



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
DMV100452

PAGE
1

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIVISION OF MOTOR VEHICLES
	1317 HANSFORD STREET CHARLESTON, WV 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/22/2010				

BID OPENING DATE: 05/25/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		971-20		
<p>TO OBTAIN A VENDOR TO PRINT CUT SHEET TITLES,</p> <p>THE WEST VIRGINIS PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES IS SOLICITING BIDS FOR THE PRINTING OF CUT SHEET TITLES, REGUULAR TITLES, NON-NEGOTIABLE TITLES, SECURE POWER OF ATTORNEY AND TM5 REASSIGNMENTS PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 05/04/2010 @ 9:00AM AT 5707 MACCORKLE AVENUE, SE, CHARLESTON, WV SUITE 200 (LOCATED IN THE KANAWHA MALL BUILDING). ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUD</p>						

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 PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** 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.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, 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.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:
{a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** 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, is available online at 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.
15. **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>.
16. **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 agency 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.



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<p>THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>ALL 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 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 05/07/2010 AT 4:00 PM.</p> <p>ALL TECHNICAL QUESTIONS WILL BE ADDRESS BY ADDENDUM AFTER THE DEADLINE.</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 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>						

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<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 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</p>						

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<p>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>NOTICE</p> <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: 44</p>						

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VENDOR

RFQ COPY
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BID OPENING DATE: 05/25/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				DMV100452		
				BID OPENING DATE:	05/25/10	
				BID OPENING TIME:	1:30 PM	
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ DMV100452 ***** TOTAL:						

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SPECIFICATIONS FOR
WEST VIRGINIA SECURE POWER OF ATTORNEY FORMS

SIZE: 8 ½ x 11 5/8 OF BOUND SET CONSTRUCTION, 5 PARTS CARBON INTERLEAVED & CARBONLESS CONSTRUCTION IN SAME SET

ESTIMATED ANNUAL USAGE-50,000. ESTIMATE ONLY; NOT ORDERED AT ONE TIME.

THE FOLLOWING SPECIFICATIONS MUST BE STRICTLY ADHERED TO:

- Part 1: White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.
- Part 2: White, 24lb. Recycled Conservator with fourdrinier "Linked Chain Design" Watermark imbedded in the sheet.
- Part 3: White, 19lb. Self-Contained Coated-Back
- Part 4: White, 14.5lb. CFB
- Part 5: White, 13kb. CF

ADDITIONAL SPECIFICATIONS

Form shall contain a red ink clear through consecutive number on all parts. **No missing numbers allowed.** All printing is in PMS 287 Blue, with parts 1 and 2 same copy, and parts 3, 4, and 5 same copy except marginal words on each part.

Parts 1 and 2 **must** contain a Security Pantograph with the word "VOID" hidden in the pantograph, becoming visible when the document is reproduced on a copier. Paper **must** contain a genuine watermark imbedded in paper, and a warning band to not accept this document unless the watermark is visible when held to light to view **must** printed on the document. Paper **must** also have full chemical reactivity ensuring that any chemical alteration of the form will be immediately signaled by discoloration of the sheet when applied to either side of sheet. Paper **must** also have embedded overt and covert fibers that are impossible to reproduce on a copier. The covert fibers can only be viewed under UV light.

Forms are to be packaged 500 per carton, wrapped 50 sets per package with beginning and ending numbers on each package and outer cartons. Cartons **must** be sealed with printed security tape to deter any tampering with sealed cartons.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

SECURE POWER OF ATTORNEY

WVPA 780261

WARNING! This Form May Be Used Only When Title Is Physically Held By Lienholder Or When Title Has Been Lost. This Form Must Be Submitted To The State By The Person Exercising Power(s) Of Attorney. Failure To Do So May Result In Fines And/Or Imprisonment.

VEHICLE DESCRIPTION

Year Make Model Body Type Vehicle Identification Number

PART A. Power of Attorney to Disclose Mileage

Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, (transferor's name, Print), appoint (transferee's/dealership name, Print) as my attorney-in-fact, to sign all papers and documents required to secure West Virginia Title and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure.

I state that the odometer now reads (no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage unless one of the following statements is checked.

- (1) The mileage stated is in excess of its mechanical limits.
(2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Transferor's Signature) (Transferee's Signature)
(Printed Name) (Printed Name)
(Transferor's Street Address) Transferee's Street Address
(City, State, Zip Code) (City, State, Zip Code)
(Date of Statement)

SAMPLE

PART B. Power of Attorney to Review Title Documents and Acknowledge Disclosure

(Part B is invalid unless Part A has been completed)

I, (transferee's name, Print), appoint (transferor's name, Print) as my attorney-in-fact, to sign all papers and documents required to secure West Virginia Title and to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

(Transferee's Signature) (Transferee's Printed Name)
(Transferee's Name, Street Address, City, State, Zip Code)

Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, (transferor's/dealership name, Print), state that the odometer now reads (no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage unless one of the following statements is checked.

- (1) The mileage stated is in excess of its mechanical limits.
(2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Transferor's Signature) (Transferor's Printed Name)
(Transferor's Street Address) (City, State, Zip Code)
(Date of Statement)

PART C. Certification (To Be Completed When Both Parts A and B Have Been Used)

I, (person exercising above powers of attorney, Print), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

(Signature) (Printed Name)
(Street Address) (City, State, Zip Code)

SPECIFICATIONS FOR WEST VIRGINIA TM-5 REASSIGNMENT SUPPLEMENTS

Size: Must be 8 ½" x 11" 1 part cutsheet

Estimated Annual Usage – 100,000

Paper: must be 24lb Security Paper. Paper must include the following features: Fourdrinier Watermark in paper, including Chemical Sensitivity, Toner Retention and Invisible Security fibers.

Other Requirements: Face inks must be 287 blue and black, with "VOID" Security Pantograph. No Backer printing.

Consecutive Numbering: Must be Penetrating Black to Red ink Consecutive numbering and NO missing numbers will be allowed.

Sample of Fourdrinier Watermark paper with all security features listed above must be included in the bid.

FEDERAL AND STATE law requires you to state the mileage in connection with the transfer of ownership. Failure to complete the required information or providing false statements may result in fines and/or imprisonment.

- NOTICE** (A) This form is for use by licensed West Virginia motor vehicle dealers upon dealer's transfer where all assignments on the certificate of origin have been completed and also with non-conforming West Virginia and out-of-state titles.
- (B) Individuals or non-licensed dealers cannot use this form.
- (C) Each reassignment shall be in successive order and shall not be valid until completed in full.
- (D) Not to be used with the new West Virginia conforming title.
- (E) Only two (2) reassignments permitted. When the second reassignment is completed to dealer, a West Virginia dealer title must be obtained.
- (F) A copy of this reassignment must be kept by the dealer showing the odometer disclosure (5 Years)

LEGAL NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT.



MAKE	MODEL	YEAR	BODY	VEHICLE IDENTIFICATION NUMBER
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(1) REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following PRINTED name and address:

NAME OF PURCHASER: _____

ADDRESS: _____

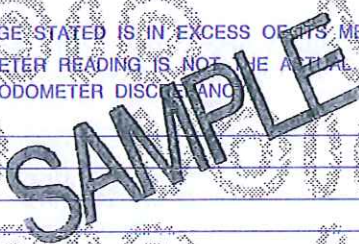
WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS: _____

LIEN IN FAVOR OF: _____ AMOUNT: \$ _____

LIENHOLDER'S ADDRESS: _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

- NO TENTHS
1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.
2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.
- WARNING: ODOMETER DISCREPANCY



SIGNATURE OF DEALER: (X) _____ DEALER NUMBER: _____

PRINTED NAME OF DEALER: _____ DATE OF SALE: _____

DEALER'S ADDRESS: _____

BUYER'S SIGNATURE(S): (X) _____

BUYER'S PRINTED NAME(S): _____

(2) REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following PRINTED name and address:

NAME OF PURCHASER: _____

ADDRESS: _____

WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS: _____

LIEN IN FAVOR OF: _____ AMOUNT: \$ _____

LIENHOLDER'S ADDRESS: _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

- NO TENTHS
1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.
2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.
- WARNING: ODOMETER DISCREPANCY

SIGNATURE OF DEALER: (X) _____ DEALER NUMBER: _____

PRINTED NAME OF DEALER: _____ DATE OF SALE: _____

DEALER'S ADDRESS: _____

BUYER'S SIGNATURE(S): (X) _____

BUYER'S PRINTED NAME(S): _____

SPECIFICATIONS FOR
WEST VIRGINIA CERTIFICATE OF TITLE FORMS

SIZE: 9 ½ x 11, 1 Part Continuous, ½" Strip Off Margins Left and Right

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630, T640, T644 AND T654 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL USAGE-800,000. ESTIMATE ONLY; NOT ORDER QUANTITY. ORDERS ARE USUALLY PLACED 2 TIMES PER YEAR; 400,000 EACH ORDER.

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be Portals 24lb cylinder mould paper with three dimensional multi-tonal watermark in a continuous pattern, standard "Eagle Design" is acceptable. There **must** also be a "security thread" of microprinted polyester embedded in paper that is continuously printed with security text, and fluoresces blue/white under UV light. Paper is also to be coated front and back with toner anchorage to enhance laser printing quality.

Paper **must** have chemical sensitization in sheet that will exhibit marked chemical reaction (in the form of various stains) to thwart falsification of the document through the use of chemical eradicators. Protection to be afforded from those chemicals that are classified according to the following families: Polar solvents, A-polar solvents, acids, oxidizing agents, strong bases, and weak bases.

Paper **must** also have security fibers of visible blue and visible fluorescent yellow/green that can be seen under UV light.

PRINTING SPECIFICATONS

Form **must** have consecutive number in one position using heat-resistant, fluorescent red ink, and E-13B Font numbers. **No missing numbers allowed.**

Pantograph on the face of the form **must** be a SecureScan or equivalent pantograph that completely "drops out" when imaged on the West Virginia DMV's optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum. This feature has a disguised "void" in the pantograph if form is copied, and this feature and the pantograph **must not** be visible when scanned into the DMV's optical disk storage system.

There **must** also be a logoline or microline of print in the first lien release section on the face of the form above "signature of person or officer". This appears as a signature line, but actually is a printed line, "West Virginia DMV" repeating full width of line. This can be seen only when magnified.

The back of the form **must** contain a safetybloc security feature in the odometer reading boxes to deter any erasures or alteration of data written in these boxes. The safetybloc, or equivalent feature, **must** have microprinting in gray ink reading "State of West Virginia" in a step and repeat pattern.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton. No missing numbers, overage or shortage will be tolerated. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

ral and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF CERTIFICATE OF TITLE

Designated hereby certifies that for the sale price herein stated the vehicle/boat described in this title has been transferred to the following printed name and address:

13

Price \$	Trade In \$	Net Cost \$	5% Tax \$
----------	-------------	-------------	-----------

Name of Purchaser	Address
-------------------	---------

To the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenths	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Name(s) of Seller(s) / Dealer:	Printed Name(s) of Seller(s) / Dealer:	Dealer's Certificate No.	Date of Sale
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I am aware of the above odometer certification made by the seller."

Name(s) of Buyer(s):	Printed Name(s) of Buyer(s):	Warning: This Application Must Not Be Signed Unless The Name And Address Of The Purchaser Appears Above
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1st RE-ASSIGNMENT BY DEALER ONLY

Price \$	Trade In \$	Net Cost \$	5% Tax \$
----------	-------------	-------------	-----------

Designated dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser	Address
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To the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenths	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Name of Dealer/Agent:	Printed Name of Dealer/Agent:	Dealer's Certificate No.	Date of Sale
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I am aware of the above odometer certification made by the seller."

Name(s) of Buyer(s):	Printed Name(s) of Buyer(s):
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2nd RE-ASSIGNMENT BY DEALER ONLY

Price \$	Trade In \$	Net Cost \$	5% Tax \$
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Designated dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser	Address
-------------------	---------

To the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenths	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Name of Dealer/Agent:	Printed Name of Dealer/Agent:	Dealer's Certificate No.	Date of Sale
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I am aware of the above odometer certification made by the seller."

Name(s) of Buyer(s):	Printed Name(s) of Buyer(s):
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3rd RE-ASSIGNMENT BY DEALER ONLY

Price \$	Trade In \$	Net Cost \$	5% Tax \$
----------	-------------	-------------	-----------

Designated dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser	Address
-------------------	---------

To the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenths	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Name of Dealer/Agent:	Printed Name of Dealer/Agent:	Dealer's Certificate No.	Date of Sale
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I am aware of the above odometer certification made by the seller."

Name(s) of Buyer(s):	Printed Name(s) of Buyer(s):
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TRANSFER AND TRADE-IN INFORMATION

Price \$	Trade In \$	Net Cost \$	5% Tax \$
----------	-------------	-------------	-----------

(Credit allowed only on vehicles/boats registered in WV and tax has been paid by applicant)

of vehicle/boat traded in:	1. Make	Year	VIN No.	Title No.
	2. Make	Year	VIN No.	Title No.
	plates exchanged or from:	Make	Year	VIN No.

LIENHOLDER INFORMATION (FEE: \$5.00)

Amount \$	Kind	Lienholder
Address of Lienholder		

INSURANCE STATEMENT

INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.

Date of Insurance Policy: _____ To _____

Insurance Company _____

Agent _____

Policy Number _____

BUYER'S CERTIFICATE OF TITLE

(Name of Buyer(s) to be entered legibly and exactly as it is to appear on new Certificate of Title)

Buyer(s) Name _____

Address _____

IF THE TITLE READS "AND," SIGNATURES OF BOTH OWNERS MUST APPEAR

I hereby certify under penalty of perjury, a false swearing that the statements made herein are true and correct to the best of my knowledge and belief.

Signature(s) of Buyer(s) _____

(X) _____ (X) _____ Date _____

Any change, alteration or erasure on assignment form will void this title.

TITLE NUMBER

SPECIFICATIONS FOR
WEST VIRGINIA NON-REPAIRABLE
MOTOR VEHICLE/BOAT CERTIFICATE

SIZE: 9 ½ x 11, 1 Part Continuous, ½" Strip Off Margins Left and Right

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630, T640, T644 AND T654 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL USAGE: 5,000

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be Portals 24lb cylinder mould paper with three dimensional multi-tonal watermark in a continuous pattern, standard "Eagle Design" is acceptable. There **must** also be a "security thread" of microprinted polyester embedded in paper that is continuously printed with security text, and fluoresces blue/white under UV light. Paper is also to be coated front and back with toner anchorage to enhance laser printing quality.

Paper **must** have chemical sensitization in sheet that will exhibit marked chemical reaction (in the form of various stains) to thwart falsification of the document through the use of chemical eradicators. Protection to be afforded from those chemicals that are classified according to the following families: Polar solvents, acids, oxidizing agents, strong bases, and weak bases.

Paper **must** also have security fibers of visible blue and visible fluorescent yellow/green that can be seen under UV light.

PRINTING SPECIFICATONS

Form **must** have consecutive number in one position using heat-resistant, fluorescent red ink, and E-13B Font numbers. **No missing numbers allowed.**

Face ink is to be in PMS222 Red and SecureScan approved heat resistant inks. Backer ink and composition is to be a step and repeat diagonal patter over the entire back of the document reading "NON-REPAIRABLE MOTOR VEHICLE/BOAT".

Pantograph on the face of the form **must** be a SecureScan or equivalent pantograph that completely "drops out" when imaged on the West Virginia DMV's optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum. This feature has a disguised "void" in the pantograph if form is copied, and this feature and the pantograph **must not** be visible when scanned into the DMV's optical disk storage system.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton. No missing numbers, overage or shortage will be tolerated. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES



NON-REPAIRABLE TITLE

NON-REPAIRABLE MOTOR VEHICLE / BOAT CERTIFICATE

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described. The vehicle described below has been declared a total loss - not to be retitled - parts only.

MAKE/BODY	YEAR MODEL	VEHICLE/BOAT IDENTIFICATION NO.	WEIGHT/LENGTH	TITLE NUMBER	PREVIOUS TITLE NUMBER
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SAVITILE

FIRST ASSIGNMENT OF CERTIFICATE (PARTS ONLY)

The undersigned hereby certifies that the vehicle/boat described in this certificate has been transferred to the following printed name and address:

Name of Purchaser	Address
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Signature of Seller(s): (x)	Printed Name(s) of Seller(s):	\$	Date of Sale
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Signature of Buyer(s): (x)	Printed Name(s) of Buyer(s):	Warning This Application Must Not Be Signed Unless The Name And Address Of The Purchaser Appears Above.	
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SECOND ASSIGNMENT OF CERTIFICATE (PARTS ONLY)

The undersigned dealer hereby certifies that the vehicle/boat described in this certificate has been transferred to the following printed name and address:

Name of Purchaser	Address
-------------------	---------

Signature of Seller(s): (x)	Printed Name(s) of Seller(s):	\$	Date of Sale
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Signature of Buyer(s): (x)	Printed Name(s) of Buyer(s):	Warning This Application Must Not Be Signed Unless The Name And Address Of The Purchaser Appears Above.	
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NON-REPAIRABLE - PARTS ONLY



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division the day of year set beneath the name of the applicant in the Certificate.

DIVISION OF MOTOR VEHICLES

WV-0022482

**DO NOT ACCEPT THIS CERTIFICATE UNLESS IT CONTAINS AN EAGLE WATERMARK. HOLD TO LIGHT TO VIEW.
DO NOT ACCEPT CERTIFICATE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS.**

SPECIFICATIONS FOR
WEST VIRGINIA NON-NEGOTIABLE TITLE FORMS

SIZE: 9 ½ x 6, 1 Part Continuous, ½" Strip Off Margins Left and Right

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630, T640, T644 AND T654 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL QUANTITY: 5,000

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be White 24lb Value Safety paper with Toner Grip, fluorescent fibers, and full chemical reactivity to solvents, bleach, etc. to ensure that any alteration attempts will be immediately signaled by discoloration of the sheet.

PRINTING SPECIFICATONS

Consecutive numbering in Green, in 1 position. No missing numbers allowed. Inks for form are Green, Gold and Burgundy. Staggered diagonal backer copy in green ink. There must be a custom logoline or microline of print that resembles a line under "Odometer Reading" on the face of the form. When magnified, this is actually a printed line of text reading "West Virginia DMV" repeating the full width of the line which is an additional security feature that is required. Vendor must enclose paper and pantograph samples with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be maintained in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton, and no more than 1 break per pad. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

R _____



NON-NEGOTIABLE TITLE
SIZE WILL CHANGE

WEST VIRGINIA NON-NEGOTIABLE TITLE

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle hereinafter described, or is otherwise entitled to have said vehicle registered in the name of said applicant, that is to say:

ODOMETER READING				
MAKE BODY	YEAR MODEL	VEHICLE IDENTIFICATION NO.	WEIGHT CAPACITY	TITLE NUMBER

SAMPLE
NON-NEGOTIABLE

Said Division further certifies that from said verified application it appears the above described vehicle is subject to the lien and encumbrance described below, and none other, that is to say:

FIRST LIEN

Name and mail address of lienholder

WEST VIRGINIA
NON-NEGOTIABLE
TITLE

SECOND LIEN

Name and mail address of lienholder

THIS TITLE CANNOT BE USED
TO TRANSFER OWNERSHIP
OR SATISFY LIEN

Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division the day of year set beneath the name of the applicant in the Certificate.



DIVISION OF MOTOR VEHICLES

WVQ-0060264

SPECIFICATIONS FOR
CUT-SHEET WEST VIRGINIA
CERTIFICATE OF TITLE FORMS

SIZE: 8 ½ x 11, 1 Part, Cut-Sheet

MUST BE COMPATIBLE WITH IBM 3800 LASER PRINTERS, IBM 4630 PRINTERS AND T630, T640, T644, T654 LEXMARK LASER PRINTERS.

ESTIMATED ANNUAL USAGE 200,000. ESTIMATE ONLY. NOT ORDER QUANTITY.

THE FOLLOWING PAPER AND PRINTING SPECIFICATIONS MUST BE STRICTLY ADHERED TO.

PAPER SPECIFICATIONS

Must be Portals 24lb cylinder mould paper with three dimensional multi-tonal watermark in a continuous pattern, standard "Eagle Design" is acceptable. There **must** also be a "security thread" of microprinted polyester embedded in paper that is continuously printed with security text, and fluoresces blue/white under UV light. Paper is also to be coated front and back with toner anchorage to enhance laser printing quality.

Paper **must** have chemical sensitization in sheet that will exhibit marked chemical reaction (in the form of various stains) to thwart falsification of the document through the use of chemical eradicators. Protection to be afforded from those chemicals that are classified according to the following families: Polar solvents, A-polar solvents, acids, oxidizing agents, strong bases, and weak bases.

Paper **must** also have security fibers of visible blue and visible fluorescent yellow/green that can be seen under UV light.

PRINTING SPECIFICATONS

Form **must** have consecutive number in one position using heat-resistant, fluorescent red ink, and E-13B Font numbers. **No missing numbers allowed.**

Pantograph on face and back of form **must** be a SecureScan or equivalent pantograph that completely "drops out" when imaged on the West Virginia DMV's optical imaging system scanners, Bell & Howell Copyscan 8000-Spectrum. This feature has a disguised "void" in the pantograph if form is copied, and this feature and the pantograph **must not** be visible when scanned into the DMV's optical disk storage system.

There **must** also be a logoline or microline of print in the first lien release section on the face of the form above "signature of person or officer". This appears as a signature line, but actually is a printed line, "West Virginia DMV" repeating full width of line. This can only be seen when magnified.

The back of the form **must** contain a safetybloc security feature in the odometer reading boxes to deter any erasures or alteration of data written in these boxes. The safetybloc, or equivalent feature, **must** have microprinting in gray ink reading "State of West Virginia" in a step and repeat pattern.

Vendor **must** enclose paper and compatible scanner pantograph for review by DMV personnel with bid.

MANUFACTURING SECURITY

1. Must have Armed Guard Service 24 hrs. per day, 7 days per week.
2. Secured manufacturing area must be provided and monitored by armed guard.
3. Photofilm and plates are to be in locked safes in the pre-press area.
4. All used plates are to be mutilated when contract is complete, or as directed by the DMV.
5. All quality control samples and docket materials must be voided, logged and filed in a locked safe.
6. WV DMV personnel or their assigns may, at any time during the contract, at their own expense, visit vendor's manufacturing facility to confirm that security requirements are being met.

PACKAGING REQUIREMENTS

Forms are to be packed 2,000 per carton. No missing numbers, overage or shortage will be tolerated. Beginning and ending numbers **must** be listed on each carton. Carton **must** be sealed with printed security tape to deter tampering with sealed cartons.

R	N	T	E
CLASS			
LICENSE #			
MAKE	YEAR		
EXP DATE			



The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant, that is to say:

MAKE/BODY	YEAR MODEL	VEHICLE/BOAT IDENTIFICATION NO.	WEIGHT/LENGTH	TITLE NUMBER	PREVIOUS TITLE NUMBER
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SAMPLE

Said Division further certifies that from said verified application it appears the above described vehicle/boat is subject to the lien and encumbrance described below, and none other, that is to say:

<p>FIRST LIEN</p> <p>Name and mail address of lienholder</p>	<p>RELEASE</p> <p>This lien fully paid, satisfied and released on this the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of person or officer _____</p> <p>taken, subscribed and sworn to before me this the _____ day of _____, 20____</p> <p>Notary Public _____</p> <p>My commission expires on _____ day of _____, 20____</p>
<p>SECOND LIEN</p> <p>Name and mail address of lienholder</p>	<p>RELEASE</p> <p>This lien fully paid, satisfied and released on this the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of person or officer _____</p> <p>taken, subscribed and sworn to before me this the _____ day of _____, 20____</p> <p>Notary Public _____</p> <p>My commission expires on _____ day of _____, 20____</p>



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division the day of year set beneath the name of the applicant in the Certificate.

DIVISION OF MOTOR VEHICLES



WVC-831178

COMPLETE IN BLUE OR BLACK INK ONLY

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF CERTIFICATE OF TITLE

29

The undersigned hereby certifies that for the sale price herein stated the vehicle/boat described in this title has been transferred to the following printed name and address:

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

Name of Purchaser	Address
-------------------	---------

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenth	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Signature(s) of Seller(s) / Dealer: (X)	Printed Name(s) of Seller(s) / Dealer	Dealer's Certificate No.	Date of Sale
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"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): (X)	Printed Name(s) of Buyer(s):	Warning: This Application Must Not Be Signed Unless The Name And Address Of The Purchaser Appears Above
----------------------------------	------------------------------	--

1st RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

The undersigned dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser	Address
-------------------	---------

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenth	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Signature Dealer/Agent: (X)	Printed Name of Dealer/Agent:	Dealer's Certificate No.	Date of Sale
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"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): (X)	Printed Name(s) of Buyer(s):
----------------------------------	------------------------------

2nd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

The undersigned dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser	Address
-------------------	---------

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenth	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Signature Dealer/Agent: (X)	Printed Name of Dealer/Agent:	Dealer's Certificate No.	Date of Sale
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"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): (X)	Printed Name(s) of Buyer(s):
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3rd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

The undersigned dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser	Address
-------------------	---------

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"

<input type="checkbox"/> No Tenth	CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.	<input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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Signature Dealer/Agent: (X)	Printed Name of Dealer/Agent:	Dealer's Certificate No.	Date of Sale
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"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): (X)	Printed Name(s) of Buyer(s):
----------------------------------	------------------------------

TRANSFER AND TRADE-IN INFORMATION

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

(Credit allowed only on vehicles/boats registered in WV and tax has been paid by applicant)

Description of vehicle/boat traded in:	1. Make	Year	VIN No.	Title No.
	2. Make	Year	VIN No.	Title No.

Registration plates exchanged or transferred from:	Make	Year	VIN No.	License No.
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LIENHOLDER INFORMATION (FEE: \$5.00)

Amount \$	Kind	Lienholder
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Date of Lien	Address of Lienholder
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INSURANCE STATEMENT

INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.
Effective Date of Insurance Policy: _____
From _____ To _____
Name of Insurance Company _____
Name of Agent _____
Insurance Policy Number _____

BUYER'S CERTIFICATE OF TITLE

(Name of Buyer(s) to be entered legibly and exactly as it is to appear on new Certificate of Title)
Buyer(s) Name _____
Address _____
IF THE TITLE READS "AND," SIGNATURES OF BOTH OWNERS MUST APPEAR
"I hereby certify under penalty of perjury, a false swearing that the statements made herein are true and correct to the best of my knowledge and belief."
Signature(s) of Buyer(s) _____
(X) _____ (X) _____ Date _____

Any change or alteration of course on assignment form will void this title.

PRICING PAGE

Estimated Quantity	Description	Unit Price per Thousand	Amount
200,000	Title-Cut Sheet	_____	_____
5000	Non-Negotiable Title	_____	_____
5000	Non-Repairable Title	_____	_____
800,000	Certificate of Title	_____	_____
50,000	Secure Power of Attorney	_____	_____
100,000	TM-Reassignments	_____	_____
	TOTAL		_____

NOTE: The above quantities are estimates only and are being used for bid evaluation purposes. Actual quantities may be more or less at the agency's discretion.

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 owed 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 exceed 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 _____