



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
 804-558-2316

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
07/15/2010				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED MANDATORY PRE-BID SIGN IN SHEET, TECHNICAL QUESTIONS AND ANSWERS.						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		966-30		
PRINTING AND MAILING SERVICES						

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).

Questions/Answers

1. Pg.- Testing and Proofs-Why does DMV need to see a Blue Line form proof of the DLR form each month prior to live production? Wouldn't a Blue Line Proof prior to each re-order of DLR pre-printed shells be sufficient? The form will not change between reorders.

ANSWER: Blue Line Proof will be required at the initial set-up only

2. What scanners are being used to read the PDF 417 Bar Code?

ANSWER: Various scanners are available, specifications required are located on the AAMVA web-site-see AAMVA.org

3. Can you provide the mapping documentation for the data elements in the PDF 417 Bar Code?

ANSWER: See AAMVA.org web-site for mapping documentation

4. Pg. 14 & 15 Pricing Sheets. The two pricing sheets appear to be very similar. Why are there two sheets and can one sheet be eliminated?

ANSWER: Eliminate page 15, page 14 is the correct pricing page

5. Pg. 14, why is it listed as 40 hrs for composition changes and 40 hrs for data processing changes? On page 15 the same question asks for the amount to be expressed on a /M basis.

ANSWER: page 14 is correct

6. Verify the annual quantity of postcards mailed for the MOVE update as 2,000 annually.

ANSWER: Estimate of 2000 postcards mailed is correct

7. Pg 12, MOVE UPDATE, #2 estimates 1.4 million records per year, the pricing page lists 1.25 million. which is correct?

ANSWER: 1.25 million is correct

8. A continuous 9 x 12, 2up, sample is in the packet. This item is not identified in the sample or in the RFQ. What does the sample represent?

ANSWER: Sample does not apply to the RFQ, please disregard

9. Pg 9 - Vehicle License Renewal refers to the form as "two-part". Does this refer to the piece creating two parts or accomplishing two tasks?

ANSWER: Refers to the task, not the piece.

SIGN IN SHEET

Request for Proposal No. DMV 160352 PLEASE PRINT

Date: 6-29-10

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Work From One</u>	<u>6 Kangray Drive</u>	PHONE <u>717-243-9296</u>
Rep: <u>Joe Martin</u>	<u>Cecilusle PA 17015</u>	TOLL FREE
Email Address: <u>Joseph.martin@workflowone.com</u>		FAX <u>717-243-0115</u>
Company: <u>Standard Register</u>	<u>875 Granton Rd</u>	PHONE <u>412 503 4075</u>
Rep: <u>David Chidester</u>	<u>Attsburgh PA 15220</u>	TOLL FREE
Email Address: <u>david.chidester@standardregister.com</u>		FAX <u>410 503 4076</u>
Company: <u>PITTSBURGH Mailing</u>	<u>170 Bismar Dr.</u>	PHONE <u>(412) 922 8181</u>
Rep: <u>Mike Marutz</u>	<u>Pittsburgh PA 15205</u>	TOLL FREE
Email Address: <u>MMarutz@PITTSBURGHmailing.com</u>		FAX <u>(412) 937-1730</u>
Company: <u>Maure Wallace / RR Donnelley Co</u>	<u>101 Carriage Way Sre 307</u>	PHONE <u>304-757-6673</u>
Rep: <u>Michael Ross</u>	<u>Hurriane, WV 25526</u>	TOLL FREE
Email Address: <u>Michael.ross@rrd.com</u>		FAX <u>304-757-6295</u>
Company: <u>DMV</u>		PHONE
Rep: <u>Rasen Lane</u>		TOLL FREE
Email Address:		FAX

SIGN IN SHEET

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FIRM & REPRESENTATIVE NAME		MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company:	<u>DMV</u>		PHONE
Rep:	<u>Cindy Beane</u>		TOLL FREE
Email Address:	<u>Cindy.L.Beaune@wv.gov</u>		FAX
Company:	<u>DMV</u>		PHONE
Rep:	<u>Wilbur L. Thaxton II</u>		TOLL FREE
Email Address:	<u>Wilbur.L.Thaxton@wv.gov</u>		FAX
Company:	<u>DMV</u>		PHONE
Rep:	<u>Gleno Pauley</u>		TOLL FREE
Email Address:	<u>Gleno.O.Pauley@wv.gov</u>		FAX
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX