



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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

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

DATE PRINTED 11/26/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 12/18/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
1. BID OPENING DATE HAS BEEN MOVED TO 12/18/2008.						
2. MANDATORY PRE-BID SIGN IN SHEET, ATTACHED.						
3. REVISED PRICING PAGES -PAPER09, ATTACHED.						
***** END OF ADDENDUM NO. 1 *****						

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 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

SIGN IN SHEET

PLEASE PRINT

Request for Proposal No. PAPER09

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: Liberty Distributors Inc.	RT. 40 EAST TRIADDELPHIA WV 26059	PHONE 304-547-0320
Rep: ROBERT S. IDEN Sr.	1 BAENTWOOD Circle, Nitrow WV 25943	TOLL FREE 800-828-9920
Email Address: BOB I @ liberty distributors.com		FAX 304-776-1789
Company: XPED X	1700 Fortune Ct. Sny, Ky 40509	PHONE 859 293-7523
Rep: Donna Malden	PO Box 57807 Sny, Ky 40509	TOLL FREE 800 989-5370
Email Address: donna.malden@xpedx.com		FAX 800 890-2779
Company: Mike Basler Measure	350 27th st	PHONE 304 634 3118
Rep: Mike Basler	Huntington, WV 25702	TOLL FREE
Email Address: baslem01@universitylink.com		FAX 877 707 2616
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX

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: #4 premium	8-1/2 x 11	20#	white	110,000		
5	bond: #4 premium	8-1/2 x 14	20#	white	150		
6	bond: #4 premium	11 x 17	20#	white	60		
7	bond: #4 premium	17 x 22	20#	white	30		
8	bond: #4 premium	17-1/2 x 22-1/2	20#	white	30		
9	bond: #4 premium	23 x 35	20#	white	30		
10	bond: #4 premium	25 x 38	20#	white	30		
11	bond: #4 premium, 3 hole punch, unlined	8-1/2 x 11	20#	white	150		
12	bond: #4 premium recycled, 3 hole punch, unlined	8-1/2 x 11	20#	white	150		
13	bond: #4 premium recycled	8-1/2 x 11	20#	white	110,000		
14	bond: #4 premium recycled	8-1/2 x 11	20#	colors	25,000		
15	bond: #4 premium recycled	8-1/2 x 14	20#	white	150		
16	bond: #4 premium recycled	8-1/2 x 14	20#	colors	30		
17	bond: #4 premium recycled	11 x 17	20#	white	30		
18	bond: #4 premium recycled	11 x 17	20#	colors	25,000		
19	bond: #4 premium recycled	17-1/2 x 22-1/2	20#	colors	30		
20	offset: #2 coated, regular, smooth	17-1/2 x 22-1/2	60#	white	30		
21	offset: #2 coated, regular, smooth	17-1/2 x 22-1/2	70#	white	30		
22	offset: #2 coated, regular, smooth	17-1/2 x 22-1/2	80#	white	30		
23	offset: #2 coated, regular, smooth	17-1/2 x 22-1/2	100#	white	30		
24	offset: #2 coated, regular, smooth	19 x 25	60#	white	30		
25	offset: #2 coated, regular, smooth	19 x 25	70#	white	30		
26	offset: #2 coated, regular, smooth	19 x 25	80#	white	30		
27	offset: #2 coated, regular, smooth	19 x 25	100#	white	30		
28	offset: #2 coated, regular, smooth	23 x 35	60#	white	30		
29	offset: #2 coated, regular, smooth	23 x 35	70#	white	30		
30	offset: #2 coated, regular, smooth	23 x 35	80#	white	30		
31	offset: #2 coated, regular, smooth	23 x 35	100#	white	30		
32	offset: #2 coated, regular, smooth	25 x 38	60#	white	30		
33	offset: #2 coated, regular, smooth	25 x 38	70#	white	30		
34	offset: #2 coated, regular, smooth	25 x 38	80#	white	30		

Pricing Pages - PAPER09

11/26/2008

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
35	offset: #2 coated,regular, smooth	25 x 38	100#	white	30		
36	offset: #2 coated,regular, smooth	28 x 40	60#	white	30		
37	offset: #2 coated,regular, smooth	28 x 40	70#	white	30		
38	offset: #2 coated,regular, smooth	28 x 40	80#	white	30		
39	offset: #2 coated,regular, smooth	28 x 40	100#	white	30		
40	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	60#	white	30		
41	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	70#	white	30		
42	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	80#	white	30		
43	offset: #2 recycled, coated, regular, smooth	19 x 25	60#	white	30		
44	offset: #2 recycled, coated, regular, smooth	19 x 25	70#	white	30		
45	offset: #2 recycled, coated, regular, smooth	19 x 25	80#	white	30		
46	offset: #2 recycled, coated, regular, smooth	23 x 35	60#	white	30		
47	offset: #2 recycled, coated, regular, smooth	23 x 35	70#	white	30		
48	offset: #2 recycled, coated, regular, smooth	23 x 35	80#	white	30		
49	offset: #2 recycled, coated, regular, smooth	25 x 38	60#	white	30		
50	offset: #2 recycled, coated, regular, smooth	25 x 38	70#	white	30		
51	offset: #2 recycled, coated, regular, smooth	25 x 38	80#	white	30		
52	offset: #1 regular finish	8-1/2 x 11	50#	white	105		
53	offset: #1 regular finish	8-1/2 x 11	60#	white	60		
54	offset: #1 regular finish	8-1/2 x 11	70#	white	60		
55	offset: #1 regular finish, recycled	8-1/2 x 11	50#	white	30		
56	offset: #1 regular finish, recycled	8-1/2 x 11	70#	white	30		
57	offset: #1 regular finish	8-1/2 x 14	50#	white	30		
58	offset: #1 regular finish	8-1/2 x 14	60#	white	30		
59	offset: #1 regular finish	8-1/2 x 14	70#	white	30		
60	offset: #1 regular finish	11 x 17	50#	white	30		
61	offset: #1 regular finish	11 x 17	60#	white	30		
62	offset: #1 regular finish	11 x 17	70#	white	30		
63	offset: #1 regular finish	17-1/2 x 22-1/2	50#	white	30		
64	offset: #1 regular finish	17-1/2 x 22-1/2	60#	white	30		
65	offset: #1 regular finish	17-1/2 x 22-1/2	70#	white	30		
66	offset: #1 regular finish	19 x 25	50#	white	30		
67	offset: #1 regular finish	19 x 25	60#	white	30		
68	offset: #1 regular finish	19 x 25	70#	white	30		
69	offset: #1 regular finish	23 x 35	50#	white	30		
70	offset: #1 regular finish	23 x 35	60#	white	30		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
71	offset: #1 regular finish	23 x 35	70#	white	30		
72	offset: #1 regular finish	25 x 38	50#	white	30		
73	offset: #1 regular finish	25 x 38	60#	white	30		
74	offset: #1 regular finish	25 x 38	70#	white	30		
75	offset: #1 vellum	8-1/2 x 11	50#	white	75		
76	offset: #1 vellum	8-1/2 x 11	60#	white	75		
77	offset: #1 vellum	8-1/2 x 11	70#	white	75		
78	offset: #1 vellum	8-1/2 x 11	50#	colors	75		
79	offset: #1 vellum	8-1/2 x 11	60#	colors	30		
80	offset: #1 vellum	8-1/2 x 11	70#	colors	30		
81	offset: #1 vellum	11 x 17	50#	white	30		
82	offset: #1 vellum	11 x 17	60#	white	30		
83	offset: #1 vellum	11 x 17	70#	white	30		
84	offset: #1 vellum	11 x 17	50#	colors	30		
85	offset: #1 vellum	11 x 17	60#	colors	30		
86	offset: #1 vellum	11 x 17	70#	colors	30		
87	offset: #1 vellum	17-1/2 x 22-1/2	50#	white	30		
88	offset: #1 vellum	17-1/2 x 22-1/2	60#	white	30		
89	offset: #1 vellum	17-1/2 x 22-1/2	70#	white	30		
90	offset: #1 vellum	17-1/2 x 22-1/2	80#	white	30		
91	offset: #1 vellum	23 x 35	50#	white	30		
92	offset: #1 vellum	23 x 35	60#	white	30		
93	offset: #1 vellum	23 x 35	70#	white	30		
94	offset: #1 vellum	23 x 35	80#	white	30		
95	offset: #1 vellum	23 x 35	50#	colors	30		
96	offset: #1 vellum	23 x 35	60#	colors	30		
97	offset: #1 vellum	23 x 35	70#	colors	30		
98	offset: #1 vellum	23 x 35	80#	colors	30		
99	offset: #1 opaque, embossed	23 x 35	70#	white	30		
100	offset: #1 opaque, embossed	25 x 38	70#	white	30		
101	offset: #1 opaque, embossed	23 x 35	70#	colors	30		
102	offset: #1 opaque, embossed	25 x 38	70#	colors	30		
103	cover: #3 coated	20 x 26	60#	white	30		
104	cover: #3 coated	23 x 35	60#	white	30		
105	cover: #3 coated	20 x 26	80#	white	30		
106	cover: #3 coated	23 x 35	80#	white	30		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
107	cover: #3 coated	20 x 26	100#	white	30		
108	cover: #3 coated	23 x 35	100#	white	30		
109	offset: #1 opaque, cover	8-1/2 x 11	65#	white	75		
110	offset: #1 opaque, cover	8-1/2 x 11	80#	white	45		
111	offset: #1 opaque, cover	8-1/2 x 11	65#	colors	30		
112	offset: #1 opaque, cover	8-1/2 x 11	80#	colors	30		
113	index: #4	8-1/2 x 11	90#	white	30		
114	index: #4	8-1/2 x 11	90#	colors	30		
115	index: #4	8-1/2 x 11	110#	white	30		
116	index: #4	8-1/2 x 11	110#	colors	30		
117	index: #4	22-1/2 x 35	90#	white	30		
118	index: #4	25-1/2 x 30-1/2	90#	white	30		
119	index: #4	22-1/2 x 35	90#	colors	30		
120	index: #4	25-1/2 x 30-1/2	90#	colors	30		
121	index: #4	22-1/2 x 35	110#	white	30		
122	index: #4	25-1/2 x 30-1/2	110#	white	30		
123	index: #4	22-1/2 x 35	110#	colors	30		
124	index: #4	25-1/2 x 30-1/2	110#	colors	30		
125	index: #4 recycled	22-1/2 x 35	90#	white	30		
126	index: #4 recycled	25-1/2 x 30-1/2	110#	white	30		
127	index: #4 recycled	22-1/2 x 35	90#	colors	30		
128	index: #4 recycled	25-1/2 x 30-1/2	110#	colors	30		
129	carbonless: 2 part	8-1/2 x 11			75		
130	carbonless: 3 part, straight	8-1/2 x 11			75		
131	carbonless: 4 part, straight	8-1/2 x 11			75		
132	carbonless: 5 part, straight	8-1/2 x 11			75		
133	carbonless: 6 part, straight	8-1/2 x 11			75		
134	carbonless: 2 part, straight	8-1/2 x 14			75		
135	carbonless: 3 part, straight	8-1/2 x 14			75		
136	carbonless: 4 part, straight	8-1/2 x 14			75		
137	carbonless: 5 part, straight	8-1/2 x 14			75		
138	carbonless: 6 part, straight	8-1/2 x 14			75		
139	carbonless: 2 part, straight	11 x 17			75		
140	carbonless: 3 part, straight	11 x 17			75		
141	carbonless: 4 part, straight	11 x 17			75		
142	carbonless: 5 part, straight	11 x 17			75		

Item	Description	Size	Weight	Color	EST Usage (1000)	Price Per 1,000	Total
143	carbonless: 2 part, reverse	8-1/2 x 11			60		
144	carbonless: 3 part, reverse	8-1/2 x 11			60		
145	carbonless: 4 part, reverse	8-1/2 x 11			60		
146	carbonless: 5 part, reverse	8-1/2 x 11			60		
147	carbonless: 6 part, reverse	8-1/2 x 11			60		
148	carbonless: 2 part, reverse	8-1/2 x 14			60		
149	carbonless: 3 part, reverse	8-1/2 x 14			60		
150	carbonless: 4 part, reverse	8-1/2 x 14			60		
151	carbonless: 5 part, reverse	8-1/2 x 14			60		
152	carbonless: 6 part, reverse	8-1/2 x 14			60		
153	carbonless: 2 part, reverse	11 x 17			60		
154	carbonless: 3 part, reverse	11 x 17			60		
155	carbonless: 4 part, reverse	11 x 17			60		
156	carbonless: 5 part, reverse	11 x 17			60		
157	carbonless: 6 part, reverse	11 x 17			60		
158	carbonless: 4 part, reverse	17-1/2 x 22-1/2			60		
159	carbonless: cb	8-1/2 x 11		white	75		
160	carbonless: cb	8-1/2 x 11		color	30		
161	carbonless: cfb	8-1/2 x 11		white	75		
162	carbonless: cfb	8-1/2 x 11		color	30		
163	carbonless: cf	8-1/2 x 11		white	75		
164	carbonless: cf	8-1/2 x 11		color	30		
165	carbonless: cb	8-1/2 x 14		white	75		
166	carbonless: cb	8-1/2 x 14		color	30		
167	carbonless: cfb	8-1/2 x 14		white	75		
168	carbonless: cfb	8-1/2 x 14		color	30		
169	carbonless: cf	8-1/2 x 14		white	75		
170	carbonless: cf	8-1/2 x 14		color	30		
171	carbonless: cb	11 x 17		white	30		
172	carbonless: cb	11 x 17		color	30		
173	carbonless: cfb	11 x 17		white	30		
174	carbonless: cfb	11 x 17		color	30		
175	carbonless: cf	11 x 17		white	30		
176	carbonless: cf	11 x 17		color	30		
177	carbonless: cb	22-1/2 x 34-1/2		white	30		
178	carbonless: cb	22-1/2 x 34-1/2		color	30		

