



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
861000003

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN
304-558-2402

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF HIGHWAYS  
 PLANNING DIVISION  
 BUILDING 5, ROOM A848  
 1900 KANAWHA BOULEVARD EAST  
 CHARLESTON, WV  
 25305-0430

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/14/2009				

BID OPENING DATE: 10/21/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
REVISED SPECIFICATIONS ATTACHED.						
BID OPENING DATE AND TIME REMAINS THE SAME.						
NO OTHER CHANGES.						
0001	1	EA		966-40		
	1,000,000	2010/2011	WV	OFFICIAL HIGHWAY MAP		
***** THIS IS THE END OF RFQ 861000003 ***** TOTAL: _____						

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, the State may deem this contract null and void, and terminate such contract 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

**REVISED SPECIFICATIONS**

**THIS IS FOR THE PREPARATION OF APPROXIMATELY 1,000,000 (500,000 - 2010 AND 500,000 – 2011) WEST VIRGINIA OFFICIAL HIGHWAY MAPS.**

**WORK SHALL CONSIST OF PROVIDING SERVICES, MATERIAL, PRINTING, PACKAGING AND DELIVERY OF MAP IN ORDER TO PROVIDE THE 2010 AND THE 2011 WEST VIRGINIA OFFICIAL HIGHWAY MAP (FOUR COLOR PROCESS ON BOTH SIDES).**

**ALL CORRESPONDENCE CONCERNED WITH INSPECTION OF COPY, PRINTING AND DELIVERY OF MAPS SHOULD BE DIRECTED TO: WV DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, PROGRAM PLANNING AND ADMINISTRATION DIVISION, ATTN: WILLIAM L. WOOD, P.E., ROOM A-816, 1900 KANAWHA BLVD., E., CHARLESTON, WV 25305-0430, TELEPHONE – (304) 558-9622.**

**NOTE: PLEASE MAKE CERTAIN YOUR QUOTATION IS ACCOMPANIED WITH SAMPLES OF FOUR-COLOR WORK AND PAPER STOCK SAMPLES AS SPECIFIED IN PARAGRAPHS 1.3 AND 2.6. SAMPLES MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT SAMPLES AS REQUIRED WILL RESULT IN THE BID BEING REJECTED.**

**PRICE FOR APPROXIMATELY ONE (1) MILLION MAPS PRINTED (150,000 – 2010 MAP COPIES WITHIN 45 CALENDAR DAYS AFTER RECEIPT OF ORDER, THEN REMAINDER WITHIN 90 DAYS AFTER RECEIPT OF ORDER AND 500,000 – 2011 MAP COPIES WITH APPROXIMATE PLANNED DELIVERY DATE OF FALL 2010), PACKAGED IN STURDY, NEW BOXES, ETC. AND DELIVERED AS SPECIFIED. APPROXIMATELY 999,800 WILL BE FOLDED ACCORDING TO SPECIFICATIONS FOR THE MAP, AND 200 (APPROXIMATELY 100 EACH PRINTING) WILL BE FLAT – NOT FOLDED (FULL COUNT DELIVERY SHALL BE MADE BUT NO OVERRUNS WILL BE PAID FOR).**

**SPECIFICATIONS FOR  
2010 AND 2011 WEST VIRGINIA  
OFFICIAL HIGHWAY MAP**

**SECTION I: GENERAL SPECIFICATIONS**

**1.1 LIQUIDATED DAMAGES: THE SUCCESSFUL VENDOR AND THE DEPARTMENT SHALL MUTUALLY AGREE UPON A REASONABLE SCHEDULE OF EVENTS. SAID SCHEDULE OF EVENTS SHALL BE WRITTEN AND SIGNED BY BOTH PARTIES. THE SCHEDULE OF EVENTS SHALL PROVIDE SPECIFIC DATES FOR COMPLETION OF CERTAIN PHASES OF THE PROJECT. FAILURE TO MEET SCHEDULED DEADLINES BY THE VENDOR SHALL RESULT IN A \$100.00 PER DAY LIQUIDATED DAMAGES CHARGE.**

1.2 **QUALIFICATIONS:** EACH BIDDER MAY BE REQUIRED TO SHOW THAT THEIR COMPANY HAS THE EQUIPMENT, TECHNICAL PERSONNEL, AND EXPERIENCE NECESSARY TO PRODUCE MAPS OF THE QUALITY DESIRED.

1.3 **SAMPLES:** EACH BIDDER SHALL SUBMIT WITH THIS QUOTATION A SAMPLE OF SIMILAR WORK WHICH HAS BEEN ACCOMPLISHED IN THEIR PLANT BY THEIR PROCESS OR PROCESSES WHICH THEY PROPOSE TO USE. ALSO, OTHER SAMPLES OF FOUR-COLOR PROCESS WORK SHOULD BE PRODUCED AND SUBMITTED BY THE BIDDER TO SHOW QUALITY ETC.

1.4 **INSPECTIONS:** PLANT AND WORK; THE DESIGNATED REPRESENTATIVE OF THE STATE OF WEST VIRGINIA SHALL HAVE THE RIGHT TO INSPECT THE PLANT AND WORK BEING PERFORMED AT ANY TIME OR AT ALL TIMES AND SHALL BE THE SOLE JUDGE AS TO ACCEPTABILITY OF ALL WORK RELATED TO THE REPRODUCTION AND PROGRESS OF THE MAP. A STATE OF WEST VIRGINIA REPRESENTATIVE MAY BE PRESENT AT THE TIME OF ACTUAL PRODUCTION RUNS TO APPROVE PRESS PROOFS. BIDDER'S UNIT PRICES SHALL INCLUDE ALL ROYALTIES, PERMITS AND/OR LICENSES FOR THE USE OF PATENTED DEVICES, MATERIALS AND/OR PROCESS AND SHALL INDEMNIFY AND SAVE HARMLESS THE DEPARTMENT AND ITS REPRESENTATIVES AGAINST ANY CLAIM OR LIABILITY ARISING FROM OR BASED ON THEIR FAILURE TO INCLUDE THE AMOUNT OF SUCH ROYALTIES IN THEIR BID.

1.5 **MANDATORY PRE-BID CONFERENCE:** TO AVOID ANY MISUNDERSTANDING, EACH INTERESTED BIDDER SHALL, BEFORE SUBMITTING A BID, ATTEND A VENDOR CONFERENCE TO INSPECT THE COPY AND LAYOUT, AND DISCUSS THE REQUIREMENTS OF PRODUCING THE MAP WITH THE OFFICIALS OF THE WEST VIRGINIA DIVISION OF HIGHWAYS; AND OBTAIN A COMPLETE UNDERSTANDING OF THESE SPECIFICATIONS. FAILURE TO ATTEND THE PRE-BID CONFERENCE WILL RESULT IN THE REJECTION OF THE VENDOR'S BID. THE PRE-BID CONFERENCE WILL BE HELD: 10/13/09 10:00 AM .

1.6 **ACCOMPANYING SAMPLE:** A COPY OF A PREVIOUS HIGHWAY MAP IS ENCLOSED FOR BIDDERS GENERAL REFERENCE AND TO SHOW MINIMUM ACCEPTABLE QUALITY AND APPEARANCE TO BE FURNISHED FOR THE 2010 AND 2011 MAP. (NOTE: THE INKS USED BY THE VENDOR SHALL BE OF THE QUALITY TO ACHIEVE A BRIGHT AND SHARP REPRODUCTION AND WHEN DRY ON APPROVED PAPER SHALL BE SMEAR PROOF.)

1.7 **BIDDING:** BIDDERS SHALL SUBMIT A UNIT PRICE PER MAP BASED ON THE ESTIMATED QUANTITY OF ONE(1) MILLION MAPS, PRICES SHALL BE FOR THE MAPS DELIVERED F.O.B. WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, PROGRAM PLANNING AND ADMINISTRATION DIVISION, BUILDING 5, ROOM A-816, 1900 KANAWHA BLVD., E., CHARLESTON, WV 25305-0430 ATTN: WILLIAM L. WOOD, P.E., AT 304-558-9622 OR THE DEPARTMENT'S DESIGNATED STREET ADDRESS IN CHARLESTON, WV AND/OR THE SOUTH CHARLESTON, WV AREA.

**1.8 TIME OF DELIVERY: THE VENDER SHALL DELIVER THE FIRST ORDER OF APPROXIMATELY 150,000 (2010) MAPS BEFORE THE EXPIRATION OF FORTY-FIVE (45) CALENDAR DAYS AFTER RECEIPT OF ORDER, THEN THE VENDOR SHALL DELIVER THE REMAINING MAPS WITHIN NINETY (90) CALENDAR DAYS AFTER RECEIPT OF ORDER, THEN THE VENDOR SHALL DELIVER THE REMAINING APPROXIMATELY 500,000 (2011) MAPS WITHIN NINETY (90) CALENDAR DAYS AFTER BEING REQUESTED TO DO SO BY THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION.**

## **SECTION II: TECHNICAL REQUIREMENTS**

### **(BIDDERS READ CAREFULLY)**

**2.1 GENERAL OVERVIEW: THE WORK TO BE ACCOMPLISHED UNDER THE CONTRACT SHALL CONSIST OF REPRODUCTION OF THE 2010 AND 2011 WEST VIRGINIA OFFICIAL HIGHWAY MAP.**

THE PRINTING OF THE MAP SHALL CONSIST OF THE PREPARATION OF PRESS PLATES FOR LITHOGRAPHIC PRINTING IN A FOUR-COLOR PROCESS USING PROCESS SCREENS. THE VENDOR SHALL BE RESPONSIBLE FOR PREPARING ANY ADDITIONAL POSITIVES, NEGATIVES OR TYPESETTING NECESSARY TO PRODUCE A MAP AS CLOSE AS POSSIBLE TO RESEMBLE THE MOCKUP PROVIDED TO THE SUCCESSFUL VENDOR. THE VENDOR SHALL ALSO BE RESPONSIBLE FOR SECURING AND PRINTING AT SCALE, A SHADOW RELIEF OTHERWISE KNOWN AS "HILL SHADING" ON THE EXISTING MAP BASE. SUCCESSFUL VENDOR MUST BE ABLE TO PRINT THE MAP FROM THE FOLLOWING FORMATS: MICROSTATION V8, ADOBE InDesign CS3, OR PDF(PORTABLE DOCUMENT FILE). ALL COMPUTERIZED FILES ARE PC FORMAT.

**SIDE ONE (THE MAP SIDE):** THE MAP WILL BE PROVIDED FROM A COMPUTERIZED COMPOSITE LAYOUT (A PDF GENERATED FROM MICROSTATION V8 -PC FORMAT) ON A CD ROM, DVD OR VIA FTP. THE REMAINDER OF SIDE ONE WILL BE PROVIDED IN ADOBE InDesign CS3 AND MICROSOFT WINDOWS.

**SIDE TWO:** THE NON-MAP SIDE WILL BE PROVIDED AS A COMPUTERIZED COMPOSITE LAYOUT IN ADOBE InDesign CS3 (PC FORMAT) WITH ALL FONTS AND/OR GRAPHICS IN POSITION ON A CD ROM, DVD OR VIA FTP. AN OPTIONAL FORMAT CAN POSSIBLY BE PROVIDED TO THE PRINTER AS A PDF.

**2.2 COMPOSITION ON SIDE ONE (THE MAP SIDE): ALL NECESSARY COMPOSITION TO BE FURNISHED BY THE VENDOR AND SHALL BE INCLUDED IN THE PRICE QUOTED HEREIN.**

**2.3 MATERIAL TO BE SUPPLIED BY THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS AND THE VENDOR: THE MAP WILL BE PROVIDED AS A PDF GENERATED FROM MICROSTATION V8 (PC FORMAT), ADOBE InDesign CS3 (PC FORMAT) AND MICROSOFT WINDOWS (PC FORMAT) WITH ALL**

FILES ON A CD ROM, DVD OR VIA FTP. PRESS WORK ON MAP: (1) COLORS: (FOUR-COLOR PROCESS USING PROCESS SCREENS) COLORS TO BE FROM MATERIAL AS DESIGNATED ABOVE. THE FOLLOWING IS ALSO INCLUDED; SYMBOL LEGEND, INDEX TO CITIES AND TOWNS, MILEAGE CHART, AND OTHER TRANSPORTATION INFORMATION NOTES. SUCCESSFUL VENDOR WILL BE REQUIRED TO FURNISH TYPE FOR ALL BODY COPY IN ACCORDANCE WITH INFORMATION AND LAYOUT FURNISHED BY THE DEPARTMENT. (2) REGISTRATION BETWEEN COLORS ON THE FINAL REPRODUCTION MUST BE PERFECT WITHIN VISIBLE LIMITS. FOR FINAL PRINTING, ALL REGISTRATION MARKS SHALL BE REMOVED; CORNER REGISTRATION MARKS FOR EACH COLOR SHALL BE LEFT ON THE FINAL PRINTING PLATES. (3) THE NEAT EDGES OF PRINTING COPIES SHALL MATCH LINE TO LINE AND IN COLOR ACCURACY AND IN CORRECT POSITION, RELATIVE TO EDGES OF PAPER WITHIN LIMITS OF VISIBILITY. (4) COMPLETE COLOR PROOFS OF MAP FRONT AND BACK SHALL BE SUBMITTED AND APPROVED BY THE DEPARTMENT BEFORE PROCEEDING WITH PRESS WORK. AFTER THE PROOFS HAVE BEEN REVIEWED IT WILL BE REQUIRED OF THE SUCCESSFUL VENDOR TO MAKE ANY NECESSARY CORRECTIONS FREE OF CHARGE. A REPROOF MAY BE REQUIRED BY THE DEPARTMENT BEFORE THE FINAL RUN IS MADE IF THE CORRECTIONS WARRANT.

(5) THE MAP SIZE WILL BE 25 INCHES X 29 INCHES, FINISHED TO BLEED ON ALL FOUR SIDES. (6) A PROOF OF THE ENTIRE LAYOUT IS TO BE PROVIDED BY THE SUCCESSFUL VENDOR TO THE DEPARTMENT BEFORE THE FINAL JOB IS PRINTED. (7) COPY AND ARTWORK WILL NEED TO DROP OUT OF BACKGROUND COLOR SCREEN OVERLAPPING PHOTOS AS NOTED ON LAYOUT. LAYOUT AND MOCK-UP MAY BE INSPECTED AT THE VENDOR CONFERENCE. ACCURACY IN COLOR SCANNING AND FINAL COLOR REGISTRATION IS CRITICAL. 2011 MAPS WILL HAVE COPY CHANGES.

**2.4 CARE AND OWNERSHIP OF MATERIALS:** THE VENDOR WILL USE PRECAUTION AS MAY BE NECESSARY TO INSURE AGAINST LOSS, DESTRUCTION, OR DAMAGE TO ALL MATERIAL PROVIDED TO THEM. PLATES AND PLATE NEGATIVES OF ALL MATERIAL USED ON EITHER SIDE OF THE MAP ARE TO BE STORED IN THE PLANT OF THE VENDOR FOR THE DURATION OF THE CONTRACT. PLATE SEPARATIONS (NEGATIVES) WILL BECOME THE PROPERTY OF AND BE FORWARDED TO THE DEPARTMENT OF TRANSPORTATION AFTER THE DURATION OF THE CONTRACT. NEGATIVES, ALL COPY, PHOTOGRAPHY, SEPARATIONS, COMPUTER GENERATED TYPESETTING FILES AND ANY OTHER MATERIALS FURNISHED BY THE DEPARTMENT IS TO BE RETURNED PREPAID AND FULLY INSURED F.O.B. CHARLESTON, WV, AT THE TIME PRINTED MAPS ARE DELIVERED, IN SUBSTANTIALLY THE SAME CONDITION AS WHEN DELIVERED TO THE VENDOR. ALL MATERIAL FURNISHED BY THE DEPARTMENT SHALL BE THE VENDOR'S RESPONSIBILITY AND THEY SHALL USE EVERY PRECAUTION TO PREVENT DAMAGE TO THESE WHILE IN THEIR POSSESSION. MATERIALS DAMAGED OR OTHERWISE AFFECTED BY FAULTY WORK, SHALL BE REPLACED BY THEM AT THEIR EXPENSE.

**2.5 QUALITY:** BIDDERS ARE HEREBY ADVISED AND CAUTIONED THAT PRESSWORK, PAPER STOCK, INKS, REGISTER, PRINTING, TRIM SIZE, ETC. MUST BE OF THE HIGHEST QUALITY IN ALL RESPECTS WITH ALL WORKMANSHIP TO BE PERFORMED IN THE VERY BEST WORKMANLIKE MANNER. UNDER NO

CIRCUMSTANCES WILL AN UNSTISFACTORY JOB BE ACCEPTED OR PAID FOR. ALL ITEMS PERTAINING TO THE PRODUCTION OF THE MAP MUST BE ENTIRELY SATISFACTORY TO THE DEPARTMENT IN ALL RESPECTS AND THE DEPARTMENT RESERVES THE RIGHT TO REJECT THE ENTIRE ORDER SHOULD THE VENDOR FAIL TO COMPLY WITH THE SPECIFICATIONS CONTAINED HEREIN AND ANY OR ALL ADDITIONAL INSTRUCTIONS AND REQUIREMENTS OF THE DEPARTMENT. THE WEST VIRGINIA OFFICIAL HIGHWAY MAP IS CONSIDERED AS A 'PRESTIGE PIECE' AND A SACRIFICE IN QUALITY OF MATERIALS AND/OR WORKMANSHIP WILL NOT BE ACCEPTABLE.

**2.6 PAPER STOCK:** MAP IS TO BE PRODUCED ON "50 LB. TEXT BRIGHT WHITE FINCH OPAQUE SMOOTH OFFSET" OR APPROVED EQUAL, WITH A TARGET BRIGHTNESS OF 96, TO BE FURNISHED BY THE VENDOR. NOTE: THE PAPER STOCK SHALL POSSESS SATISFACTORY STRENGTH, OPACITY, TEAR RESISTANCE AND FOLDING QUALITIES. A STOCK OF INFERIOR QUALITY WILL NOT BE ACCEPTED.

THE SUCCESSFUL VENDOR MUST FURNISH A COPY OF THE BILL OF SALE FROM THE PAPER MILL PRIOR TO PRINTING AND A LABEL FROM THE PAPER SKID OR ROLL AT THE TIME OF PRINTING AS PROOF THAT THE PAPER, AS BID BY THE VENDOR, IS THAT BEING PRINTED.

THE SPECIFYING OF THE ABOVE MILL BRAND IS NOT INTENDED TO BE RESTRICTIVE, BUT SIMPLY TO ESTABLISH A GENERAL GRADE AND/OR QUALITY LEVEL. THIS STOCK HAS BEEN DETERMINED AS SATISFACTORY. OTHER APPROVED SHEETS MAY BE OFFERED WITH THE UNDERSTANDING THE DEPARTMENT RESERVES THE RIGHT TO BE SOLE JUDGE AS TO APPROVAL AND ACCEPTANCE OF THE PROPOSED PAPER STOCK.

**BASE BID IS ON 50LB. TEXT BRIGHT WHITE FINCH OPAQUE SMOOTH OFFSET (PER SPECS).** OTHER PAPERS MAY BE BID AS ADDITIONAL ALTERNATE CHOICES BUT THEY MUST BE EQUIVALENT STOCK ACCORDING TO THE CURRENT EDITION OF THE 'COMPETATIVE GRADE FINDER' (C.G.F.). AWARDS WILL BE BASED ON 50 LB. TEXT BRIGHT WHITE FINCH OPAQUE SMOOTH OFFSET WITH CONSIDERATION BEING GIVEN TO ALTERNATE CHOICES.

THE FOLLOWING INSTRUCTION MUST BE PROVIDED WITH ALL SAMPLES:

MILL BRAND

NAME

WEIGHT

TARGET BRIGHTNESS

EACH PROPOSAL SHALL BE ACCOMPANIED WITH TWO UNPRINTED DUMMIES, OVERALL SIZE SHALL BE 25 INCHES X 29 INCHES AND FOLDED TO THE FINISHED STYLE AND SIZE OF THE MAP SPECIFIED HEREIN. THESE DUMMIES SHALL BE IDENTIFIED WITH THE NAME OF THE BIDDER, STOCK MANUFACTURER AND MILL BRAND OR TRADE NAME THEREON. ALSO SEVERAL SAMPLES PRINTED IN COLOR

AND ON THE PROPOSED QUALITY STOCK SHOULD ACCOMPANY THE PROPOSAL AS AN INDICATION OF THE QUALITY OF COLOR WORK OBTAINABLE.

**2.7 TRIM SIZE OF REPRODUCTION:** THE TRIM SIZE OF ALL PRINTED REPRODUCTIONS AS STATED HEREIN SHALL BE AS FOLLOWS: 25 INCHES X 29 INCHES. THE FINISHED MAP SHALL BE CENTERED WITHIN THE FINISHED TRIM SIZE.

IF THE PAPER USED BY VENDOR FOR THE REPRODUCTION OF THE FINISHED PRINTED MAP IS LARGER THAN REQUIRED SPECIFIED SIZE, ALL SHEETS SHALL BE GUILLOTINE TRIMMED BY THE VENDOR TO THE REQUIRED SIZE.

FINISHED MAPS SHALL BE SQUARE WITH TOP, BOTTOM AND SIDE EDGES, STRAIGHT AND PARALLEL TO THE BORDER LINES.

COPIES OF THE MAP WHICH ARE SOILED, OR FOR ANY OTHER REASONS, PRESENT AN APPEARANCE OF OTHER THAN ONE OF THE VERY FINEST QUALITY, WILL BE REJECTED AS UNACCEPTABLE BY THE DEPARTMENT OF TRANSPORTATION.

**2.8 PRESS INK:** THE INKS USED SHALL BE OF THE BEST COMMERCIAL QUALITY, NON FADE SUITABLE FOR OBTAINING SHARP CLEAR REPRODUCTION IN THE SPECIFIED COLORS AGREED UPON. ALL INKS USED IN PRINTING OF THE HIGHWAY MAP SHALL BE QUICK DRYING, WATERPROOF, SUNPROOF AND OF FAST COLOR. THE INK SHALL WITHSTAND REASONABLE ABRASION AND SHALL NOT FLAKE OR SMEAR WHEN PRINTED COPIES HAVE DRIED. THE VENDOR SHALL ADHERE TO THE PAPERMAKER'S RECOMMENDATIONS TO THE TYPES OF INK SUITABLE FOR THE PAPER USED.

**2.9 FOLDING:** WHEN THE VENDOR HAS RECEIVED APPROVAL ON PROOFS AND HAS SUCCESSFULLY PRINTED THE WEST VIRGINIA OFFICIAL HIGHWAY MAP, SHALL FOLD THEM IN ACCORDANCE WITH SAMPLES SUBMITTED BY THE DEPARTMENT OF TRANSPORTATION.

**2.10 PACKAGING AND DELIVERY:** APPROXIMATELY 999,800 MAPS ARE TO BE BANDED IN UNITS OF 25 WITH EITHER 2 INCH KRAFT BAND, WRAPPED IN PLASTIC WRAP OR SHRINK-WRAPPED. PACKAGES SHALL BE SEALED IN SUBSTANTIAL, NEW CARTONS (SUITABLE FOR RESHIPING) OF UNIFORM SIZE, CONTAINING 300 MAPS UNIFORMLY TO EACH CARTON; EACH CARTON SHALL BE CLEARLY LABELED ON BOTH ENDS OR BOTH SIDES SHOWING CONTENTS AND QUANTITY OF THE CARTONS. 100 UNFOLDED (2010) MAPS AND 100 UNFOLDED (2011) MAPS SHALL BE SHIPPED IN A CONTAINER SUITABLE FOR SHIPPING. BOXES SHALL BE STACKED ON PALLETS, NO MORE THAT 5 BOXES HIGH.

THE UNIT PRICE BID SHALL BE F.O.B. DELIVERED TO THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, PROGRAM PLANNING AND ADMINISTRATION DIVISION, 1900 KANAWHA BLVD., E., BUILDING 5, ROOM 816, CHARLESTON, WV 25305-0430 ATTN: WILLIAM L. WOOD, P.E., AT 304-558-9622 OR STREET ADDRESS IN THE CHARLESTON, WV/SOUTH CHARLESTON, WV AREA SPECIFIED BY THE DEPARTMENT PRIOR TO DELIVERY. ALL MAPS SHALL BE DELIVERED COMPLETE AS SPECIFIED AND IN ACCEPTABLE CONDITION.



**2.11 NOTICE OF SHIPMENT: THE VENDOR SHALL GIVE FORTY-EIGHT (48) HOURS NOTICE TO THE WV DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, PROGRAM PLANNING AND ADMINISTRATION DIVISION, 1900 KANAWHA BLVD., E., BLDG. 5, ROOM 816, CHARLESTON, WV 25305-0430 ATTN: WILLIAM L. WOOD, P.E., AT 304-558-9622 BEFORE DELIVERY OF COMPLETED MAPS.**

### SIGN IN SHEET

RFQ # 86/000003

Date: 10/13/2009

- | Firm & Representative Name:                                      | Mailing Address:   | Phone, Fax, & E-Mail:  |
|--|--|--|
| 1. <u>Williams &amp; Heintz Map Corp</u><br><u>Dean Anderson</u> | <u>8119 Central Ave.</u><br><u>Capital Hqts, MD 20743</u>            | P <u>800-338-6228</u><br>F <u>301-336-5520</u><br>E-mail <u>danderson@whmap.com</u>                              |
| 2. <u>GIL STIMSON</u><br><u>TECHNA-GRAPHICS</u>                  | <u>5600 2nd St NE</u><br><u>WASHINGTON DC</u><br><u>20011</u>        | P <u>202/529-6500</u><br>F <u>202/832-1644</u><br>E-mail <u>gil@techna-graphics.net</u>                          |
| 3. <u>Walt Atkins</u><br><u>Meredith-Webb</u>                    | <u>334 W. MAIN ST.</u><br><u>BURLINGTON, NC 27217</u>                | P <u>336-228-8378x315</u><br><u>cell=336-263-7677</u><br>F <u>336-228-0767</u><br>E-mail <u>walt@nerpath.net</u> |
| 4. <u>WV Division of Tourism</u><br><u>JUSTIN GAULL</u>          | <u>90 MacCorkle Avenue, S.W.</u><br><u>South Charleston WV 25303</u> | P <u>304 558 2200</u><br>F <u>      </u><br>E-mail <u>JUSTIN.M.GAULL@WV.gov</u>                                  |
| 5. <u>WOOD</u><br><u>WILLIAM L. WOOD</u>                         | <u>      </u><br><u>      </u>                                       | P <u>5589622</u><br>F <u>William.L.Wood@wv.gov</u><br>E-mail <u>      </u>                                       |

Please print or write legibly!

Your fax # is essential to contact you timely!