



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
DMV100352

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
05/27/2010				

BID OPENING DATE: 07/21/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		966-30		
PRINTING AND MAILING SERVICES THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES, IS SOLICITING BIDS FROM RESPONSIBLE VENDORS, FOR AN OPEN-END CONTRACT TO PROVIDE COMPOSITION, AND MANUFACTURING OF DRIVER LICENSE AND VEHICLE RENEWALS FROM CONCEPT THROUGH FINISHED DUCUMENTS INCLUDING MAILING FOR THE DIVISION OF MOTOR VEHICLES PER THE ATTACHED SPECIFICATIONS MANDATORY PRE-BID A MANDATORY PRE-BID WILL BE HELD ON 06/29/10 AT 9:00 AM AT 5707 MACCORKLE AVE., SE, CHARLESTION WV. 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. 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						

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. 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 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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SHIP TO

DIVISION OF MOTOR VEHICLES

 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

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<p>FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE 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 WEST VIRGINIA PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL TECHNICAL QUESTIONS IS 07/07/10 AT 5:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED 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</p>						

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<p>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 THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE</p>						

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<p>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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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				DMV100352		
BID OPENING DATE:				07/21/10		
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 DMV100352 ***** TOTAL:						_____

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**WEST VIRGINIA DIVISION OF MOTOR VEHICLES
DMV100352**

SPECIFICATIONS FOR DRIVER LICENSE RENEWALS

Forms Package Make Up

1. The Drivers License Renewal Form must consist of 28# white ledger paper and measure 8-1/2 inches wide x 14 inches long.
2. Form must have a full width horizontal perforation of 3 -1/2 inches from the bottom.
3. Form will be folded 5 inches from the bottom and 5 ¼ inches from the top of the form to create the finished mail piece.
4. To prevent unintentional opening during mailing, any method may be used to seal the mailer, however, mailer must be sealed on all four sides.
5. Form must contain PMS287 blue on the front and back (Duplex).

Forms Imaging

1. Imaging must be in black toner at a minimum of 300 x 300 DPI, non-magnetic ink OCR-A extended font, size 12, laser quality and scannable by equipment designated by West Virginia Division of Motor Vehicles.
2. Imaging will be contained on both the front and back of the form (Duplex).
3. On a monthly basis, West Virginia Division of Motor Vehicles will SFTP the driver license files to the vendor for data processing and imaging purposes. A record layout of the files that will be used is attached (Attachment A). The files will not be altered by the vendor unless approved by West Virginia Division of Motor Vehicles. Data on the files will not be reproduced or sold for any purposes. Driver License renewal information will not be reproduced or sold for any purpose. Security of all information is a major component and all inventories of pre-printed and printed mailers/renewal cards will be maintained in a secure environment to alleviate any opportunity of fraud.
4. The vendor must supply evidence of back-up production facilities in a least one separate geographic location from the primary production facility with the same printing, data processing, imaging and mailing capabilities as the primary production facility. Vendor must designate production facility and must notify West Virginia Division of Motor Vehicles prior to any changes in the facility location.

TESTING AND PROOFS

1. Vendor must provide each month within 10 days of receipt at least 3 data print proofs from each class and one class showing a motorcycle endorsement from the live production tape showing the successful reading of all live data fields. Data print proofs may be sent electronically.
2. Vendor must provide within 2 working days of the monthly mailing a blue line litho proof of both sides of the form prior to live production. Blue line litho may be sent electronically. No changes shall be made without West Virginia Division of Motor Vehicles approval.
3. Vendor must provide with their bid at least 2 samples of driver license renewal forms or similar types of manufacture and composition that the vendor has produced for other states or companies. Similar samples should represent monthly production/mailings at a volume of at a minimum 100,000 pieces.

PROCESSING

1. The Driver License Form must be duplex variable imaged, folded, and sealed in a single production manufacturing process to assure 100% matching of the finished mail piece.
2. West Virginia Division of Motor Vehicles representatives shall be permitted, by appointment, to visit the contractor's plant before or during the time the mail pieces are produced.
3. Vendor must guarantee 100% mail out.
4. Vendor must have a quality control plan in place.
5. All processing, including layout, design, data processing, litho printing, imaging, finishing and mail sorting, must be done in the same plant/facility location. It will be acceptable for the vendor to purchase printed supplies from a subcontractor. West Virginia Division of Motor Vehicles must be notified in advance of any changes in plant location.
6. If a mailing is not processed correctly and the problem is determined to be the fault of the vendor, the repeat mailing and postage will be the responsibility of the vendor.
7. The vendor will provide to the DMV after the monthly mailing a report detailing number of records received, number of records printed and number of records mailed. Number of records received, printed and mailed must be in agreement. Numbers must agree with the monthly invoice.

DELIVERY AND MAILING

1. DMV will SFTP driver license files on or before the fifth day of the month.
2. All regular Driver License Renewals must be mailed by the last working day of the month, unless that day is a holiday, in which case the mailing will occur on the next to the last working day of the month.

3. The vendor must provide the DMV with Audit Verification of the quantity printed 48 hours prior to mailing. Vendor must also provide a report which must include the number received and the number printed. If the number does not match the DMV is to be notified immediately.
4. The vendor must mail all Driver License Renewals at the lowest possible postage rate. In order to ensure that the lowest possible postage rate is used, the vendor must be a licensed user of CASS Certified Sorting software. Vendor should provide certification of their current USPS CASS certification along with their bid.
5. The vendor will work with the DMV to determine the most cost effective alternative to the USPS Move Update Requirements. These may include National Change of Address, Address Correction Requested, and FASTforward options. The vendor will be reimbursed for actual costs associated with Move Update Requirements.
6. The DMV will provide the postage, but the vendor must provide a monthly report of postage used and the remaining available balance with each invoice. It will be the responsibility of the vendor to have at least a three-month supply of postage available for the mailings. Additional postage money shall be requested by a separate invoice from the vendor. The cost of postage for mail that can not be presorted and metered is to be added to the vendor's monthly invoice.

CHANGES TO COMPOSITION AND/OR IMAGING

The DMV changes the scheduling information contained in the renewal form almost on a monthly basis. See blue shaded area on example provided (Attachment B)

1. Any changes to the above specifications must be in writing and mutually agreed on by the vendor and the DMV.
2. Changes requested by the DMV to the composition (Litho Printing) will be reimbursed for time and materials. Changes to data processing (imaging changes to record layout or changes to data processing) will be reimbursed for time and materials. Both of these changes are considered a one-time charge for each change made and must be shown as a separate line item on the invoice.
3. Any changes to the Driver License Renewal form requested by the DMV that result in the destruction of existing inventories of stock will be reimbursed by DMV. In the event stock destruction is required, the DMV will only reimburse the vendor for up to a three month supply of stock.

SPECIFICATIONS FOR VEHICLE LICENSE RENEWALS

FORMS PACKAGE MAKE UP

1. The Vehicle Renewal Form shall be printed on 32# white ledger paper. Sample is attached. (Attachment C)
2. The registration renewal package shall be 11 inches long and 9 inches wide and shall be a two part form. One part is the registration card and the other is the instructions. There will be a perforated line 3 inches up from the bottom of the form.
3. The registration renewal card must detach from the rest of the form at the perforation.
4. The registration renewal card will be a two part form that is 9 inches long and 3 inches high; there will be a vertical perforation 3 ½ inches from the left hand edge. The left side will be 3 inches by 3 ½ inches. The right side of the card will be 3 inches by 5 ½ inches.
5. Name of the vehicle owner must appear on one line.
6. A sample of the registration card is attached (Attachment D). Vendor must reproduce each registration renewal card according to the attached file layout (Attachment E)
7. Renewal package must contain a business reply envelope that will hold the 3 inch by 9 inch registration card without folding the card. The business reply envelope must contain a blue stripe that is 2 inches long and ¼ inch high on both sides of the envelope. The strip must be located in the center of the envelope on the top.
8. Information above the 3 inch perforation will be static laser for each monthly run. Any changes to the above information except the required personal property tax receipt dates will be authorized with a change order.
9. Annually in November, the required personal property tax receipt dates will change
10. The DMV reserves the right to change the forms design and or colors.
11. The vendor has the option of bidding the Vehicle Registration Renewal as either a self-mailer or an envelope carrier.

BAR CODE

1. A barcode will be placed on the back of the owner's portion of the vehicle registration. The barcode will be placed in an area starting at the bottom of the card and extending up one inch.
2. The barcode will be a 2-D PDF 417 and comply with "Bar Code Data Encoding Requirements – AAMVA International Specifications – Motor Vehicle Documents", including the data elements listed in Annex B, "Registration Documents". AAMVA specifications for vehicle registration bar code can be located on the AAMVA web-site at www.aamva.org

FORMS IMAGING

1. Imaging must be in black toner (minimum 300 x 300 DPI), non-magnetic ink, and laser quality and scannable by equipment designated by the DMV.
2. Imaging will be contained on both the front and back of the registration renewal card (duplex).
3. On a monthly basis, the DMV will SFTP the file to the vendor for data processing and imaging purposes. The file may not be altered unless approved by the DMV. Data on the file will not be reproduced or sold for any purpose. Security of all information is a major component and all inventories of pre-printed and printed mailers/registration cards must be maintained in secure environment to alleviate any opportunity of fraud.
4. Vendor must be able to image OCR-A font with a read rate equal to, or greater than 99.5%. Scan line must be readable on a Unisys NDP500 Remittance processor, OCR Reader.
5. Vendor must supply evidence of back up production facilities in a least one separate geographic locations from the primary production facility with the same printing, data processing, imaging and mailing capabilities as the primary production facility.

TESTING AND PROOFS

1. Vendor must confirm with the DMV the number of records received each month before any work begins.
2. Vendor must provide a least one data print proof of each month form each registration class and one proof from each class containing two-year registration. Data proofs must come from the live production tape showing the successful reading of all live data fields. Data proofs may be sent electronically.
3. Vendor must provide a blue line litho proof of both sides of the form prior to live production. No change will be made without DMV approval. Blue line litho proof may be transmitted electronically.
4. When any changes to the composition of the vehicle renewal occur, the vendor must provide at least a live production sample or an electronic production sample no later than the 15th of the month. If any composition change affects the scan line the vendor must provide at least 50 live production samples containing the scan line for reading on DMV designated scanning equipment. Prior to the initial mailing the vendor will provide 250 live production cards containing the scan line to be read on DMV designated scanning equipment.
5. Vendor should provide with their bid at least 2 (two) vehicle license renewal forms produced for other states or similar samples of this type of manufacture and composition produced for other states or companies. Samples should represent monthly production/ mailings at a volume of a minimum of 100,000 pieces.
6. Any changes to the composition and/or design must be approved by DMV.

PROCESSING

1. DMV representatives shall be permitted, by appointment, to visit the vendor's plant/facility before or during the time the mail pieces are produced.
2. Vendor must guarantee 100% mail out. Proof of a quality control plan to ensure quality control procedures are in place and followed shall be provided with the bid response.
3. All processing, including layout, design, data processing, litho printing, imaging, finishing and mail sorting, must be done in the same plant/facility location. It will be acceptable for the vendor to purchase printed supplies from a subcontractor which will include envelopes and blank stock. West Virginia Division of Motor Vehicles must be notified in advance of any changes in plant location.
4. The vendor will provide to the DMV after the monthly mailing a report detailing number of records received, number of records printed and number of records mailed. Number of records received, printed and number mailed must be in agreement. Numbers must agree with the monthly invoice.
5. If mailing is not processed correctly and the problem is determined to be the fault of the vendor, the repeat mailing and postage will be the responsibility of the vendor, or, the cost shall be reimbursed to the DMV for manually updating the records.

DELIVERY AND MAILING

1. The DMV will provide live production tapes on or before the fifth day of the month.
2. All monthly renewals will be mailed by the last working day of the month, unless that day is a holiday, in which case the mailing will occur on the next to last day of the month. EXAMPLE: If the renewal is for the month of March, the mailing would have to be mailed out to the customer at the end of January. This allows the customer nearly a month to process their renewal with the DMV.
3. The vendor must mail all forms at the lowest possible postage rate. In order to ensure that the lowest possible postage rate is used, the vendor must be a licenses user of CASS Certified Sorting software, and must provide their current USPS CASS certification along with the bid.
4. Upon award of the contract the vendor will work with the DMV to determine the most effective alternative to the USPS Move Update Requirements. This may include National Change of Address Service, Address Correction Requested, and FASTForward options. The vendor will be reimbursed for actual additional costs associated with Move Update Requirements. Vendor will not be permitted to change the address on the registration renewal card.
5. The DMV will provide the postage but the vendor must provide a monthly report of postage used and remaining available balance with each invoice. It will be the responsibility of the vendor to have at a minimum of a (3) three-month supply of postage available for the mailings. Additional postage money shall be requested by a separate invoice from the vendor. The cost of postage

for mail that can not e presorted and metered is to be added to the vendor's monthly invoice.

PROJECT MANAGEMENT

1. The vendor must assign a full-time project manager in the production facility to handle all aspects of the project on a daily basis. Vendor must provide a detailed explanation of a project management structure along with the bid.
2. DMV shall be notified immediately if there are any changes to project personnel or changes to project management structure.

CHANGES TO COMPOSITION AND/OR IMAGING

1. The DMV periodically changes the design of artwork on the envelope in addition to the renewal form itself. Any changes to the above specifications must be in writing and mutually agreed on by the vendor and the DMV.
2. Changes requested by the DMV to the composition will be reimbursed at an hourly rate. Changes to data processing (imaging changes to record layout or changes to data processing) will be reimbursed at an hourly rate. Both of these changes are considered a one-time charge for each change made and are to be charged as a separate line item on the invoice.
3. Any changes to the renewal form or mailer requested by the DMV that results in the destruction of existing inventories of stock will be reimbursed. In the event stock destruction is required, the DMV will only pay for up to three month supply of stock.

MOVE UPDATE

1. DMV is asking in this RFQ for the vendor to compare vehicle customer data base files to the USPS NCOA Move update or equivalent software. The vendor must determine using the vehicle file information and the NCOA or equivalent software those customers whose address has changed. The successful vendor will provide the DMV with a list of those addresses that have changed and using that list the vendor will print and mail a postcard to the DMV customers.
2. An electronic file containing approximately 95,000 to 120,000 records will be sent monthly to the vendor's secure SFTP site. The division estimates that 1.4 million records will be processed per year. The file is a sequential file and will consist of the vehicle owners name, address, city, state, zip code and title number of the vehicle. Data on the files will not be reproduced or sold for any purposes.
3. The change of address mailing data files will be sent to the vendor 90 days before the vehicle license file is sent to the vendor for data processing and imaging purposes.
4. The successful vendor will send an electronic report each month of the new addresses. The report will contain the name, street address, city, state, zip code

and vehicle title number. The vendor will also submit a second report of the number of post cards printed and mailed. The number of post cards mailed and printed will be equal to the number of changes on the report.

5. The vendor will print and mail for the DMV a postcard to the customer's new address. A postcard sample is attached (Attachment F). Specifications for the postcard shall be:

SIZE - 8 ½" X 12" CUT SHEET

PAPER – WHITE 80# UNCOATED SMOOTH COVER

PRINTS-BLACK & RED PMS 185 on face/black on black, no bleeds
(laser friendly inks are a must)

PERF – 12" long, 4 ¼" from edge (fold perf first, tear off late)

QUNATITY-20,000 SHEETS YIELD 40,000 POST CARDS

8 ½" X 12" SHEETS ARE DUPLEX LASER IMAGED

SHEETS ARE FOLDED TO 4 ¼" X 12", FUGITIVE GLUE SEALED,

AND CENTER TRIMMED TO A FINISHED SIZE OF

4 ¼" X 6"

6. The vendor must mail all postcards at the lowest possible postage rate. The cost of postage to mail the postcards and number of postcards mailed must appear on the monthly invoice on a separate line.
7. Vendor will not change any address on the DMV file.
8. Vendor will return the file immediately after checking the address changes to the DOT secure web site. Web site address will be given to the vendor upon award.

PRICING SHEET

DRIVER LICENSE RENEWALS: (pricing should be based on an estimated annual quantity of 372,000 files)

ITEM	ANNUAL ESTIMATE	COST	TOTAL COST
1. Cost per thousand produced	372,000 FILES	_____M	_____
2. Hourly cost for composition changes	40 HRS	_____HR	_____
3. Hourly cost for data processing changes	40 HRS	_____HR	_____

VEHICLE LICENSE RENEWALS (pricing should be based on an estimated annual quantity of 1,400,000 files)

1. Cost per thousand produced	1,400,000 FILES	_____M	_____
2. Hourly cost for composition changes	40 HRS	_____HR	_____
3. Hourly cost for data processing changes	40 HRS	_____HR	_____

CHANGE OF ADDRESS (pricing should be based on an estimated annual quantity of 1,250,000 records checked and 2000 post cards mailed)

1. Cost per record sent through NCOA	1,250,000 FILES	_____EA	_____
2. Printing, imaging, mailing of Post Cards	2,000 CARDS	_____EA	_____

TOTAL _____

Cost to Destroy Stock-Driver License Renewals -3months supply _____
 Cost to Destroy Stock-Vehicle Renewals- 3 month supply _____

NOTE: should it become necessary to destroy stock, DMV will reimburse for up to 3 months of stock only.

PRICING SHEET

DRIVER LICENSE RENEWALS: (pricing should be based on an estimated annual quantity of 372,000 files)

1. Cost per thousand produced _____/M
2. Cost for FASTForward Service _____/M
3. Hourly cost for composition changes _____/M
4. Hourly cost for data processing changes _____/M
5. Cost for destroying stock _____/M

VEHICLE LICENSE RENEWALS (pricing should be based on an estimated annual quantity of 1,400,000 files)

1. Cost per thousand produced _____/M
2. Cost for FASTForward service _____/M
3. Hourly cost for composition changes _____/M
4. Hourly cost for data processing changes _____/M
5. Cost for destroying stock _____/M

CHANGE OF ADDRESS (pricing should be based on an estimated annual quantity of 1,250,000 records checked and 2000 post cards mailed)

1. Cost per record sent through NCOA _____/E
2. Printing, imaging, mailing of Post Cards
And Electronic Reporting _____/E

ATTACHMENT A

START COL	1	2	3	4	5	6	7	8	FLAGS
7	*****	*****	*****	*****	*****	*****	*****	03840000	
7	*** DMV DRIVER RENEWAL PRINT LINES	*****	*****	*****	*****	*****	*****	03840100	
7	*****	*****	*****	*****	*****	*****	*****	03841000	
8	01 RENEWAL-PRINT-LINE-1A.	*****	*****	*****	*****	*****	*****	03850000	
12	05 FILLER	PIC X(7)	VALUE SPACES.					03850000	
12	05 RENEWAL-NOTES-1A	PIC X(46)	VALUE SPACES.					03870000	
12	05 FILLER	PIC X(16)	VALUE SPACES.					03880000	
8	01 RENEWAL-PRINT-LINE-1.	*****	*****	*****	*****	*****	*****	03890000	
12	05 FILLER	PIC X(7)	VALUE SPACES.					03900000	
12	05 RENEWAL-NOTES	PIC X(46)	VALUE SPACES.					03910000	
12	05 FILLER	PIC X(16)	VALUE SPACES.					03920000	
8	01 RENEWAL-PRINT-LINE-2.	*****	*****	*****	*****	*****	*****	03940000	
12	05 FILLER	PIC X(7)	VALUE SPACES.					03950000	
12	05 RENEWAL-TYPE-PRT	PIC X(20)	VALUE SPACES.					03960000	
12	05 RENEWAL-YEARS-PRT	PIC X	VALUE SPACES.					03970000	
12	05 FILLER	PIC X(37)	VALUE					03980000	
16								03990000	
12	05 FILLER	PIC X(9)	VALUE SPACES.					04000000	
8	01 RENEWAL-PRINT-LINE-3.	*****	*****	*****	*****	*****	*****	04010000	
12	05 FILLER	PIC X(7)	VALUE SPACES.					04020000	
12	05 FILLER	PIC X(14)	VALUE					04030000	
16								04040000	
12	05 RENEWAL-FEE-PRT	PIC X(5)	VALUE SPACES.					04060000	
12	05 FILLER	PIC X(33)	VALUE SPACES.					04070000	
12	05 FILLER	PIC X(11)	VALUE SPACES.					04080000	
12	05 FILLER	PIC X(22)	VALUE					04081000	
16								04082000	
12	05 EXP-RENEWAL-FEE-PRT	PIC X(5)	VALUE SPACES.					04090000	
12	05 FILLER	PIC X(8)	VALUE SPACES.					04100000	
8	01 RENEWAL-PRINT-LINE-4.	*****	*****	*****	*****	*****	*****	04110000	
12	05 FILLER	PIC X	VALUE SPACES.					04120000	
12	05 FILLER	PIC X(6)	VALUE SPACES.					04130000	
12	05 LAST-NAME-LINE-PRT	PIC X(17)	VALUE SPACES.					04140000	
12	05 FILLER	PIC X(9)	VALUE SPACES.					04150000	
12	05 LIC-NO-SEVEN-PRT1	PIC X(7)	VALUE SPACES.					04160000	
12	05 FILLER	PIC X(13)	VALUE SPACES.					04170000	
12	05 EXP-DATES-PRT	PIC 9(10)	VALUE SPACES.					04180000	
12	05 FILLER	PIC X(9)	VALUE ZEROS.					04190000	
8	01 RENEWAL-PRINT-LINE-5.	*****	*****	*****	*****	*****	*****	04200000	
12	05 FILLER	PIC X	VALUE SPACES.					04210000	
12	05 FILLER	PIC X(5)	VALUE SPACES.					04220000	
12	05 DRIVER-SEX-PRT	PIC X	VALUE SPACES.					04230000	
12	05 FILLER	PIC X(2)	VALUE SPACES.					04240000	
12	05 DRIVER-WEIGHT-PRT	PIC 9(3)	VALUE ZEROS.					04250000	
12	05 FILLER	PIC X(2)	VALUE SPACES.					04260000	
12	05 DR-FT-PRT	PIC 9	VALUE ZEROS.					04270000	
12	05 FILLER	PIC X	VALUE SPACES.					04280000	
12	05 DR-IN-PRT	PIC X	VALUE SPACES.					04290000	
12	05 FILLER	PIC 9(2)	VALUE ZEROS.					04300000	
12	05 FILLER	PIC X	VALUE SPACES.					04310000	
12	05 FILLER	PIC X	VALUE ZEROS.					04320000	
12	05 FILLER	PIC X	VALUE SPACES.					04330000	

START COL	1	2	3	4	5	6	7	8	FLAGS
12	05	EYES-DESCR-PRT		PIC X(2)		VALUE SPACES.		04340000	
12	05	FILLER		PIC X		VALUE SPACES.		04350000	
12	05	DOB-MONTH-PRT		PIC 9(2)		VALUE ZEROES.		04360000	
12	05	FILLER		PIC X		VALUE SPACES.		04370000	
12	05	DOB-DAY-PRT		PIC 9(2)		VALUE ZEROES.		04380000	
12	05	FILLER		PIC X		VALUE SPACES.		04390000	
12	05	DOB-YEAR-PRT		PIC 9(2)		VALUE ZEROES.		04400000	
12	05	FILLER		PIC X		VALUE SPACES.		04410000	
12	05	DR-RESTR-PRT		PIC X(6)		VALUE SPACES.		04420000	
12	05	FILLER		PIC X(35)		VALUE SPACES.		04430000	
8	01	RENEWAL-PRINT-LINE-6.						04440000	
12	05	FILLER		PIC X		VALUE SPACES.		04450000	
12	05	FILLER		PIC X(13)		VALUE SPACES.		04460000	
12	05	SOC-SEC-SLASHES-PRT		PIC X(11)		VALUE SPACES.		04470000	
12	05	FILLER		PIC X(47)		VALUE SPACES.		04480000	
8	01	RENEWAL-PRINT-LINE-7.						04490000	
12	05	FILLER		PIC X		VALUE SPACES.		04500000	
12	05	FILLER		PIC X(4)		VALUE SPACES.		04510000	
12	05	NAME-LINE-PRT2		PIC X(32)		VALUE SPACES.		04520000	
12	05	FILLER		PIC X(35)		VALUE SPACES.		04530000	
8	01	RENEWAL-PRINT-LINE-8.						04540000	
12	05	FILLER		PIC X		VALUE SPACES.		04550000	
12	05	FILLER		PIC X(4)		VALUE SPACES.		04560000	
12	05	PR-STREET-ADDRESS-PRT		PIC X(26)		VALUE SPACES.		04570000	
12	05	FILLER		PIC X(41)		VALUE SPACES.		04580000	
8	01	RENEWAL-PRINT-LINE-9.						04590000	
12	05	FILLER		PIC X		VALUE SPACES.		04600000	
12	05	FILLER		PIC X(4)		VALUE SPACES.		04610000	
12	05	DRIVER-CITY-PRT		PIC X(15)		VALUE SPACES.		04620000	
12	05	FILLER		PIC X(5)		VALUE SPACES.		04630000	
12	05	DRIVER-STATE-PRT		PIC X(2)		VALUE SPACES.		04640000	
12	05	FILLER		PIC X(2)		VALUE SPACES.		04650000	
12	05	DRIVER-ZIP-PRT		PIC X(5)		VALUE SPACES.		04660000	
12	05	FILLER		PIC X(1)		VALUE SPACES.		04670000	
12	05	DRIVER-ZIP-EXT-PRT		PIC X(4)		VALUE SPACES.		04680000	
12	05	FILLER		PIC X(33)		VALUE SPACES.		04690000	
7	*****							04700000	
7	*****	AUDIT COUNT OF RENEWALS						04710000	
7	*****							04720000	
8	01	REG-TRAILER-LINE.						04730000	
12	05	FILLER		PIC X(05)		VALUE		04740000	
18	05	FILLER		PIC X(23)		VALUE		04741000	
12	05	REGULAR DRIVER RENEWALS						04741100	
12	05	FILLER		PIC X(01)		VALUE SPACES.		04741200	
12	05	REG-DRIVER-COUNT		PIC 9(08)		VALUE ZEROES.		04741300	
12	05	FILLER		PIC X(01)		VALUE SPACES.		04742000	
12	05	REG-RENEWAL-DATE		PIC X(10)				04743000	
12	05	FILLER		PIC X(85)		VALUE SPACES.		04744000	
12	05	FILLER						04745000	
12	05	FILLER						04745100	
12	05	FILLER						04746000	
12	05	FILLER						04746100	
12	05	FILLER						04747000	
12	05	FILLER						04749100	

RENEWAL

START COL	1	2	3	4	5	6	7	8	FLAGS
8	01	CDL-TRAILER-LINE.						04751000	
12	05	FILLER	PIC X(05)	VALUE				04751100	
18		*****						04752000	
12	05	FILLER	PIC X(23)	VALUE				04752100	
18		'CDL DRIVER RENEWALS						04752200	
12	05	FILLER	PIC X(01)	VALUE SPACES.				04752300	
12	05	CDL-DRIVER-COUNT	PIC 9(08)	VALUE ZEROS.				04752400	
12	05	FILLER	PIC X(01)	VALUE SPACES.				04753000	
12	05	CDL-RENEWAL-DATE	PIC X(10)	VALUE SPACES.				04754000	
12	05	FILLER	PIC X(85)	VALUE SPACES.				04755000	
7		*****						04757100	
								04757200	

**WV DIVISION OF MOTOR VEHICLES
BUILDING 3
1800 KANAWHA BLVD E
CHARLESTON WV 25317-0009**


RETURN SERVICE REQUESTED

**PRESORTED
FIRST-CLASS MAIL
US POSTAGE PAID
WV DIVISION OF
MOTOR VEHICLES
43218**

Driver's License Renewal Enclosed - Open Immediately

55.1.16001 1 AT 0.357 a8888D11.rp1

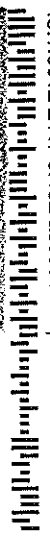


ATTACHMENT B

WEST VIRGINIA DIVISION OF MOTOR VEHICLES
BUILDING 3
1800 KANAWHA BLVD E
CHARLESTON WV 25317-0002
RETURN SERVICE REQUESTED

PRESORTED
FIRST CLASS MAIL
WV DIVISION
MOTOR VEHICLES
43218

00602 02
45.1.6012.2 AT 0.482 a9999D11.jp2



ATTACHMENT C

802763

ATTACHMENT D

renewlay

Monthly Vehicle Registration Renewal Layout

ATTACHMENT E

01	REG-LINE01.		
05	LINE01-TWO-UP	OCCURS 2 TIMES.	
	10 FILLER	PIC X(01).	
	10 REG-EXDATE1.		
	15 RG-EXMM-1	PIC X(02).	
	15 FILLER	PIC X(01).	
	15 RG-EXDD-1	PIC X(02).	
	15 FILLER	PIC X(01).	
	15 RG-EXYY-1	PIC X(02).	
	10 FILLER	PIC X(02).	
	10 REG-CLASS-1	PIC X(03).	
	10 FILLER	PIC X(01).	
	10 REG-AREA-1	PIC X(01).	
	10 FILLER	PIC X(02).	
	10 REG-LITERAL	PIC X(10).	
	10 FILLER	PIC X(09).	
	10 CONST-LITERAL	PIC X(21).	
	10 FILLER	PIC X(21).	
01	REG-LINE02.		
05	LINE02-TWO-UP	OCCURS 2 TIMES.	
	10 FILLER	PIC X(01).	
	10 CONST-LITERAL-TWO	PIC X(21).	
	10 DATE-LITERAL.		
	15 FILLER	PIC X(09).	
	10 DATE-FILLER.		
	15 REG-RENW-CODE	PIC X(01).	
	15 FILLER	PIC X(02).	
	15 REG-TITLE-DATE-1.		
	20 PR-ORGTITMO-1	PIC X(02).	
	20 PR-ORGTITDY-1	PIC X(02).	
	20 PR-ORGTITYR-1	PIC X(02).	
	20 FILLER	PIC X(02).	
	10 DATE-FILLER2.		
	15 REG-EXDATE2.		
	20 RG-EXMM-2	PIC XX.	
	20 FILLER	PIC X.	

	20 RG-EXDD-2	renewlay	PIC XX.
	20 FILLER		PIC X.
	20 RG-EXYY-2		PIC XX.
	20 FILLER		PIC XX.
	10 REG-CNT-LITERAL.		
	15 REG-CLASS-2		PIC XXX.
	15 FILLER		PIC XX.
	15 REG-LICENSE-NO-1		PIC X(8).
	15 FILLER		PIC X.
	15 REG-RENW-CODE1		PIC X.
	15 FILLER		PIC X.
	10 REG-CNT.		
	15 REG-LIC-SERV3		PIC X(4).
	15 FILLER		PIC X(7).
01	REG-LINE03.		
	05 LINE03-TWO-UP	OCCURS 2 TIMES.	
	10 FILLER		PIC X(18).
	10 REG-LICENSE-NO-2	PIC X(8).	
	10 FILLER		PIC X(05).
	10 REG-AREA-2		PIC X(01).
	10 FILLER		PIC X(47).
01	REG-LINE04.		
	05 LINE04-TWO-UP	OCCURS 2 TIMES.	
	10 FILLER		PIC X(01).
	10 REG-DAMAGE-LIT-1	PIC X(19).	
	10 FILLER		PIC X(59).
01	REG-LINE05.		
	05 LINE05-TWO-UP	OCCURS 2 TIMES.	
	10 FILLER		PIC X(8).
	10 REG-VIN-1		PIC X(20).
	10 FILLER		PIC X(3).
	10 REG-OPSCAN-DATA.		
	15 REG-OP-CLASS	PIC XXX.	
	15 REG-OP-TITLE	PIC X(7).	
	15 REG-OP-LICENSE	PIC X(10).	
	15 REG-OP-YR		PIC X(4).
	15 REG-OP-AMT	PIC 9999999.	
	10 FILLER		PIC X(15).
01	REG-LINE07.		
	05 LINE07-TWO-UP	OCCURS 2 TIMES.	

10 FILLER	renewlay	PIC X.
10 REG-MAKE-1	PIC XXXX.	
10 FILLER	PIC XX.	
10 REG-YR-1	PIC XX.	
10 FILLER	PIC X(5).	
10 REG-WEIGHT-1	PIC ZZZZZZ.	
10 FILLER	PIC X.	
10 REG-TITLE-1	PIC X(7).	
10 FILLER	PIC XXX.	
10 REG-MAKE-2	PIC XXXX.	
10 FILLER	PIC XX.	
10 REG-YR-2	PIC XX.	
10 FILLER	PIC X(5).	
10 REG-WEIGHT-2	PIC ZZZZZZ.	
10 FILLER	PIC XX.	
10 REG-TITLE-2	PIC X(7).	
10 FILLER	PIC X(01).	
10 REG-DAMAGE-LIT-2	PIC X(19).	
01 REG-LINE08.		
05 LINE08-TWO-UP	OCCURS 2 TIMES.	
10 FILLER	PIC X.	
10 REG-BODY-1	PIC XX.	
10 FILLER	PIC X(7).	
10 FILLER	PIC X(3).	
10 REG-LIC-SERV1	PIC X(4).	
10 FILLER	PIC X(3).	
10 REG-TITLE-DATE-2.		
15 PR-ORGTITMO-2	PIC XX.	
15 FILLER	PIC X.	
15 PR-ORGTITDY-2	PIC XX.	
15 FILLER	PIC X.	
15 PR-ORGTITYR-2	PIC XX.	
10 FILLER	PIC XXX.	
10 REG-BODY-2	PIC XX.	
10 FILLER	PIC X(7).	
10 FILLER	PIC X(4).	
10 REG-VIN-2	PIC X(20).	
10 FILLER	PIC X(15).	

renewlay

01	REG-LINE09.	
	05 LINE09-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-NAME-1	PIC X(25).
	10 REG-HYPHEN-1	PIC X.
	10 FILLER	PIC X(4).
	10 REG-NAME-2	PIC X(25).
	10 REG-HYPHEN-2	PIC X.
	10 FILLER	PIC X(22).
01	REG-LINE10.	
	05 LINE10-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-NAME-1-CONT	PIC X(25).
	10 FILLER	PIC X(5).
	10 REG-NAME-2-CONT	PIC X(25).
	10 FILLER	PIC X(23).
01	REG-LINE11.	
	05 LINE11-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X.
	10 REG-ADDRESS-1	PIC X(26).
	10 FILLER	PIC XXXX.
	10 REG-ADDRESS-2	PIC X(26).
	10 FILLER	PIC X(22).
01	REG-LINE12.	
	05 LINE12-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(01).
	10 REG-CITY-1	PIC X(20).
	10 FILLER	PIC X(02).
	10 REG-CNTY-1	PIC X(04).
	10 FILLER	PIC X(04).
	10 REG-CITY-2	PIC X(20).
	10 FILLER	PIC X(02).
	10 REG-CNTY-2	PIC X(04).
	10 FILLER	PIC X(22).
01	REG-LINE13.	
	05 LINE13-TWO-UP	OCCURS 2 TIMES.
	10 FILLER	PIC X(13).
	10 REG-STATE-1	PIC X(02).
	10 FILLER	PIC X(02).
	10 REG-ZIP-1	PIC X(05).

10 REG-ZIP-DASH-1	renewlay
10 REG-ZIP-FOUR-1	PIC X(01).
10 FILLER	PIC X(04).
	PIC X(16).
10 REG-STATE-2	PIC X(02).
10 FILLER	PIC X(02).
10 REG-ZIP-2	PIC X(05).
10 REG-ZIP-DASH-2	PIC X(01).
10 REG-ZIP-FOUR-2	PIC X(04).
10 FILLER	PIC X(22).
01 REG-LINE14.	
05 LINE14-TWO-UP	OCCURS 2 TIMES.
10 FILLER	PIC X(36).
10 MESSAGE-LITERAL	PIC X(21).
10 FILLER	PIC X(3).
10 REG-LIC-SERV2	PIC X(4).
10 FILLER	PIC X(15).
01 REG-LINE15.	
05 LINE15-TWO-UP	OCCURS 2 TIMES.
10 FILE-DATE-LITERAL.	
15 FILLER	PIC X(01).
15 FILE-DATE-LIT	PIC X(22).
15 TRAILER-FILE-DATE	PIC X(08).
15 REG-FEE-LITERAL.	
20 RECORD-LITERAL	PIC X(10).
20 TOTAL-REC-COUNT	PIC X(10).
10 REG-FEE	PIC \$\$,\$\$\$.\$99.
10 FILLER	PIC X(4).
10 REG-SEQ-NO	PIC X(6).
10 FILLER	PIC X(8).

Help us update our files by following the instructions below.

Easy as 1-2-3

ATTACHMENT E

1. Please tear off the section below.

2. Sign your name in space provided on back of card.

3. Drop it in the mailbox.

This will help us serve you better in getting your vehicle renewal to you in a timely manner.

This notice will apply to your vehicle renewal only.

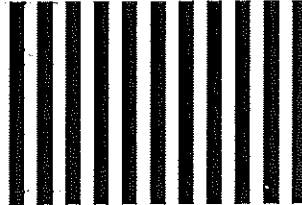
If you don't contact us, your vehicle renewal can't be delivered to you.

THANK YOU

Tear Here



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 99 CHARLESTON, WV

POSTAGE WILL BE PAID BY ADDRESSEE

WV Department of Transportation
Division of Motor Vehicles
PO BOX 17140
Charleston, WV 25317



Please help us update our files by following the instructions below.

It's as easy as 1-2-3

1. Please tear off the section below.

2. Sign your name in space provided on back of card.

3. Drop it in the mailbox.

This will help us serve you better in getting your vehicle renewal to you in a timely manner.

This notice will apply to your vehicle renewal only.

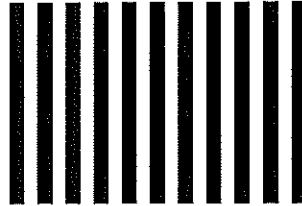
If you don't contact us, your vehicle renewal can't be delivered to you.

THANK YOU

Tear Here



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NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 99 CHARLESTON, WV

POSTAGE WILL BE PAID BY ADDRESSEE

WV Department of Transportation
Division of Motor Vehicles
PO BOX 17140
Charleston, WV 25317



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, or 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 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 _____