



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
COM02

PAGE
1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF TOURISM  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER  
 304-558-2200

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/03/2010				

BID OPENING DATE: 03/02/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-50		
PRINTING SERVICES  THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF COMMERCE, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT TO PROVIDE THE DEPARTMENT WITH ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES TO PRODUCE HIGH QUALITY FULL-COLOR PROCESS PRINTED PUBLICATIONS FOR THE AGENCIES WITHIN THE DEPARTMENT OF COMMERCE PER THE ATTACHED SPECIFICATIONS.  TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 301-558-4115. DEADLINE FOR THE TECHNICAL QUESTIONS IS 02/16/2010 AT 3:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.  EXHIBIT 3  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 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.  UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **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.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W Va. C.S.R. §148-1-6.6).



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02/03/2010				

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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<p>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, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT 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. 05/26/2009</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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>						

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BID OPENING DATE: 03/02/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				COM02		
BID OPENING DATE:				03/02/2010		
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):						
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***** THIS IS THE END OF RFQ COM02 ***** TOTAL:						_____

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**West Virginia Department of Commerce**

**BLANKET OPEN END CONTRACT**  
**FULL COLOR PUBLICATIONS**

Vendor shall provide all labor, materials, equipment and supplies to produce high quality full-color process printed publications for the agencies and clients of the West Virginia Department of Commerce per attached specifications. Vendor cannot subcontract the printing of brochures or broker the printing.

**SPECIFICATIONS**

**SCOPE:** These specifications cover the production of publications and material requiring such operations as electronic prepress, printing, packing and distribution

**TITLE:** West Virginia Department of Commerce Color Publication Printing Contract

**SPENDING UNITS:** This contract is applicable to the West Virginia Department of Commerce, its agencies, West Virginia Development Office, West Virginia Division of Energy, West Virginia Division of Forestry, West Virginia Division of Labor, West Virginia Division of Natural Resources, West Virginia Division of Tourism, West Virginia Geological and Economic Survey, West Virginia Office of Miners' Health, Safety and Training, WORKFORCE West Virginia; and clients of the West Virginia Department of Commerce.

**FREQUENCY OF ORDERS:** Varies.

**QUANTITY:** 500 to 75,000 copies per order as per specifications. The number ordered will vary for each contract release order

**TYPE OF PUBLICATION:** Full color process printing for various types of publications with multiple sizes, bindery and folds as per specifications

**WEST VIRGINIA DEPARTMENT OF COMMERCE TO FURNISH:**

- Print order
- Full-color composite visual of the provided file to show layout
- Electronic Media containing files

**Contractor must be able to accept files from the following platforms:**

**Electronic media**

**Platform:** PC Windows XP and Macintosh System 10

**Media:** CD-ROM or DVD

**Software**

**Page Layout programs:** Adobe InDesign CS2 and CS3 or latest version; QuarkXpress 6.5.

**Illustration Programs:** FreeHand 8.0 and 11; Adobe Illustrator and Adobe Photoshop CS3 or latest versions of all programs.

**Document Exchange prepress programs:** Adobe Acrobat (.pdf)

Various versions of software may be used; the vendor will be required to have the most current version(s). All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the vendor on both PC and Macintosh platforms.

**VENDOR TO FURNISH:** All materials and operations, other than those listed under "WEST VIRGINIA DEPARTMENT OF COMMERCE TO FURNISH," necessary to produce the products in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the vendor shall perform a basic (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to the ordering agency immediately. The vendor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized to insure press readiness.

**PROOFS – VENDOR MUST PROVIDE:**

- One set of digital color proofs (contract-grade press proof or press-match print) with critical color and registration – must be press-match quality.
- One composite printout (folded as required) and trimmed to size.

**The vendor must not print order prior to receipt of an "OK to Print" by the West Virginia Department of Commerce, agency or appointed designee. The final product must match approved proof.**

A waiver of proof may be allowed by the ordering agency on reprints of the order upon the guarantee of the vendor to provide an exact reprint with same quality and style of previous approved order.

**SCHEDULE:** Vendor must not start production of any job prior to receipt of the contract release order. **Distribution of final product must be completed from the date of receipt of furnished material as follows:**

**Orders of 5,000 or less: 12 business days**

**Orders above 5,000: 18 business days.**

The ship/deliver date indicated on the contract release order is the date product ordered for delivery F O B. destination must be delivered to the destination specified.

**DELIVERY: Shipping addresses F.O.B. Destination** — Charleston WV, South Charleston WV, Nitro WV, Elkins WV, Fairmont WV, Beckley WV, Parkersburg WV, Milton WV, Romney WV and West Columbia WV. Shipping addresses listed below.

Please call 304-558-2003 or number specified on each contract release order before delivery is made. Shipment designation will be provided on each contract release order.

**Shipping may be requested to be delivered to individual park facilities as listed on attached sheet.**

State Capitol Complex  
1900 Washington Street East  
Building 5 or 6  
Charleston, WV 25305

WV Division of Tourism or WV Dept. of Commerce  
90 MacCorkle Avenue SW  
South Charleston, WV 25303

WV State Parks Storage Facility  
#1 Pickens Road  
Nitro, WV 25143

WV Division of Natural Resources  
324 Fourth Avenue  
South Charleston, WV 25303

WV Division of Natural Resources  
Wildlife Resources Section  
Ward Road, Route 219  
Elkins, WV 26241

Division of Forestry Headquarters  
Agricultural Center at Guthrie  
347 Gus R. Douglas Lane  
Charleston, WV 25312

Division of Forestry - Fairmont Office  
Route 2, Box 1100  
Fairmont, WV 26554  
(304) 367-2793

Division of Forestry - Romney Office  
1 Depot Street,  
Romney, WV 26757  
(304) 822-4512

Division of Forestry - Beckley Office  
330 Harper Park Drive, Suite J, Beckley, WV 25801  
(304) 256-6775

Division of Forestry - Milton Office  
878 E. Main Street, Rear, P O Box 189, Milton, WV 25541  
(304) 743-6186



Division of Forestry - Parkersburg Office  
2309 Gihon Road, Parkersburg, WV 26101  
(304) 420-4515

Division of Forestry - Clements State Tree Nursery  
624 Forestry Drive, West Columbia, WV 25287  
(304) 675-1820

Vendor must deliver five (5) samples to WV Department of Commerce Marketing and Communications, 90 MacCorkle Avenue SW, South Charleston, WV 25303, for each contract release order.

**Before delivery is made, vendor or delivery agent must contact WV Department of Commerce or specified designee at least 24 hours in advance to make arrangements for acceptance of order and verify delivery address. Number of boxes/skids must be known at time of call.**

Deliveries will be accepted between 8:00 a.m. and 3:00 p.m. Monday thru Friday with no deliveries on Holidays or weekends, unless specified by the Department of Commerce.

Boxes may be packaged on skids not to exceed 72 boxes per skid or over 6 ft tall. Pallets must be shrink-wrapped and stacked evenly so that they can be double-stacked without the boxes breaking. Single boxes should weigh no more than 30 pounds.

**For delivery other than South Charleston location**, skids must be broken down before drop off. No fork lift is available.

**MATERIAL STORAGE AND RETURN:** Upon completion of order, all electronic media, artwork and other material is to be returned to West Virginia Department of Commerce or ordering agency, via company representative or registered mail before payment will be processed. With prior, written approval, material may be stored by the vendor provided that such vendor assumes total liability for integrity of the materials and guarantees complete compensation in light of damage or loss of such material. All material is the property of State of West Virginia and must be returned to the ordering agency within 14 days of a verbal or written request or upon termination of contract. All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the vendor.

**SPECIAL INSTRUCTIONS:**

Failure to meet printing quality (improper registration, incorrect paper, smudged or smeared printing, off color match, misplaced images or text), materials, or specifications, etc., is justification for cancellation or refusal of the order.

Failure to meet delivery deadline will result in a \$100.00 total liquidated damage per day. All vendors bidding on this job assume this responsibility.

Failure to meet delivery deadline on more than one occasion, without justification of circumstances beyond the vendor's control, i e., paper shortage, labor strikes, etc., is justification for cancellation or refusal of order or contract.

No spoils will be accepted as part of delivery volume

**UNDER NO CIRCUMSTANCES WILL OVERRUNS BE PAID FOR.  
UNDER NO CIRCUMSTANCES CAN THE APPROVED VENDOR USE THIS  
PUBLICATION FOR GAIN. ALL PUBLICATIONS ARE PROPERTY OF THE STATE  
OF WEST VIRGINIA.**

Successful vendor is to contact the WV Department of Commerce ordering agency contact immediately upon receipt of blanket release order to discuss technicalities of job and to verify receipt of order.

The above specifications apply to all sections of this contract.

**LIFE OF CONTRACT:** This contract is effective on the issue date and extends for a period of one (1) year or until such "reasonable time" thereafter as is 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

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.

**RENEWAL:** This contract may be renewed upon the mutual written consent of the spending unit and the 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.

## Section A: Multi-fold Brochure

### Items 1-50

#### TYPE OF PUBLICATION: Multi-fold Brochure.

Full-color process printing on both sides of publication. Printing will bleed all four sides on both sides

#### PAPER STOCK:

70 lb. #3 Grade Warren Somerset Text gloss white or equal

**Paper substitutions: Sample of paper must be supplied. Same paper must be used for the entire length of the contract.** If paper is no longer produced, a substitute paper sample must be submitted and approved by the WV Dept of Commerce prior to use.

Mfg : \_\_\_\_\_

Weight: \_\_\_\_\_ Grade: \_\_\_\_\_

**Description for items 1-10:** 14 3/4" x 8 1/2" flat folded to 3 11/16" x 8 1/2" finished size (4-panel with 2 parallel folds).

Item	Quantity	Description	Unit Price	Total Price
1	5,000	New 14 3/4" x 8 1/2" brochures		
2.	10,000	New 14 3/4" x 8 1/2" brochures		
3	25,000	New 14 3/4" x 8 1/2" brochures		
4	50,000	New 14 3/4" x 8 1/2" brochures		
5	75,000	New 14 3/4" x 8 1/2" brochures		
6	5,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
7	10,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
8	25,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
9	50,000	Exact Reprint 14 3/4" x 8 1/2" brochures		
10	75,000	Exact Reprint 14 3/4" x 8 1/2" brochures		

**Sub-total 1-10**

\$ \_\_\_\_\_

**Description for Items 11-20:** 15" x 25 1/2" flat folded to 3 3/4" x 8 1/2" finished size (12-panel with 2 vertical folds and 2 parallel folds). Fold details: bottom folds up 1/3. Top folds down 1/3 to make approximately 15" w x 8 1/2". Fold in half once and in half again for finished size.

Item	Quantity	Description	Unit Price	Total Price
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11	5,000	New 15" x 25 ½" brochures		
12	10,000	New 15" x 25 ½" brochures		
13	25,000	New 15" x 25 ½" brochures		
14	50,000	New 15" x 25 ½" brochures		
15	75,000	New 15" x 25 ½" brochures		
16	5,000	Exact Reprint 15" x 25 ½" brochures		
17	10,000	Exact Reprint 15" x 25 ½" brochures		
18	25,000	Exact Reprint 15" x 25 ½" brochures		
19	50,000	Exact Reprint 15" x 25 ½" brochures		
20	75,000	Exact Reprint 15" x 25 ½" brochures		

**Sub-total 11-20**

**\$ \_\_\_\_\_**

**Description for Items 21-30:** 11 ¼" x 17" flat folded to 3 ¾" x 8 ½" finished size (6-panel with half fold and letter fold)

Item	Quantity	Description	Unit Price	Total Price
21	5,000	New 11 ¼" x 17" brochures		
22	10,000	New 11 ¼" x 17" brochures		
23	25,000	New 11 ¼" x 17" brochures		
24	50,000	New 11 ¼" x 17" brochures		
25	75,000	New 11 ¼" x 17" brochures		
26	5,000	Exact Reprint 11 ¼" x 17" brochures		
27	10,000	Exact Reprint 11 ¼" x 17" brochures		
28	25,000	Exact Reprint 11 ¼" x 17" brochures		
29	50,000	Exact Reprint 11 ¼" x 17" brochures		
30	75,000	Exact Reprint 11 ¼" x 17" brochures		

**Sub-total 21-30**

**\$ \_\_\_\_\_**

**Description for Items 31-40:** 14" x 17" flat folded to 3 ½" x 8 ½" finished size (8 panel with half fold and 2 parallel folds).

Item	Quantity	Description	Unit Price	Total Price
31	5,000	New 14" x 17" brochures		
32	10,000	New 14" x 17" brochures		



**Section B: Rack Cards**

**Items 51-64**

4" x 9". Full-color process printing on both sides, with full bleed on both sides.

**PAPER STOCK:**

Cover: 100 lb. Warren Somerset Cover gloss white, or equal.

**Sample of paper must be supplied. Same paper must be used for the entire length of the contract.** If paper is no longer produced, a substitute paper sample must be submitted and approved by the WV Dept of Commerce prior to use.

Mfg: \_\_\_\_\_

Weight: \_\_\_\_\_ Grade: \_\_\_\_\_

Item	Quantity	Description	Unit Price	Total Price
51	500	4" x 9" rack cards		
52	1,000	4" x 9" rack cards		
53	2,500	4" x 9" rack cards		
54	5,000	4" x 9" rack cards		
55	10,000	4" x 9" rack cards		
56	20,000	4" x 9" rack cards		
57	50,000	4" x 9" rack cards		

Item	Quantity	Description	Unit Price	Total Price
58	500	Exact Reprint 4" x 9" rack cards		
59	1,000	Exact Reprint 4" x 9" rack cards		
60	2,500	Exact Reprint 4" x 9" rack cards		
61	5,000	Exact Reprint 4" x 9" rack cards		
62	10,000	Exact Reprint 4" x 9" rack cards		
63	20,000	Exact Reprint 4" x 9" rack cards		
64	50,000	Exact Reprint 4" x 9" rack cards		

**Total Section B: 51-64**      \$ \_\_\_\_\_

## Section C: Posters - Single sheet printed with no folds.

### Items 65-76

Paper Stock: 100 lb. #1 grade bright white text. Warren Lustro dull or equal

Bid quote must reflect any paper substitutions. **Sample of paper must be supplied. Same paper must be used for the entire length of the contract.** If paper is no longer produced, a substitute paper sample must be submitted and approved by the WV Dept of Commerce prior to use.

Mfg.: \_\_\_\_\_

Weight: \_\_\_\_\_ Grade: \_\_\_\_\_

### Items 65-76: Full-color process printing on one side, with bleed

Item	Quantity	Description	Unit Price	Total Price
65	500	Poster 8 1/2" x 11" printed one side with bleed		
66	1,000	Poster 8 1/2" x 11" printed one side with bleed		
67	2,500	Poster 8 1/2" x 11" printed one side with bleed		
68	500	Poster 8 1/2" x 14" printed one side with bleed		
69	1,000	Poster 8 1/2" x 14" printed one side with bleed		
70	2,500	Poster 8 1/2" x 14" printed one side with bleed		
71	500	Poster 11" x 17" printed one side with bleed		
72	1,000	Poster 11" x 17" printed one side with bleed		
73	2,500	Poster 11" x 17" printed one side with bleed		
74	500	Posters 18" x 24" printed one side with bleed		
75	1,000	Posters 18" x 24" printed one side with bleed		
76	2,500	Posters 18" x 24" printed one side with bleed		

**Sub-total 65-76**

\$ \_\_\_\_\_

**Items 77-88:** Full color process printing on both sides, with bleed.

Item	Quantity	Description	Unit Price	Total Price
77	500	Poster 8 ½" x 11" printed two sides with bleed		
78	1,000	Poster 8 ½" x 11" printed two sides with bleed		
79	2,500	Poster 8 ½" x 11" printed two sides with bleed		
80	500	Poster 8 1/2" x 14" printed two sides with bleed		
81	1,000	Poster 8 1/2" x 14" printed two sides with bleed		
82	2,500	Poster 8 1/2" x 14" printed two sides with bleed		
83	500	Poster 11" x 17" printed two sides with bleed		
84	1,000	Poster 11" x 17" printed two sides with bleed		
85	2,500	Poster 11" x 17" printed two sides with bleed		
86	500	Posters 18" x 24" printed two sides with bleed		
87	1,000	Posters 18" x 24" printed two sides with bleed		
88	2,500	Posters 18" x 24" printed two sides with bleed		

**Sub-total 77-88** \$ \_\_\_\_\_

**Total Section C: 65-88** \$ \_\_\_\_\_



**DELIVERY COST FOR ALTERNATE LOCATIONS:**

**Alternate Delivery Addresses West Virginia State Parks**

Unit price per 1,000 publications

1. Audra State Park	Route 4, Box 564, Buckhannon, WV 26201	\$ _____
2. Babcock State Park	HC 35, Box 150, Clifftop, WV 25831	\$ _____
3. Beartown State Park	HC 64, Box 189, Hillsboro, 24946	\$ _____
4. Beech Fork State Park	5601 Long Branch Road, Barboursville, WV 25504	\$ _____
5. Berkeley Springs State Park	2 South Washington Street, Berkeley Springs, WV 25411	\$ _____
6. Berwind Lake WMA	Route 16, Box 38, Warriormine, WV 24894	\$ _____
7. Blackwater Falls State Park	Route 29, Davis, WV 26260	\$ _____
8. Blennerhassett Island 137	Juliana Street, Parkersburg, WV 26101	\$ _____
9. Bluestone State Park	HC 78, Box 3, Hinton, WV 25951	\$ _____
10. Bluestone WMA	HC 65, Box 91, Indian Mills, WV 24935	\$ _____
11. Cabwaylingo State Forest	Route 1, Box 85, Dunlow, WV 25511	\$ _____
12. Cacapon Resort State Park	818 Cacapon Lodge Drive, Berkeley Springs, WV 25411	\$ _____
13. Calvin Price State Forest	HC 82, Box 252, Marlinton, WV 24954	\$ _____
14. Camp Creek State Park	2390 Camp Creek Road, Camp Creek, WV 25820	\$ _____
15. Canaan Valley	HC 70, Box 330, Davis, WV 26260	\$ _____
16. Carnifex Ferry Battlefield	1194 Carnifex Ferry Road, Summersville, WV 26651	\$ _____
17. Cass Scenic Railroad	Route 66, Main Street, Cass, WV 24927	\$ _____
18. Cathedral State Park	RR 1, Box 370, Aurora, WV 26705	\$ _____
19. Cedar Creek State Park	2947 Cedar Creek Road, Glenville, WV 26351	\$ _____
20. Chief Logan	Route 10N, Logan, WV 25601	\$ _____
21. Chief Logan Lodge, Hotel & Conference Center	1000 Conference Center Drive, Logan, WV 25601	\$ _____
22. Coopers Rock State Forest	Route 1, Box 270, Bruceton Mills, WV 26525	\$ _____
23. Droop Mountain Battlefield	HC 64, Box 189, Hillsboro, WV 24946	\$ _____
24. Fairfax Stone	Route 29, Davis, WV 26260	\$ _____
25. Greenbrier River Trail	HC 82, Box 252, Marlinton, WV 24954	\$ _____
26. Greenbrier State Forest	HC 30, Box 154, Caldwell, WV 24925	\$ _____
27. Hawks Nest	177 West Main Street, Ansted, WV 25812	\$ _____
28. Holly River	Route 20, Hacker Valley, WV 26222	\$ _____
29. Kanawha State Forest	Route 2, Box 285, Charleston, WV 25314	\$ _____
30. Kumbrow State Forest	Route 219/16, Huttonsville, WV 26273	\$ _____
31. Laurel Lake WMA	HC 70, Box 626, Lenore, WV 25676	\$ _____
32. Little Beaver	1402 Grandview Road, Beaver, WV 25813	\$ _____
33. Lost River	321 Park Drive, Mathias, WV 26812	\$ _____
34. Moncove Lake	HC 83, Box 73-A, Gap Mills, WV 24942	\$ _____
35. North Bend	Route 1, Box 221, Cairo, WV 26337	\$ _____
36. Panther State Forest	Route 3/2 Panther Creek Road, Panther, WV 24872	\$ _____
37. Pinnacle Rock	Route 52, Bramwell, WV 24715	\$ _____
38. Pipestem Resort	Route 20, Box 150, Pipestem, WV 25979	\$ _____
39. Plum Orchard Lake WMA	Route 1, Box 186, Scarbro, WV 25917	\$ _____
40. Prickett's Fort	Route 3, Box 403, Fairmont, WV 26554	\$ _____
41. Seneca State Forest	Route 1, Box 140, Dunmore, WV 24934	\$ _____
42. Stonewall Jackson	149 State Park Trail, Roanoke, WV 26447	\$ _____
43. Tomlinson Run	State Route 8, New Manchester, WV 26056	\$ _____
44. Tu-Endie-Wei	First Street, Point Pleasant, WV 25550	\$ _____
45. Twin Falls	Route 97, Mullens, WV 25882	\$ _____
46. Tygart Lake	Route 1, Box 260, Grafton, WV 26354	\$ _____
47. Valley Falls	Route 6, Box 244, Fairmont, WV 26554	\$ _____
48. Watoga	HC 82, Box 252, Marlinton, WV 24954	\$ _____
49. Watters Smith	Route 1, Duck Creek Road, Lost Creek, WV 26385	\$ _____



**Award Procedure:**

**Evaluation of Bid Prices:** When evaluating bid prices, all of the charges itemized in each section, will be considered. One total bid figure will be calculated for each vendor based upon the sum of the each section of contract. The award may be split by section between multiple vendors if it is in the best interest of the Department of Commerce.

**Samples:** If requested, the vendor must supply full color samples of the types of publications specified in the bid. Samples are to be printed on the type of paper specified in the vendor's bid. All requested samples must be received within 14 days of request

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.

RFQ No. \_\_\_\_\_

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**West Virginia Code §5A-3-10a states:** 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 owned is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_