30 PM 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 DNR209129 ***** TOTAL: _____						

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2009-10 West Virginia Hunting and Fishing Regulations (DNR 209129) SPECIFICATIONS

This is a request for quotation to print, deliver, and mail the 2009-10 West Virginia Hunting Regulations and 2010 Fishing Regulations to authorized agents across the State of West Virginia.

Division of Natural Resources (DNR) will furnish the successful vendor with a PC-formatted computerized file of the publication in Adobe InDesign CS3 software (either on CD or files can be uploaded to vendor FTP site). All necessary fonts and artwork will be included. A low resolution color mockup will accompany computer files.

Vendor is responsible for accurate platform conversion of files if needed. Files provided to vendor by June 8, 2009 for hunting regulations; by November 6, 2009 for fishing regulations.

Description:

2009-10 West Virginia Hunting Regulations

- A booklet containing 40 pages (including self cover). Collated, folded, saddle-stitched or glue-bound, 8-3/8" by 10-7/8" trimmed size.

2010 West Virginia Fishing Regulations

- A booklet containing 24 pages (including self cover). Collated, folded, saddle-stitched or glue-bound, 8-3/8" by 10-7/8" trimmed size.

Paper:

30# or 35# recycled newsprint or higher quality house substitute

Specify substitute: _____

Artwork:

All photos and four-color illustrations provided in high-resolution digital files.

Printing:

Front and back cover is four-color process. Other pages are two-color (black ink plus one PMS color).

Proofs:

Three composite, hard copy laser proofs (intermediate proof) of booklet (folded to size), and one color-match, chromalin or equivalent proof of covers must be supplied to Division of Natural Resources within five working days of receipt of electronic files from Division of Natural Resources. Vendor must await approval of proofs from Division of Natural Resources before initiation of final print job.

Packaging:

Booklets should be bundled and tied in two directions in groups of 50, turned every 25; approximately 200 per box for hunting, approximately 350 per box for fishing. Box base dimensions must 11-1/4" by 9-1/2". Each box dimension may vary 1/4". Boxes should be labeled WV 2009-10 Hunting Regulations or WV 2010 Fishing Regulations and the quantity within. Booklets must be packed tightly in boxes and stuffed with filler if necessary so that boxes will sustain weight of boxes stacked on top. Pallets must be shrink-wrapped and stacked evenly so that they can be double stacked for months without the boxes breaking. Wooden pallets required.

Shipping:Hunting Regulations

Vendor will ship three boxes of hunting regulations to approximately 62 agents and one box to approximately 302 additional agents throughout West Virginia by July 10, 2009. Remaining boxes of regulations will be delivered by July 24, 2009 to WV Division of Tourism mailroom, 90 MacCorkle Ave., SW, South Charleston, WV 25303 (directions provided at time of delivery).

Fishing Regulations

Vendor will ship two boxes of fishing regulations to approximately 62 agents and one box to approximately 302 additional agents throughout West Virginia by December 4, 2009. Remaining fishing regulations will be delivered to WV Division of Tourism mailroom (address above) by December 18, 2009.

Boxes must be shipped directly from location of printing to license agents via UPS or FedEx. Zip codes for license agents are available from spending unit. Spending unit will supply addresses of license agents electronically as an Excel file.

ALL SHIPPING COSTS TO BE INCLUDED IN CONTRACT PRICE. THIS INCLUDES COSTS OF SHIPPING PROOFS TO DIVISION OF NATURAL RESOURCES.

Delivery:

WV Division of Tourism mailroom has loading dock at storage level. Pallets will be unloaded from truck with fork lift by agency staff. Vendor must notify spending unit of delivery date at least two working days in advance by calling Charleston office at 304-558-2771. WV Division of Tourism accepts deliveries between hours of 8 a.m. and 3:30 p.m.

SAMPLES OF SIMILAR PUBLICATIONS PRINTED BY VENDOR SHOULD BE SUPPLIED WITH BID PACKAGE OR UPON REQUEST.

DNR #209129
WEST VIRGINIA HUNTING & FISHING REGULATIONS

Provide a bid on all requests. Bid package must include costs of printing, binding, boxing, mailing, and shipping all regulations.
Contract to print and ship both publications will be awarded to a single vendor.

Description:

West Virginia 2009-10 Hunting Regulations

<u>Order Quantity</u>	<u>Number of pages</u>	<u>Price per 1000</u>
350,000	40 pages	\$ _____ X 350 = \$ _____

Cost for additional four (4) pages per booklet added to original document (making it a 44-page document)	\$ _____ X 350 = \$ _____
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Total for 44-page Hunting Regulations \$ _____

West Virginia 2010 Fishing Regulations

<u>Order Quantity</u>	<u>Number of pages</u>	<u>Price per 1000</u>
275,000	24 pages	\$ _____ X 275 = \$ _____

Cost of additional four (4) pages per booklet added to original document (making it a 28-page document)	\$ _____ X 275 = \$ _____
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Total for 28-page Fishing Regulations \$ _____

Contract will be awarded based on combined total bid for printing both hunting and fishing regulations.

TOTAL BID \$ _____

VENDOR/BIDDER INFORMATION

VENDOR: _____

Signature: _____ Date: _____