



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
PAPER09

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JO ANN ADKINS 304-558-8802

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
11/06/2008				

BID OPENING DATE: 12/11/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		395-50		
<p style="text-align: center;">REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR A BLANKET OPEN-END STATEWIDE CONTRACT TO PROVIDE VARIOUS SIZES OF PAPER TO WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.</p> <p>***** MANDATORY PRE-BID MEETING ON THURSDAY, 11/20/2008 AT 10:00 A.M. IN BUILDING IS AT THE CAPITOL COMPLEX, 2019 WASHINGTON STREET, EAST, CHARLESTON, WV 25305. ALL INTERESTED BIDDERS ARE REQUIRED TO BE REPRESENTED AT THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID MEETING SHALL RESULT IN AUTOMATIC DISQUALIFICATION. NO ONE PERSON CAN REPRESENT MORE THAN ONE VENDOR.</p> <p>ATTACHMENTS TO THIS REQUEST FOR QUOTATION: 1. PAPER09 SPECIFICATIONS, DATED 11/06/08, 3 PAGES. 2. PAPER09 PRICING PAGES, DATED 11/06/08, 7 PAGES. 3. VENDOR PREFERENCE CERTIFICATE, 1 PAGE. 4. PURCHASING AFFIDAVIT, 1 PAGE.</p> <p>MISCELLANEOUS PAPER-COMPUTER-TYPING, ETC.</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</p>						
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 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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<p>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, 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</p>						

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<p>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> <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>EXHIBIT 10</p> <p style="text-align: right;">REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED</p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <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>						

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A U T O C O P Y

S H I P T O

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	REV. 11/96					
	EXHIBIT 6					
<p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p>						
<p>(X) THE PRICES ON THIS CONTRACT WILL REMAIN FIRM FOR 90 DAYS AFTER THE EFFECTIVE DATE OF THE CONTRACT. PRICES WILL REMAIN FIRM AFTER EACH PRICE ADJUSTMENT FOR A MINIMUM OF 90 DAYS.</p>						
NOTICE						

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BID OPENING DATE: **12/11/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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: FILE 42</p> <p>RFQ. NO.: PAPER09</p> <p>BID OPENING DATE: 12/11/08</p> <p>BID OPENING TIME: 1:30PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						

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*****NOTICE*****NOTICE*****NOTICE*****NOTICE*****

Mandatory pre-bid meeting is scheduled for on Thursday, November 20, 2008 at 10:00 a.m. in Building 15 at the Capitol Complex, 2019 Washington Street, East, Charleston, WV 25311. **All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall result in automatic disqualification. No one person can represent more than one vendor.**

Delivery:

All orders of paper must be delivered within 10 working days after receipt of order.

All orders totaling \$1,000.00 or more to a single West Virginia delivery point shall be F.O.B. destination.

Orders totaling less than \$1,000.00 to a single West Virginia delivery point may (at the vendor's discretion) be F.O.B. shipping point. Vendor must inform the ordering agency of the estimated freight charges for all orders on which a delivery charge shall be made.

If the vendor has a fixed delivery charge for orders less than \$1,000.00, the vendor shall indicate the amount on the pricing pages.

If the vendor will ship all orders, regardless of dollar total, they should so state on the pricing pages.

Paper Requirements

All paper is to be ream wrapped (except where noted). All fine papers are to be listed in the most current edition of "Grade Finders".

There are two envelopes on the pricing pages. The price per box of 500 envelopes should be entered in the unit price column.

Computer paper

Construction: continuous, marginally punched on both sides for high speed printer feed. Paper shall be blank, 1/2" green bar, 1/6" green bar, or three lines per inch as indicated at the time the order is placed. No upcharge will be permitted on green bar paper.

Horizontal Perforations: All sets of forms shall have horizontal perforation between sets through all parts and carbons. Horizontal perforations shall be at right angle to marginal aligning holes and fall halfway between marginal aligning holes; 12 cuts per inch vertical perforations: Paper shall be nonperforated on right and left sided unless specified for a particular item. If specified, vertical perforations are to result in clean edges when aligning strips are removed.

Fastening: paper shall have temporary crimping or incomplete holes. Carbons, if any, shall be mechanically removable without aligning strips. Wire stitching or stapling is unacceptable.

Packaging: Paper shall be folded, with no breaks, in close-fitting cartons, with a corrugated or fiberboard pad on top and bottom. Cartons shall be labeled on one end, identifying form size, type, number of parts, and vendor name and address.

Award

The State of West Virginia reserves the right to award multiple contracts if it is deemed to be in the best interests of the State of West Virginia.

Recycled Paper

Recycled paper must meet the minimum recycled content guidelines issued by the Environmental Protection Agency (EPA). The EPA guidelines require minimums of 30% post consumer content for most uncoated printing and writing papers, and 10% for most coated paper.

NOTE: In addition to those items identified as recycled, recycled items meeting individual specifications may be bid for other items on this contract. Recycled paper shall be given a 10% preference over virgin paper.

Bids

All prices for paper are to be quoted per 1,000 sheets. If the item is a multiple page set, prices must be quoted per 1,000 sets. For example, the pricing pages may show 25; that would be 25,000 sheets.

All bids submitted must be firm for 90 days from contract award date. After the initial 90 days, Vendors will be permitted to make substantiated requests for increase at 90 day intervals, with 30-days notice. Vendor shall be required to submit a complete price list on both paper and electronic (CD or email) in an Excel format. For each price where a price change occurs (+ or -) the vendor must indicate + or – and the new price of each item. If no changes occurs, the price column shall remain unchanged, but shall reflect the same cost.

This, in effect, will limit the number of change orders to a MAXIMUM of four (4) per year. Prices bid are not subject to any “upcharges”. Failure to hold prices firm for each 90-day period shall be grounds to disqualify the bid or cancel any subsequent contract.

Change orders shall not be done at interim periods for price decreases. The vendors shall be expected to quote the lesser prices and invoice accordingly in the event that decreases occur during each of the 90-day periods. Decreases may be done at the normal 90-day timetable, but shall not be changed via change order until the next 90-day cycle.

NO ALTERNATE TERMS SHALL BE ACCEPTED.

At any time the vendor requests a price adjustment, the purchasing division may either accept the price adjustment and amend the contract accordingly, or reject the adjustment in its entirety and cancel the contract.

Vendors should indicate the brand names for all items bid. Samples may be required for any and all of the items bid. When/if samples are requested, vendors must submit samples within 10 days of the request for the bid on that item or group of items will be rejected. Vendors bidding should include mill swatch books (covering all applicable items) with their bid. Successful bidder(s) may also be required to furnish swatch books to any and all agencies upon request throughout the life of this contract.

NOTE: “PM” in the unit of measure column = per thousand

NOTE: All quantities are estimates and are not to be construed as any guarantee of any quantity.

Contract Coordinator

Vendors should complete the vendor contract coordinator information at the end of the pricing pages. If the individual who “manages” any subsequent contract is a different person, please list that information also.

Reports

Successful vendor shall be required to submit quarterly reports of all purchases against the contract. Additionally, vendor shall be required to submit an annual report that contains the total amount of purchases and the agencies which have placed orders against the contract.

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
1	bond: #1 watermark, sulphite	8-1/2 x 11	20#	white	300		
2	bond: #1 watermark, sulphite	8-1/2 X 14	20#	white	75		
3	bond: #1 watermark, sulphite	11 x 17	20#	white	75		
4	bond: #1 watermark	17 x 22	20#	white	36		
5	bond: #1 premium, recycled	8-1/2 x 11	20#	white	75		
6	bond: #1 premium, recycled	8-1/2 x 14	20#	white	60		
7	bond: #1 premium, recycled	11 x 17	20#	white	30		
8	bond: #4 premium	8-1/2 x 11	20#	white	110,000		
9	bond: #4 premium	8-1/2 x 14	20#	white	150		
10	bond: #4 premium	11 x 17	20#	white	60		
11	bond: #4 premium	17 x 22	20#	white	30		
12	bond: #4 premium	17-1/2 x 22-1/2	20#	white	30		
13	bond: #4 premium	23 x 35	20#	white	30		
14	bond: #4 premium	25 x 38	20#	white	30		
15	bond: #4 premium, 3 hole punch, unlined	8-1/2 x 11	20#	white	150		
16	bond: #4 premium recycled, 3 hole punch, unlined	8-1/2 x 11	20#	white	150		
17	bond: #4 premium recycled	8-1/2 x 11	20#	white	110,000		
18	bond: #4 premium recycled	8-1/2 x 11	20#	colors	25,000		
19	bond: #4 premium recycled	8-1/2 x 14	20#	white	150		
20	bond: #4 premium recycled	8-1/2 x 14	20#	colors	30		
21	bond: #4 premium recycled	11 x 17	20#	white	30		
22	bond: #4 premium recycled	11 x 17	20#	colors	25,000		
23	bond: #4 premium recycled	17 x 22	20#	white	30		
24	bond: #4 premium recycled	17-1/2 x 22-1/2	20#	white	30		
25	bond: #4 premium recycled	23 x 35	20#	white	30		
26	bond: #4 premium recycled	25 x 38	20#	white	30		
27	bond: #4 premium recycled	17 x 22	20#	colors	30		
28	bond: #4 premium recycled	17-1/2 x 22-1/2	20#	colors	30		
29	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	60#	white	30		
30	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	70#	white	30		
31	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	80#	white	30		
32	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	100#	white	30		
33	offset: #2 coated,regular, smooth	19 x 25	60#	white	30		
34	offset: #2 coated,regular, smooth	19 x 25	70#	white	30		
35	offset: #2 coated,regular, smooth	19 x 25	80#	white	30		
36	offset: #2 coated,regular, smooth	19 x 25	100#	white	30		
37	offset: #2 coated,regular, smooth	23 x 35	60#	white	30		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
38	offset: #2 coated, regular, smooth	23 x 35	70#	white	30		
39	offset: #2 coated, regular, smooth	23 x 35	80#	white	30		
40	offset: #2 coated, regular, smooth	23 x 35	100#	white	30		
41	offset: #2 coated, regular, smooth	25 x 38	60#	white	30		
42	offset: #2 coated, regular, smooth	25 x 38	70#	white	30		
43	offset: #2 coated, regular, smooth	25 x 38	80#	white	30		
44	offset: #2 coated, regular, smooth	25 x 38	100#	white	30		
45	offset: #2 coated, regular, smooth	28 x 40	60#	white	30		
46	offset: #2 coated, regular, smooth	28 x 40	70#	white	30		
47	offset: #2 coated, regular, smooth	28 x 40	80#	white	30		
48	offset: #2 coated, regular, smooth	28 x 40	100#	white	30		
49	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	60#	white	30		
50	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	70#	white	30		
51	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	80#	white	30		
52	offset: #2 recycled, coated, regular, smooth	19 x 25	60#	white	30		
53	offset: #2 recycled, coated, regular, smooth	19 x 25	70#	white	30		
54	offset: #2 recycled, coated, regular, smooth	19 x 25	80#	white	30		
55	offset: #2 recycled, coated, regular, smooth	19 x 25	100#	white	30		
56	offset: #2 recycled, coated, regular, smooth	23 x 35	70#	white	30		
57	offset: #2 recycled, coated, regular, smooth	23 x 35	80#	white	30		
58	offset: #2 recycled, coated, regular, smooth	25 x 38	60#	white	30		
59	offset: #2 recycled, coated, regular, smooth	25 x 38	70#	white	30		
60	offset: #2 recycled, coated, regular, smooth	25 x 38	80#	white	30		
61	offset: #3 coated, smooth finish	19 x 25	60#	white	30		
62	offset: #3 coated, smooth finish	19 x 25	70#	white	30		
63	offset: #3 coated, smooth finish	19 x 25	80#	white	30		
64	offset: #3 coated, smooth finish	19 x 25	100#	white	30		
65	offset: #3 coated, smooth finish	23 x 35	60#	white	30		
66	offset: #3 coated, smooth finish	23 x 35	70#	white	30		
67	offset: #3 coated, smooth finish	23 x 35	80#	white	30		
68	offset: #3 coated, smooth finish	23 x 35	100#	white	30		
69	offset: #3 recycled, coated smooth finish	20 x 26	60#	white	30		
70	offset: #3 recycled, coated smooth finish	20 x 26	70#	white	30		
71	offset: #3 recycled, coated smooth finish	20 x 26	80#	white	30		
72	offset: #3 recycled, coated smooth finish	23 x 35	60#	white	30		
73	offset: #3 recycled, coated smooth finish	23 x 35	70#	white	30		
74	offset: #3 recycled, coated smooth finish	23 x 35	80#	white	30		
75	offset: #1 regular finish	8-1/2 x 11	50#	white	105		
76	offset: #1 regular finish	8-1/2 x 11	60#	white	60		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
77	offset: #1 regular finish	8-1/2 x 11	70#	white	60		
78	offset: #1 regular finish, recycled	8-1/2 x 11	50#	white	30		
79	offset: #1 regular finish, recycled	8-1/2 x 11	60#	white	30		
80	offset: #1 regular finish, recycled	8-1/2 x 11	70#	white	30		
81	offset: #1 regular finish	8-1/2 x 14	50#	white	30		
82	offset: #1 regular finish	8-1/2 x 14	60#	white	30		
83	offset: #1 regular finish	8-1/2 x 14	70#	white	30		
84	offset: #1 regular finish	11 x 17	50#	white	30		
85	offset: #1 regular finish	11 x 17	60#	white	30		
86	offset: #1 regular finish	11 x 17	70#	white	30		
87	offset: #1 regular finish	17-1/2 x 22-1/2	50#	white	30		
88	offset: #1 regular finish	17-1/2 x 22-1/2	60#	white	30		
89	offset: #1 regular finish	17-1/2 x 22-1/2	70#	white	30		
90	offset: #1 regular finish	19 x 25	50#	white	30		
91	offset: #1 regular finish	19 x 25	60#	white	30		
92	offset: #1 regular finish	19 x 25	70#	white	30		
93	offset: #1 regular finish	23 x 35	50#	white	30		
94	offset: #1 regular finish	23 x 35	60#	white	30		
95	offset: #1 regular finish	23 x 35	70#	white	30		
96	offset: #1 regular finish	25 x 38	50#	white	30		
97	offset: #1 regular finish	25 x 38	60#	white	30		
98	offset: #1 regular finish	25 x 38	70#	white	30		
99	offset: #1 vellum	8-1/2 x 11	50#	white	75		
100	offset: #1 vellum	8-1/2 x 11	60#	white	75		
101	offset: #1 vellum	8-1/2 x 11	70#	white	75		
102	offset: #1 vellum	8-1/2 x 11	50#	colors	75		
103	offset: #1 vellum	8-1/2 x 11	60#	colors	30		
104	offset: #1 vellum	8-1/2 x 11	70#	colors	30		
105	offset: #1 vellum	11 x 17	50#	white	30		
106	offset: #1 vellum	11 x 17	60#	white	30		
107	offset: #1 vellum	11 x 17	70#	white	30		
108	offset: #1 vellum	11 x 17	50#	colors	30		
109	offset: #1 vellum	11 x 17	60#	colors	30		
110	offset: #1 vellum	11 x 17	70#	colors	30		
111	offset: #1 vellum	17-1/2 x 22-1/2	50#	white	30		
112	offset: #1 vellum	17-1/2 x 22-1/2	60#	white	30		
113	offset: #1 vellum	17-1/2 x 22-1/2	70#	white	30		
114	offset: #1 vellum	17-1/2 x 22-1/2	80#	white	30		
115	offset: #1 vellum	23 x 35	50#	white	30		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
116	offset: #1 vellum	23 x 35	60#	white	30		
117	offset: #1 vellum	23 x 35	70#	white	30		
118	offset: #1 vellum	23 x 35	80#	white	30		
119	offset: #1 vellum	23 x 35	50#	colors	30		
120	offset: #1 vellum	23 x 35	60#	colors	30		
121	offset: #1 vellum	23 x 35	70#	colors	30		
122	offset: #1 vellum	23 x 35	80#	colors	30		
123	offset: #1 opaque, embossed	23 x 35	70#	white	30		
124	offset: #1 opaque, embossed	25 x 38	70#	white	30		
125	offset: #1 opaque, embossed	23 x 35	70#	colors	30		
126	offset: #1 opaque, embossed	25 x 38	70#	colors	30		
127	cover: #3 coated	20 x 26	60#	white	30		
128	cover: #3 coated	23 x 35	60#	white	30		
129	cover: #3 coated	20 x 26	80#	white	30		
130	cover: #3 coated	23 x 35	80#	white	30		
131	cover: #3 coated	20 x 26	100#	white	30		
132	cover: #3 coated	23 x 35	100#	white	30		
133	cover: cast coated, one side, eight point	23 x 35		white	30		
134	cover: cast coated, one side, eight point	26 X 40		white	30		
135	cover: cast coated, one side, ten point	20 x 26		white	30		
136	cover: cast coated, one side, ten point	23 x 35		white	30		
137	cover: cast coated, one side, ten point	26 X 40		white	30		
138	cover: cast coated, two side, ten point	20 x 26		white	30		
139	cover: cast coated, two side, ten point	23 x 35		white	30		
140	cover: cast coated, two side, ten point	26 X 40		white	30		
141	offset: #1 opaque, cover	8-1/2 x 11	65#	white	75		
142	offset: #1 opaque, cover	8-1/2 x 11	80#	white	45		
143	offset: #1 opaque, cover	8-1/2 x 11	65#	colors	30		
144	offset: #1 opaque, cover	8-1/2 x 11	80#	colors	30		
145	index: #4	8-1/2 x 11	90#	white	30		
146	index: #4	8-1/2 x 11	90#	colors	30		
147	index: #4	8-1/2 x 11	110#	white	30		
148	index: #4	8-1/2 x 11	110#	colors	30		
149	index: #4	22-1/2 x 35	90#	white	30		
150	index: #4	22-1/2 x 35	90#	white	30		
151	index: #4	25-1/2 x 30-1/2	90#	white	30		
152	index: #4	22-1/2 x 35	90#	colors	30		
153	index: #4	22-1/2 x 35	90#	colors	30		
154	index: #4	25-1/2 x 30-1/2	90#	colors	30		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
155	index: #4	22-1/2 x 35	110#	white	30		
156	index: #4	22-1/2 x 35	110#	white	30		
157	index: #4	25-1/2 x 30-1/2	110#	white	30		
158	index: #4	22-1/2 x 35	110#	colors	30		
159	index: #4	22-1/2 x 35	110#	colors	30		
160	index: #4	25-1/2 x 30-1/2	110#	colors	30		
161	index: #4 recycled	22-1/2 x 35	90#	white	30		
162	index: #4 recycled	25-1/2 x 30-1/2	110#	white	30		
163	index: #4 recycled	22-1/2 x 35	90#	colors	30		
164	index: #4 recycled	25-1/2 x 30-1/2	110#	colors	30		
165	carbonless: 2 part	8-1/2 x 11			75		
166	carbonless: 3 part, straight	8-1/2 x 11			75		
167	carbonless: 4 part, straight	8-1/2 x 11			75		
168	carbonless: 5 part, straight	8-1/2 x 11			75		
169	carbonless: 6 part, straight	8-1/2 x 11			75		
170	carbonless: 2 part, straight	8-1/2 x 14			75		
171	carbonless: 3 part, straight	8-1/2 x 14			75		
172	carbonless: 4 part, straight	8-1/2 x 14			75		
173	carbonless: 5 part, straight	8-1/2 x 14			75		
174	carbonless: 6 part, straight	8-1/2 x 14			75		
175	carbonless: 2 part, straight	11 x 17			75		
176	carbonless: 3 part, straight	11 x 17			75		
177	carbonless: 4 part, straight	11 x 17			75		
178	carbonless: 5 part, straight	11 x 17			75		
179	carbonless: 2 part, reverse	8-1/2 x 11			60		
180	carbonless: 3 part, reverse	8-1/2 x 11			60		
181	carbonless: 4 part, reverse	8-1/2 x 11			60		
182	carbonless: 5 part, reverse	8-1/2 x 11			60		
183	carbonless: 6 part, reverse	8-1/2 x 11			60		
184	carbonless: 2 part, reverse	8-1/2 x 14			60		
185	carbonless: 3 part, reverse	8-1/2 x 14			60		
186	carbonless: 4 part, reverse	8-1/2 x 14			60		
187	carbonless: 5 part, reverse	8-1/2 x 14			60		
188	carbonless: 6 part, reverse	8-1/2 x 14			60		
189	carbonless: 2 part, reverse	11 x 17			60		
190	carbonless: 3 part, reverse	11 x 17			60		
191	carbonless: 4 part, reverse	11 x 17			60		
192	carbonless: 5 part, reverse	11 x 17			60		
193	carbonless: 6 part, reverse	11 x 17			60		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
194	carbonless: 4 part, reverse	17-1/2 x 22-1/2			60		
195	carbonless: cb	8-1/2 x 11		white	75		
196	carbonless: cb	8-1/2 x 11		color	30		
197	carbonless: cfb	8-1/2 x 11		white	75		
198	carbonless: cfb	8-1/2 x 11		color	30		
199	carbonless: cf	8-1/2 x 11		white	75		
200	carbonless: cf	8-1/2 x 11		color	30		
201	carbonless: cb	8-1/2 x 14		white	75		
202	carbonless: cb	8-1/2 x 14		color	30		
203	carbonless: cfb	8-1/2 x 14		white	75		
204	carbonless: cfb	8-1/2 x 14		color	30		
205	carbonless: cf	8-1/2 x 14		white	75		
206	carbonless: cf	8-1/2 x 14		color	30		
207	carbonless: cb	11 x 17		white	30		
208	carbonless: cb	11 x 17		color	30		
209	carbonless: cfb	11 x 17		white	30		
210	carbonless: cfb	11 x 17		color	30		
211	carbonless: cf	11 x 17		white	30		
212	carbonless: cf	11 x 17		color	30		
213	carbonless: cb	22-1/2 x 34-1/2		white	30		
214	carbonless: cb	22-1/2 x 34-1/2		color	30		
215	carbonless: cfb	22-1/2 x 34-1/2		white	30		
216	carbonless: cfb	22-1/2 x 34-1/2		color	30		
217	carbonless: cf	22-1/2 x 34-1/2		white	30		
218	carbonless: cf	22-1/2 x 34-1/2		color	30		
219	carbonless: cf tag	22-1/2 x 34-1/2		white	30		
220	carbonless: cf tag	22-1/2 x 34-1/2		manila	30		
221	compound: padding for carbonless paper	quarts			300		
222	compound: padding for carbonless paper	gallons			600		
223	laser print: 25% cotton fiber	8-1/2 x 11	24#	white	150		
224	laser print: BR 92	8-1/2 x 11	24#	white	150		
225	laser print: BR 92	8-12 x 14	24#	white	60		
226	laser print: BR 92	11 x 17	24#	white	30		
227	chipboard, plain, .030 calibre bundle	8-1/2 x 11			300		
228	chipboard, plain, .030 calibre bundle	8-1/2 x 14			150		
229	chipboard, plain, .030 calibre bundle	22-1/2 x 34-1/2			75		
230	paper: wrap, kraft or equal roll	18"w x 9"dia.	40#		75		
231	paper: wrap, kraft or equal roll	24"w x 9"dia.	40#		75		
232	paper: wrap, kraft or equal each	30"w x 9"dia.Roll	40#		75		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
233	paper: wrap, kraft or equal, recycled each	18" w x 9" dia. Roll	40#		75		
234	wrap: plastic shrink, center fold each	16" width Roll	75 gauge		75		
235	wrap: hd stretch, mobilrapper #555755 each	15" x 1000"			75		
236	paper: computer	14-7/8 x 11	20#		30		
237	paper: microperf, computer	9-1/2 x 11	20#		30		
238	card: 1 part, tab	16 x 3-1/4	24#		30		
239	Linen - Ivory	8 1/2 x 11	24#		2500		
240	Linen Envelope - Ivory	#10	24#		2500		
241	Writing Ivory	8 1/2 x 11	24#		2500		
242	Ivory Envelope	#10	24#		2500		

Company Name: _____

Contact Person: _____ (Print Name)

Phone: _____

Fax: _____

Email: _____

Signature: _____

Date: _____

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: 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, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters 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 of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a 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; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: 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; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: 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 Bidder's 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; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

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.

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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 is in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____