



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
 DNR210003

PAGE
 1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/27/2009				

BID OPENING DATE: 09/10/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 2 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED MANDATORY PRE-BID SIGN SHEET, TECHNICAL QUESTIONS & ANSWERS, AND TO REMOVE THE BID BOND REQUIREMENT FROM THE ORIGINAL SPECIFICATIONS,						
THE FOLLOWING LANGUAGE IS TO BE REMOVED FROM THE ORIGINAL SPECIFICATIONS.						
BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA SHALL BE SUBMITTED WITH EACH BID AS A BID BOND.						
A BID BOND IS NOT REQUIRED FOR THIS REQUEST FOR QUOTATION.						
0001	1	LS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form:
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: DNR210003

Date: August 10, 2009 @ 10:00 a.m.

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>Chapman Printing Co</u>
Firm Address:	<u>3000 Washington St. W. Charleston WV 25327</u>
Representative Attending:	<u>Scott A. Kitchen</u>
Phone Number:	<u>304-341-0670</u>
Fax Number:	<u>304-341-0688</u>
Email Address:	<u>SKITCHEN@CHAMPION-INDUSTRIES.COM</u>

Firm Name:	<u>Chapman Printing Co</u>
Firm Address:	<u>105 Ash St Parkersburg, WV 26101</u>
Representative Attending:	<u>Jane Hessel</u>
Phone Number:	<u>304-485-8596</u>
Fax Number:	<u>304-485-4793</u>
Email Address:	<u>JHessel@Champion-Industries.com</u>

Firm Name:	<u>Chapman Printing Co</u>
Firm Address:	<u>405 Ann St Parkersburg, WV 26101</u>
Representative Attending:	<u>Kerry Martin</u>
Phone Number:	<u>304-485-8596</u>
Fax Number:	<u>304-485-4793</u>
Email Address:	<u>Uhm.cpc@yahoo.com</u>

Firm Name:	<u>Quad Graphics</u>
Firm Address:	<u>110 S Union St Suite 200 Alexandria, VA 22314</u>
Representative Attending:	<u>Jean Beane</u>
Phone Number:	<u>703-837-5207</u>
Fax Number:	<u>414-566-9359</u>
Email Address:	<u>jean.beane@quad.com</u>

Firm Name:	<u>The A.L. Bryan Company</u>
Firm Address:	<u>301 Graystone Blvd. Columbia South Carolina 29204</u>
Representative Attending:	<u>Michelle Marsh</u>
Phone Number:	<u>803-343-6774</u>
Fax Number:	<u>803-343-6838</u>
Email Address:	<u>mmarsh@albyan.com</u>

Firm Name:	<u>The Watkins Printing Co.</u>
Firm Address:	<u>1401 East 17th Avenue Columbus OH 43211</u>
Representative Attending:	<u>Phil Hodgson</u>
Phone Number:	<u>614 297 8870</u>
Fax Number:	<u>614 297 1961</u>
Email Address:	<u>phodgson@watkinsprinting.com</u>

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: DNR210003

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Firm Name:	<u>Software America Inc.</u>
Firm Address:	<u>410 Corporate Plaza Inc. 403 Brightseat Road Landover, Maryland 20785</u>
Representative Attending:	<u>Patrick Smith</u>
Phone Number:	<u>301-499-9200</u>
Fax Number:	<u>301-499-9304</u>
Email Address:	<u>patrick.smith@compresh.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>WITTONY VALLEY OFFSET</u>
Firm Address:	<u>1015 Beaver Pike State College PA 16801</u>
Representative Attending:	<u>Tim Reilabette</u>
Phone Number:	<u>814-239-3071</u>
Fax Number:	<u>814-238-3051</u>
Email Address:	<u>TRReilabette@WittonyValley.com</u>

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Mandatory Pre Bid Conference

DNR210003

August 18, 2009

Questions

- Q: Will the mailings be only in the 50 states?
- A: A USPS 3541 was distributed at the meeting. Distribution is approximately 60% in state and 40% out of state. There are currently no out of country mailings.
- Q: What kind of type setting is expected?
- A: Very little is expected, however, if DNR would lose our editorial function, we need to be able to continue to operate (fail safe mode).
- Q: Is the color preference of the 5th and 6th colors PMS or metallic colors?
- A: Both PMS and metallic are acceptable at the discretion of the publisher.
- Q: How will the final issue notice be bound?
- A: Final issue notice will be bound to the outside of the magazine. It is our understanding that the post card perforation must be in the upper half of the final issue notice.
- Q: Will DNR provide us with the format of the gift cards?
- A: DNR will provide the graphic via electronic file. The vendor's responsibility is to print the cards and provide them to DNR, who will complete the rest of the process.
- Q: How is the product insert folded?
- A: The product insert is an 11x17 page folded once to 8 ½ x 11.
- Q: Are post card inserts and product inserts the same thing?
- A: No. Post card inserts are used in every issue of the magazine. Product inserts are discretionary and may never be utilized during the life of the contract.
- Q: On page 1 of the bid document it states that the printer must be Tri-Certified with FSC, SF1, and PEFC paper certification with a copy of the filed certificate with the bid documents. On the same page it states the inks used must be soy based. Do you require that we provide that certification also?
- A: No. You certify everything is true and accurate when you sign your bid document.

Q: Does the vendor pay for the postage and DNR reimburse them?

A: Yes

Q: Should the cost of the Aquaious/UV coating for the front and back cover be included in the base bid?

A: Yes

Q: Is the bid bond 5% of the base bid?

A: The bid bond requirement is being removed from this RFQ.

Q: What is the purpose of the bid bond?

A: The bid bond requirement is being removed from this RFQ.

Q: Is the subscription notice your only insert in the magazine?

A: Yes

Email Questions

Q: Domestic mail: Would you say 90% of the mailed copies have a WV address? I ask the question because if more than 10% mail nationally (outside of WV) there are comail solutions we can offer. This would also affect which facility we produce the magazine in. With many bids we receive a 3541 postage statement from a previous issue so we can estimate postage. Is that a possibility with the Wonderful West Virginia Magazine?

A: Distribution is approximately 60% in state and 40% out of state. There are currently no out of country mailings. A 3541 was provided at the pre bid conference.

Q: Is there a previous contract number for this opportunity? If so, where can it be found? To that end, what was the price for that endeavor? How frequently does 5 and 6 color occur during an annual run for the magazine?

A: A copy of the previous contract, DNR70147, was available at the pre bid conference. We are unsure of the total dollar amount of that endeavor due to the fact that it was an open ended contract. 5 and 6 colors would be infrequently used during the life of this contract.

Q: There is reference to a grade 2 FSC paper for the text and cover. Our purchaser and mill provider both indicate to me that the grade 2 is not typically used for paper selection. Is there a particular brightness being sought?

A: Ninety-two (92) brightness is being sought.

- Q: May I assume that poly bagging is shrink wrap or do you mean a USPS plastic bag utilized for drop shipping of a product?
- A: Poly bagging is shrink wrapped.
- Q: Are the tri-certified logs (FSC, etc.) to be printed in the upcoming magazines? That requires that the printer is itself tri-certified. We notice that there are no logos in the current magazine.
- A: Yes, once the new contract is awarded. The current contract does not require the magazine be printed on FSC certified paper.
- Q: Page 18- Under drop shipments: Could you clarify why there are two entries for sum of all charges?
- A: Drop shipment to 60 locations of 10 or less magazines would be mailed by the printer either in envelopes or cartons. We requested drop shipment quotes both ways per 1,000 copies for that reason.
- Q: Can the Request for Quote be rewritten on the paper certification? We are FSC certified and that is what the quote asks for is "grade 2FSC certified stock."
- A: No, we cannot rewrite the specifications. We are requesting that the printer be tri-certified with the FSC, SFI and PEFC paper certifications.

Bid Clarifications

- Bid opening date is 9/10/09. Any reference to a 10/10/09 bid opening date is a typographical error.
- The address listed on the RFQ was incorrect. It should have be 324 Fourth Avenue, not 424 Fourth Avenue.
- Frank Whittaker's email address is incorrect on the RFQ. The correct address is frank.m.whittaker@wv.gov (email address is not case sensitive) and his phone number is 304-558-2316.