



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
TOR3676

PAGE
1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF TOURISM  
  
 90 MACCORKLE AVE SW  
 CHARLESTON, WV  
 25303 304-558-2200

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/22/2009				

BID OPENING DATE: 08/18/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO.2 *****						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE AND PROVIDE THE ATTACHED MANDATORY PRE-BID SIGN IN SHEET.						
THE BID OPENING DATE IS CHANGED FROM: 07/29/2009 TO: 08/18/2009 AT 1:30 PM.						
AGENCY RESPONSE TO TECHNICAL QUESTIONS WILL BE ADDRESSED IN A SUBSEQUENT ADDENDUM.						
0001	1	LS		915-03		
ADVERTISING SERVICES						
***** THIS IS THE END OF RFQ TOR3676 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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

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

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**INSTRUCTIONS TO BIDDERS**

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

# SIGN IN SHEET

Request for Proposal No. \_\_\_\_\_

PLEASE PRINT

Date: \_\_\_\_\_

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

FIRM & REPRESENTATIVE NAME		MAILING ADDRESS		TELEPHONE & FAX NUMBERS	
Company:	STONEWALL MARKETING	154 1/2 FRONT STREET		PHONE 740-373-2334	
Rep:	BUDDY BUTLER	MARIETTA, OH 45750		TOLL FREE	
Email Address:	buddy@stonewallgroup.com			FAX 740-373-3105	
Company:	STONEWALL MARKETING	154 1/2 Front Street		PHONE 740-373-2334	
Rep:	Kari Thompson	Marietta, OH 45750		TOLL FREE	
Email Address:	kthompson@stonewallgroup.com			FAX 740-373-3105	
Company:	Tin Cans Unlimited LLC	114 E. Chestnut St.		PHONE 717-279-1484	
Rep:	Laura Stocker   Jeff Peyton	Cleona PA 17042		TOLL FREE	
Email Address:	laura@tincansunlimited.com			FAX	
Company:	DELIVER + MATHER	115 N. DUKE ST.		PHONE 919-281-0618	
Rep:	CASEY OLIVER	SUITE 2-A		TOLL FREE	
Email Address:	CASEY.OLIVER@DELIVER.COM	DURHAM NC 27701		FAX 919-281-0605	
Company:	PikeWood Creative	1111 Virginia St. E.		PHONE 304-346-7055	
Rep:	Joe Parsons	Charleston, WV 25301		TOLL FREE	
Email Address:	SPARSONS@PIKEWOOD.COM			FAX 304-346-8262	

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Wetho News Radio Networks</u> Rep: <u>Larry Frost</u> Email Address: <u>lfrost@wvradio.com</u>	<u>1111 Virginia Street, East</u> <u>Chas W 25301</u>	PHONE <u>304.746.7055</u> TOLL FREE FAX <u>304.346.6268</u>
Company: <u>MAPLE CREATIVE, LLC</u> Rep: <u>SKIP LINEBERG</u> Email Address: <u>SKIP@MAPLECREATIVE.COM</u>	<u>300 CAPITAL ST.</u> <u>SUITE 1310</u> <u>CHARLESTON, WV 25301</u>	PHONE <u>(304) 342-6970</u> TOLL FREE FAX <u>(304) 342-6973</u>
Company: <u>Maple Creative LLC</u> Rep: <u>James Webster</u> Email Address: <u>Jim@maplecreative.com</u>	<u>300 Capital Street</u> <u>Suite 1310</u> <u>Charleston, WV 25301</u>	PHONE <u>304-342-6970</u> TOLL FREE FAX <u>304-342-6973</u>
Company: <u>The Arnold Agency</u> Rep: <u>Chaste Truman Barclay</u> Email Address: <u>charclay@arnoldagency.com</u>	<u>117 Summers Street</u> <u>Charleston, WV 25301</u>	PHONE <u>304-342-1200</u> TOLL FREE FAX <u>304-342-1285</u>
Company: <u>Charles Ryan Associates</u> Rep: <u>Allison McCarty</u> Email Address: <u>amccarty@charlesryan.com</u>	<u>300 Summers St.</u> <u>Suite 1100</u> <u>Charleston, WV 25301</u>	PHONE <u>304-556-9174</u> TOLL FREE FAX <u>304-342-1941</u>

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FIRM & REPRESENTATIVE NAME		MAILING ADDRESS		TELEPHONE & FAX NUMBERS	
Company:	CHARLES RYAN ASSOCIATES	300 SUMMERS ST.		PHONE	304-342-0161
Rep:	COMYN FOSTY BURMAN	CHARLESTON, WV		TOLL FREE	877-342-0161
Email Address:	CHARLESTON@CHARLESRYAN.COM			FAX	304-342-1941
Company:	Charles Ryan Associates	300 Summers St.		PHONE	304-342-0161
Rep:	Stephen Gray	Charleston WV 25301		TOLL FREE	877 342 0161
Email Address:	Sgray@charlesryan.com			FAX	
Company:	Charles Ryan Associates	300 Summers St.		PHONE	304 342 0161
Rep:	Aly Goodish Gregg	Charleston, WV 25301		TOLL FREE	877 342 0161
Email Address:	agregga@charlesryan.com			FAX	304 342 1941
Company:	Fahlgren Inc	4030 Eastern Stadium		PHONE	614-383-1500
Rep:	Keri Samiec	Suite 300		TOLL FREE	
Email Address:	keri.samiec@fahlgren.com	Columbus OH 43219		FAX	614-383-1501
Company:	McMurry	1010 E. Mission Ave		PHONE	603-427-0007
Rep:	Pamela Loughman	Phoenix AZ 85014		TOLL FREE	888-1McMURRY X10007
Email Address:	pamela.loughman@mcmmury.com			FAX	603-248-2025

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FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company: <u>WV Purchasing Division</u>	<u>2019 Washington St., E.</u>	PHONE <u>304-558-2596</u>
Rep: <u>Krista Ferrell</u>	<u>Charleston, WV 25305</u>	TOLL FREE
Email Address: <u>Krista.S.Ferrell@WV.gov</u>		FAX <u>304-558-4115</u>
Company: _____		PHONE TOLL FREE
Rep: _____		FAX
Email Address: _____		
Company: _____		PHONE TOLL FREE
Rep: _____		FAX
Email Address: _____		
Company: _____		PHONE TOLL FREE
Rep: _____		FAX
Email Address: _____		