



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
SEN83

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 41 304-558-0492

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

SENATE  
 1900 KANAWHA BOULEVARD EAST  
 BUILDING 1, ROOM 217  
 CHARLESTON, WV  
 25305

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/21/2010				

BID OPENING DATE: 11/04/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		966-50		
OPEN END						
TO FURNISH LEGISLATIVE PRINTING AND BINDING TO THE WEST VIRGINIA STATE SENATE PER THE ATTACHED SPECIFICATIONS.						
NOTE: PARAGRAPH 3 UNDER THE SECTION TITLED SPECIAL NOTICE REQUIRES THAT EACH BIDDER WILL BE REQUIRED TO FURNISH WITH THE BID A STATEMENT OF THE CAPACITY OF HIS PLANT FOR DOING THE WORK UNDER SAID BID. FAILURE TO PROVIDE THIS STATEMENT OF CAPACITY (LIST OF EQUIPMENT) WITH THE BID WILL RESULT IN DISQUALIFICATION OF THE BID PER PARAGRAPH 1 OF THE SPECIFICATIONS ALL BIDS MUST BE ACCOMPANIED BY A BID BOND IN THE AMOUNT OF \$15,000.00. FAILURE TO PROVIDE A BID BOND WITH THE BID IN THE AMOUNT SPECIFIED WILL RESULT IN DISQUALIFICATION OF THE BID.						
EXHIBIT 3						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1)						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**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](http://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.

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**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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<p>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> <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 SERVICE 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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PURCHASING

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<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 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>INQUIRIES:            WRITTEN QUESTIONS SHALL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 10/26/2010. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p>						

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<p>ROBERTA WAGNER            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREE, EAST            CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115            E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</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>						

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10/21/2010				

BID OPENING DATE: 11/04/2010      BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER: -----RW/FILE 41----- RFQ. NO.: -----SEN83----- BID OPENING DATE: -----11/04/2010----- 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      SEN83 ***** TOTAL: _____						

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**BID PROPOSAL FOR LEGISLATIVE PRINTING AND BINDING  
FOR THE SENATE OF THE STATE OF WEST VIRGINIA  
DECEMBER 1, 2010, THROUGH JUNE 30, 2011**

(Prepared by the Clerk of the Senate of West Virginia)

Each bid proposal for legislative printing and binding must be accompanied by a bidder's bond, executed according to law, in the penal sum of fifteen thousand dollars (\$15,000.00) and must be delivered to the Director of Purchasing, Department of Administration, at the time of submission of the bid; the said bidder's bond is to be conditioned upon the execution of proper bond in the full sum of the contract, in the event this bid proposal is accepted and the contract is awarded to the Printer upon the basis of this submitted bid proposal.

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**BID PROPOSAL FOR LEGISLATIVE PRINTING AND BINDING  
FOR THE SENATE OF THE STATE OF WEST VIRGINIA  
DECEMBER 1, 2010, THROUGH JUNE 30, 2011**

The undersigned \_\_\_\_\_ of \_\_\_\_\_, hereinafter called the "Printer", hereby proposes to perform the legislative printing and binding for the Senate of the State of West Virginia in accordance with the hereinafter set forth specifications and rules, for the period beginning December 1, 2010, and ending June 30, 2011, and thereafter, in event the option is exercised, for an additional one-year period beginning July 1, 2011, and ending June 30, 2012, at the "rate bid" hereinafter set forth for each item of work bid: Provided, That nothing contained in the awarded contract shall require, or shall be construed as requiring, the Senate or any of its officers to purchase any or any given amount, or all of the printing and binding described herein. Further, nothing in this bid proposal or any contract awarded pursuant hereto shall impair the right and privilege of the Clerk of the Senate, through the Director of Purchasing, Department of Administration, to make purchase of printing of any job amounting to less than two thousand dollars (\$2,000.00), in the open market, in the manner prescribed by law.

**OPTION**

In the event this bid proposal is accepted and a contract is awarded pursuant hereto, the awarded contract may be renewed and extended for an additional period, beginning July 1, 2011, and ending June 30, 2012, upon written consent of the Clerk of the Senate of West Virginia and the Printer.

**SPECIAL NOTICE**

1. The estimates of required quantities herein given have been prepared from the best data obtainable, but such estimates are not guaranteed; the Printer may be required to furnish more or less or none of the items specified.
2. Bidders are cautioned against bidding low on certain items and high on others, with the expectation of making up on high items what may be lost on low items. Bids unreasonably high on one item and unreasonably low on another will be regarded as "trick" bids and will not be considered. Any change, interlineation or alteration in this bid will render same null and void.



3. Each bidder under these specifications will be required to furnish with the bid a statement of the capacity of his plant for doing the work required under said bid, and no bid will be considered if not accompanied with said information. The bidder must be equipped to do the work and have all machinery and supplies necessary.
4. Three things are hereby impressed upon bidders:
  - a. The printing and binding must be well done.
  - b. The printing and binding must be promptly done and promptly delivered.
  - c. The bidder must have the capacity to meet the demands of the Senate of the State of West Virginia for printing and binding.
5. As to the quality of printing and binding, attention is called to the "Rules on Printing" and "Rules on Folding and Binding" of the hereinafter set forth specifications and rules. Bidders are cautioned that the Printer will be required to observe strictly the requirements of these specifications and rules. If any job falls below the requirements of first-class work, the Clerk of the Senate need not accept the same and the Printer will be required to do the job again at his own expense.
6. As to the promptness in doing printing and binding, attention is called to the provisions set forth in "General Provisions". Delays in picking up and returning copy and proofs and delays in printing and binding and delivery of same will not be tolerated. If the Printer should engage in printing for other persons, it is understood and agreed that the work to be performed for the Senate shall always be given precedence.

## ELECTRONICALLY TRANSFERRED TEXT

1. Text electronically transferred to the Printer from the offices of the Senate of West Virginia:

Estimated Quantity Required:	8,000 pages
Rate Bid, per Page:	_____
Aggregate:	_____

[NOTE: It is the intent of the Senate of West Virginia that text created from the Legislative Computer System of West Virginia for daily journals, bills and resolutions, and any other matter the Senate orders printed, will be electronically transferred to the Printer from the offices of the Senate.

The rate bid under this paragraph shall be for text electronically transferred by the Senate (excepting digital text as described in paragraph 2 below): Provided, That when more than twenty-five percent of the lines of print on any telecommunicated page contain tabular matter, the charge for such page may be made at the rate herein established for composition of such matter.

For the purposes of electronically transferring text, the Senate agrees to provide the system/equipment required to output text from the Legislative Computer System.

The Printer agrees to provide the system/equipment required to receive and to convert and format the aforementioned text transmitted by the Senate to the Printer's typesetting equipment.

The rate bid under this paragraph shall be for all work, including makeup, but excepting press work and bindery work.]

## DOCUMENTS RETURNED IN ELECTRONIC FORMAT

1a. Documents returned by the Printer in electronic format, PDF or otherwise, for use by the Senate as well as for use in the House of Delegates Chamber Automation System:

Estimated Quantity Required:	350 documents
Rate Bid, per Document	_____
Aggregate:	_____

[NOTE: It is specifically understood by the Printer that bills and other documents requested by the Clerk of the Senate shall be returned in electronic format on the same day they are printed, or at least two hours prior to the floor session at which such bills are to be considered, and in such electronic format to permit immediate use in the House of Delegates Chamber Automation System.

## DIGITAL TEXT

2. Digital text:

Estimated Quantity Required:	4,500 pages
Rate Bid, per Page:	_____
Aggregate:	_____

[NOTE: It is the intent of the Senate of West Virginia that digital text will be used for the Topical Index of Bills and the Bill History to be printed from time to time during legislative sessions and in the Official Journal of the Senate. The rate bid under this paragraph shall be for all work, including makeup, but excepting press work and bindery work.]

## TIME WORK

3. For making changes to forms, proofs, etc., and for all time work for which no provision is otherwise made in these specifications, for time actually consumed thereon:

Estimated Quantity Required:	100 hours
Rate Bid, per Hour:	_____
Aggregate:	_____

4. For correcting Senate bills for engrossment, enrollment or when ordered reprinted for any purpose:

Estimated Quantity Required:	1,000 pages
Rate Bid, per Page:	_____
Aggregate:	_____

[NOTE: It is specifically understood that only one charge shall be made for composition of the certification pages used in enrolled bills. There will not be a separate composition charge for the certification page for each separate bill.]

All invoices for correcting Senate bills for reprints, engrossment, enrollment, or otherwise, shall be based upon the lowest applicable rates contained in this contract and payment will be made by the Clerk of the Senate at said rates. If the basis of the cost of new composition is lower than the correction charge per page, the payment will be made on the basis of new composition in lieu of the charge for correction. It is understood that the Clerk will take advantage of the lower rate.

Correcting bills under this paragraph means all work, including, without limitation, makeup.]

4a. For composition, for printing and for folding and stitching with wire covers for enrolled bills and joint resolutions:

Estimated Quantity Required:	125
Rate Bid, per enrolled bill or joint resolution	_____
Aggregate:	_____

[NOTE: It is specifically understood that only one charge shall be made for composition, for printing and for folding and stitching with wire six (6) covers for each enrolled bill and joint resolution and that such covers will be printed and folded as directed by the Clerk of the Senate and charged and invoiced for accordingly.]

The rate bid under this paragraph shall be for all work, including makeup, press work and bindery work.]

5. For correcting Senate journals for bound volumes from which will be printed the Official Journal, or otherwise, without any additional charge, except press work and bindery work:

Estimated Quantity Required:	4,000 pages
Rate Bid, per Page:	_____
Aggregate:	_____

[NOTE: All invoices for correcting Senate journals for reprint, or for bound volumes of said journals, or otherwise, will be based upon the lowest applicable rates contained in this contract and payment will be made by the Clerk of the Senate at said rates. If the basis of the cost of new composition is lower than the correction charge per page, the payment will be made on the basis of new composition in lieu of the charge for correction. It is understood that the Clerk will take advantage of the lower rate.]

Correcting journals under this paragraph means all work, including, without limitation, makeup, but excepting press work, bindery work and composition for any index or table of contents. Not more than one charge shall be allowed for any one page.]

### MISCELLANEOUS PRINTING

6. For printing envelopes and/or letterheads required, the following means of pricing shall be used:

For 50,000 or more basic letterheads and 50,000 or more basic envelopes, to be printed in gold ink and charged for, including the cost of the paper stock, as one item:

Estimated Quantity Required:	150,000
Rate Bid, per Thousand:	_____
Aggregate:	_____

7. For the foregoing letterhead or envelopes, to be individualized with names, addresses, titles, committees, etc., imprinted in black ink, per thousand or less:

Estimated Quantity Required:	150,000
Rate Bid, per Thousand:	_____
Aggregate:	_____

**COMPOSITION**

8. Straight composition:

Estimated Quantity Required:	50 pages
Rate Bid, per Page	_____
Aggregate:	_____

[NOTE: Straight composition shall include all that set in ordinary paragraphs of uniform width and without display lines, tabular matter or more than two typefaces.]

9. Rule or figure composition:

Estimated Quantity Required:	50 pages
Rate Bid, per Page:	_____
Aggregate:	_____

[NOTE: If more than fifteen percent of the lines below the heading contain figures and/or printing, the cost of composition shall be figured at the "Rule or Figure" rate.]

10. Rule and figure composition:

Estimated Quantity Required:	150 pages
Rate Bid, per Page:	_____
Aggregate:	_____

[NOTE: If more than twenty-five percent of the lines below the heading contain figures and/or printing, the cost of the composition shall be figured at the "Rule and Figure" rate: Provided, That figures used in printing page numbers, dates and headers are not to be considered as figures for the purpose of determining the rate to be charged.]

11. Composition of indices for bound journal of the Senate:

Estimated Quantity Required:	130 pages
Rate Bid, per Page:	_____
Aggregate:	_____

**PRESS WORK**

12. Book and pamphlet work:

Estimated Quantity Required:	3,500 press forms
Rate Bid, per Form, 1,000 Impressions or Less:	_____
Aggregate:	_____

13. For blanks and the like, any press size up to and including 8 1/2 x 11:

Estimated Quantity Required:	100 forms
Rate Bid, per Form, 1,000 Impressions or Less:	_____
Aggregate:	_____

14. For blanks and the like, any press size larger than 8 1/2 x 11:

Estimated Quantity Required:	20 forms
Rate Bid, per Form, 1,000 Impressions or Less:	_____
Aggregate:	_____

[NOTE: The charge for additional 100s of impressions under paragraphs 12, 13 and 14 above shall be made at the rate of one-tenth the rate per thousand impressions set forth above for each such type press work.]

### FOLDING AND STITCHING

15. Folding only, each sheet 25 x 38 or less to count as one signature:

Estimated Quantity Required:	120 signatures
Rate Bid, per Signature of 1,000 or Less:	_____
Aggregate:	_____

16. Stitching only, each sheet 25 x 38 or less to count as one signature:

Estimated Quantity Required:	300 signatures
Rate Bid, per Signature of 1,000 or Less:	_____
Aggregate:	_____

[NOTE: The charge for stitching only under paragraph 16 above shall include instances when the document (i.e., bill, joint resolution, journal or topical index and bill history) which is produced is composed of single, individual pages of output stitched with wire.]

17. Folding and stitching, with wire:

Estimated Quantity Required:	1,200 signatures
Rate Bid, per Signature of 1,000 or Less:	_____
Aggregate:	_____

[NOTE: Under the provisions of paragraph 4a, it is specifically understood that only one charge shall be made for composition, for printing and for folding and stitching with wire six (6) covers for each enrolled bill and joint resolution. The rate bid under paragraph 4a shall be for all work, including makeup, press work and bindery work. No charge may be made under paragraph 17 for work performed in preparation of or bindery work associated with covers for enrolled bills and joint resolutions.]

18. Folding and sewing, with thread:

Estimated Quantity Required:	300 signatures
Rate Bid, per Signature of 1,000 or Less:	_____
Aggregate:	_____

[NOTE: The charge for additional 100s of folding only, or stitching only, or folding and stitching with wire, or folding and sewing with thread operations shall be made at the rate of one-tenth the rate per thousand such respective operations, as set forth in paragraphs 15, 16, 17 and 18 above.]

### PUNCHING

19. For punching, per signature:

Estimated Quantity Required:	1,200 signatures
Rate Bid, Two Holes per Signature of 1,000 or Less:	_____
Aggregate:	_____

[NOTE: The charge for additional 100s of punching operations shall be made at the rate of one-tenth the rate per thousand such respective operations as set forth above.]

### SCORING

20. Scoring, where the same is necessary for binding with cover paper each score:

Estimated Quantity Required:	20,000
Rate Bid, per 1,000 or Less:	_____
Aggregate:	_____

[NOTE: The charge for additional 100s of scoring operations shall be made at the rate of one-tenth the rate per thousand such respective operations as set forth above.]

**BINDING**

## 21. Pamphlet binding:

Estimated Quantity Required:	10,000
Rate Bid, per Volume:	_____
Aggregate:	_____

## 22. Padding:

Estimated Quantity Required:	1,000 pads
Rate Bid, per Pad:	_____
Aggregate:	_____

## 23. Binding in first-class Law Buckram, gold stamped on backbone:

Estimated Quantity Required:	18
Rate Bid, per Volume:	_____
Aggregate:	_____

## 24. Binding in first-class cloth:

Estimated Quantity Required:	120
Rate Bid, per Volume:	_____
Aggregate:	_____

[NOTE: Cloth to be used shall be equal to that used on the volumes entitled "Journal of the Senate, 2007", now on file in the office of the Clerk of the Senate as an exhibit herewith. The sewing and binding shall be equal to that of said volume. The board to be used shall be best binder's board not lighter than No. 30 for books of 500 pages or less, and No. 20 for larger volumes. Blanks or "flyleaves" at the front and back of each book shall be of paper of sufficient weight and grade to make the work first class. All other materials used as well as workmanship shall be first class. No inferior work will be accepted. This note is applicable to all binding.]

## 24a. Binding advanced copies in soft blank covers:

Estimated Quantity Required:	12
Rate Bid, per Volume:	_____
Aggregate:	_____

[NOTE: The above rates for binding shall include all charges, except for folding and stitching or sewing, and apply to books and pamphlets not larger than 8 1/2 x 11 when bound.]



**GRAND TOTAL BID FOR  
LEGISLATIVE PRINTING & BINDING  
FOR THE WEST VIRGINIA SENATE  
DECEMBER 1, 2010, THROUGH JUNE 30, 2011:**

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## RULES ON PRINTING

1. Legible and plain copy with full instructions will be furnished the Printer for every job of work; and the Printer shall promptly furnish a revised proof, reasonably free from typographical errors, of such work for inspection. Such proof will be promptly returned to the Printer with such corrections as are desired to be made, which corrections the Printer shall take care to make before printing the work; but if there be changes ordered in any job for the making of which the Printer will demand compensation, before making such changes the Printer shall have a requisition therefor. The Printer will be allowed reasonable compensation for any loss he may sustain by reason of the failure to return promptly to him such revised proof as aforesaid.
2. As to fractions, except as herein otherwise specifically provided:
  - a. When the work ordered does not amount to 1,000 impressions of press work, 1,000 impressions may nevertheless be charged therefor.
  - b. When folding only is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor.
  - c. When stitching only is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor.
  - d. When folding and stitching with wire is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor.
  - e. When folding and sewing with thread is required on a job and does not amount to 1,000 signatures, 1,000 signatures may nevertheless be charged therefor. [NOTE: Anything in this contract to the contrary notwithstanding, it is hereby understood and agreed that all folding and sewing charges for copies of the Official Journal shall be charged for at the rate hereinabove established for each 1,000 signatures.]
  - f. In estimating the composition of all laws, journals, public documents and pamphlets, every fraction of a page shall be counted or charged for, but no entire blank page shall be counted or charged for. Imprint page shall be counted as a blank page.
  - g. In estimating press work, if any document is less than 8 1/2 x 11 inches, the same shall be charged at the same rate as paragraph 13 under Press Work, covering blanks, etc.
  - h. In estimating press work in book or pamphlet printing where cuts are printed on paper of different quality from that used in the main part of the book or pamphlet, each page so printed shall count as a full form.

These are all the fractions authorized to be charged for as a whole unit. When the press work is more than 1,000 impressions, except as in (g) above, no fractional part thereafter shall be charged as a whole.

3. When any work is done for the Senate and the same is not covered by the contract of the Printer, the price charged therefor shall not be greater than the lowest rate charged any customer; and an affidavit appended to the bill therefor shall so state and also state that the price is just and reasonable.

4. In cases of blanks or other printing requiring curved lines, or other "fancy" work, a reasonable price shall be allowed for such extra work based on the actual time required to perform such extra work.

5. All work shall be done in a first-class manner, free from typographical errors. The type must be of modern styles. Good ink shall be used, and the press work shall be first class.

6. The contract for printing is based on the use of black ink; but when work is ordered to be done in any ink costing substantially more than the said ink, reasonable compensation therefor shall be made to the Printer. It is understood and agreed, however, that no charge shall be made by the Printer for washup of ink.

7. Whenever time is charged for making changes in forms, etc., under paragraph 3 under Time Work, or otherwise, the actual time only shall be charged; and the Printer shall verify such statement by his affidavit.

8. In book and pamphlet work, when the page size does not exceed 6 x 9 inches, each form shall consist of eight pages, 19 x 25 inches press size, if possible. When page size is larger than 6 x 9 inches, each form shall consist of four pages, if the work will make that much; and such printing, when possible, shall be printed so as to make signatures of 16 pages (page size 6 x 9 inches), and signatures of eight pages (page size larger than 6 x 9 inches). One form will be allowed for printing pamphlet covers when printed on one side.

9. In estimating composition of books, pamphlets or blanks, it is the intent of the Senate that composition referred to in this contract be charged for on a per page basis.

10. Whenever there are several blanks to be printed and the same are so nearly alike that it will be cheaper to change the forms thereof than to reset different forms or when the Senate orders a bill printed which is a duplicate of one which the House of Delegates has ordered printed by the Printer, if such should occur, the forms shall be changed and not entirely reset and the time actually occupied in making changes shall be paid for at the rate bid for time work.

11. In all cases of printing, where the same form is to be printed on different kinds of paper, or otherwise, so as not to require resetting of the type, but one charge shall be

made for the composition. This rule shall apply also when a form is to be printed on different sheets or otherwise, and there are to be changes made merely in the headings, or in the endings, so that it is substantially the same form, but in these cases a charge may be made for the time consumed in making the changes, as provided for in the rate bid for time work.

12. Only one charge shall be made for the composition of all documents ordered to be printed by the Senate, and no charge or allowance shall be made for composition when extra or additional copies are ordered to be printed.

13. Blank spaces between paragraphs of copy will not be tolerated; but all the composition of such work shall be compact and no more space be made between paragraphs of copy, unless ordered, than required by the character of the work, demanded by the exigencies of the makeup or required by the rules of good topography.

14. At the top of each page of the Senate Journal there shall be printed the number of the page, the words "Journal of the Senate" and the date, as shown in the journals of the session of 2007.

15. On the first page of each Senate bill, before the title, there shall be printed in brackets and in solid type, the date and by whom introduced, and such other memoranda as to proceedings in reference to the bill as the Clerk of the Senate may furnish. At the top of every page of the bill there shall be printed the number of the page and the number of the bill.

16. For drying, pressing, trimming or other necessary manipulation of labor required to be done by the Printer to make a complete and perfect job of printing, except such charges as are herein specified and bid for, no compensation shall be allowed the Printer.

17. Engraving and embossing are not included or covered by this contract.

18. If the entire cost of any job of printing computed at the contract rate does not amount to \$5.00, that sum may nevertheless be charged as a minimum.

19. Union label shall not be charged as a part of the composition.

## **RULES ON FOLDING AND BINDING**

1. Any work done by the Printer, but not covered by this contract or the law, shall be done at a price not greater than the lowest rates charged any customer; and an affidavit appended to the bill therefor shall so state.
2. All pamphlets and book binding are to be done in signatures of sixteen pages unless the work shall not amount to that much, in which case any number of pages less than sixteen shall constitute a signature in binding except when the pages when trimmed shall be larger than 6 x 9 inches, in which case eight pages shall constitute a signature.
3. In estimating folding in book or pamphlet binding where separate printed pages are furnished to be inserted in the book or pamphlet, each page inserted shall count as a full signature.
4. For gathering, drying, pressing, trimming or any other necessary manipulation of labor required to be done by the binder to make a complete job of binding, except such charges as are herein specified and bid for, no compensation shall be allowed to the Printer.
5. If the entire cost of any job of binding under this contract, except padding or cutting, computed at the contract rates does not amount to \$5.00, that sum may nevertheless be charged as a minimum.

## GENERAL PROVISIONS

1. Time is of the essence of this contract in all its provisions in which performance by or within a time certain is required.
2. It is understood and agreed by and between the parties hereto that the Clerk of the Senate shall use reasonable diligence to provide the Printer with the original copy to be used in printing the daily journals and bills at as early an hour as practicable each day: Provided, That it is further understood that such copy, on occasion, may not be ready for delivery to the Printer until late at night of the preceding day and/or until the early morning hours (as late as 1:00 a.m.) of the day upon which such journals and/or bills are required to be printed and delivered to the Senate, as herein provided. Delay on the part of the Clerk beyond the aforementioned hour of 1:00 a.m. in making available to the Printer such copy of the material required for the printing of any journal or bill will extend the time herein provided for the delivery of such journal or bill by the Printer for a period equal to the period of the delay. Failure by the Printer to deliver the aforementioned daily journals and bills in accordance with the foregoing provision may, in the discretion of the Clerk of the Senate, incur a penalty of \$500.00 per day, such assessment to be paid by the Printer to the Clerk of the Senate or deducted by the Printer from the itemized invoice(s) of that day, as directed by the Clerk of the Senate.
3. The Printer agrees to promptly pick up at the office of the Clerk all copy, original, revised and/or corrected, for use in printing the journals, bills and other materials to be printed, as the same are ready for delivery to the Printer.
4. The importance of prompt daily delivery service of the printing and binding provided for under this contract is impressed upon the Printer.
5. The Senate journals for each day shall be delivered by the Printer to the Clerk of the Senate by 9:00 a.m. of the next succeeding day and all printed bills shall likewise be delivered by 9:00 a.m. on the day on which they are needed for use and consideration.
6. It is also of utmost importance and expressly understood that, following *sine die* adjournment of any session of the Legislature, the Printer shall deliver enrolled bills to the Clerk promptly and without delay, such delivery to be completed by not later than the third working day (Sundays excepted) following receipt of copy by the Printer, such receipt either by electronic transmission or by paper hard copy, in the case of general laws and appropriation bills, including the budget bill with its attendant voluminous characteristic. This provision may be waived only by mutual agreement between the Printer and the Clerk of the Senate. The Printer is not to be held liable or responsible for any delays caused by failure to complete the work in the time specified by reason of delayed proofs, excessive corrections in copy or other causes not within his control.
7. The Journal of the Senate for the sixtieth (60th) day of the session and the Journal of the final day of any Regular Session or extension thereof, or of any Extraordinary

Session, shall be printed without delay and shall be delivered to the Clerk of the Senate within one week, including Saturdays and Sundays, from receipt by the Printer of the final corrected copy from the Clerk of the Senate. Failure by the Printer to deliver the aforementioned journals in accordance with the foregoing provision may, in the discretion of the Clerk of the Senate, incur a penalty of \$250.00 for each day of nondelivery by the Printer, excluding weekends and holidays, such assessment to be paid by the Printer to the Clerk of the Senate or deducted by the Printer from the final cost of such journals, as directed by the Clerk of the Senate.

8. The Printer shall deliver to the Clerk of the Senate the completed bound volumes of the Journal of the Senate not more than forty-five (45) calendar days following approval of the final proof thereon. Failure by the Printer to deliver the aforementioned volumes in accordance with the foregoing provision may, in the discretion of the Clerk of the Senate, incur a penalty of \$500.00 for each day of nondelivery by the Printer, excluding weekends and holidays, such assessment to be paid by the Printer to the Clerk of the Senate or deducted by the Printer from the final cost of such volumes, as directed by the Clerk of the Senate. For purposes of this General Provision, "final proof" means the last written page of corrected text which has received the approval of the Clerk or his designee and which is returned to the Printer for inclusion in the text of the bound volume or volumes. In no instance shall a dummy copy (also known as Sherpa) of the volume or volumes be construed to be included in the definition of "final proof" as set forth herein. Such dummy (Sherpa) copy may be furnished to the Clerk for his inspection or shall be furnished to him upon demand.

9. It is imperative that the printing for the Senate be done promptly and without unreasonable delay. Therefore, it is expressly understood and agreed that in the event the Printer fails, refuses or unreasonably delays delivery of items of printing or binding placed with the Printer for completion, the Clerk of the Senate may transfer the work, or parts thereof, to other printing plants, or may relet the unfinished part of the contract, holding the Printer and his sureties liable for any damage or additional cost that may be incurred by the State. The Printer is not to be held liable or responsible for any delays caused by failure to complete the work in the time specified by reason of delayed proofs, excessive corrections in copy or other causes not within his control. It is expressly understood by the Printer that the provisions of this paragraph apply during the interim period as well as during legislative sessions.

10. It is hereby expressly understood by the Printer that when a discrepancy exists between an electronic version and a hard copy version of any text furnished to be printed, the hard copy version is always to be followed unless expressly otherwise directed by the Clerk of the Senate. In all cases when a difference between the electronic and the hard copy version exists, the responsibility shall be upon the Printer to notify the Clerk of such difference and to seek direction or clarification from him as to which text is to be printed. The Printer shall always seek direction from the Clerk and should the Printer fail to follow such directive, the Clerk of the Senate may refuse to pay for such printing until the error shall have been corrected to his satisfaction.

11. The Printer agrees to use the same type face and the same spacing used in the printing of the journals and bills for the Senate during the 2007 Regular Session, unless the Clerk of the Senate and the Printer shall agree otherwise: Provided, That it is distinctly understood that the Clerk of the Senate may make any change or alteration which he may desire in the arrangement, including the spacing between lines, letters and/or words, in the journals and/or bills which are printed for the Senate.
12. The Printer agrees to provide suitable space and facilities, subject to the approval of the Clerk of the Senate, for use by four Senate proofreaders at the Printer's place of business in the City of \_\_\_\_\_, such proofreaders to be hired and compensated by the Printer and approved by the Clerk of the Senate at a per diem rate of compensation to be determined by the Clerk of the Senate. The Senate will reimburse the Printer for these per diem costs and the employer's matching FICA tax only. It is further understood that the employment of additional proofreaders is to be expressly approved by the Clerk of the Senate. All invoices for proofreading services must include completed time sheets of the proofreaders, certified by both the proofreader and the Printer, and must receive the prior approval of the Clerk of the Senate. All actual charges billed for proofreading services must be approved by the Clerk of the Senate.
13. Storage space for the paper to be used in the printing to be performed under this contract shall be provided by the Senate at its expense.
14. The Printer is to receive, at the place of storage, the legislative paper stock for printing and binding, as needed for the purposes hereof but in the delivery of printing paper and other printing supplies to be provided for use by the Printer, the Printer shall provide the method and be responsible for the delivery of such printing paper and printing supplies.
15. The Printer shall furnish storage space for the legislative paper stock fully covered by insurance with loss payable clause to the West Virginia Senate.
16. The Printer shall keep a complete inventory of legislative paper stock. Such inventory shall be furnished to the Clerk of the Senate at the end of each month itemizing receipts of shipments and withdrawals during the month, assigning the latter to individual printing orders.
17. In no case shall the Printer furnish stock on any printing job without first securing the written permission of the Clerk of the Senate.
18. No printing job shall be invoiced at a greater rate than the shortest method and cheapest price which can be figured under this contract.
19. The Printer agrees to furnish a separate itemized invoice for each of the journals, bills and other materials ordered printed by the Senate.



Bid proposal hereby submitted to the Director of Purchasing, Department of Administration, State of West Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

---

Name of Printer

By \_\_\_\_\_

Signature

---

Its authorized officer

**BID PROPOSAL ACCEPTANCE  
AWARD OF CONTRACT**

The bid proposal for the legislative printing and binding for the Senate of the State of West Virginia set forth above and attached hereto is hereby accepted by the Director of Purchasing, Department of Administration. The contract for legislative printing and binding is hereby awarded by the Clerk of the Senate of West Virginia to:

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hereinafter called the "Printer", for the period beginning December 1, 2010, and ending June 30, 2011.

1. The total obligation of the Senate of the State of West Virginia under the terms of this contract for legislative printing and binding during the specified period is limited to the maximum sums appropriated by the Legislature for such purposes.
2. Under this contract, the Printer is to receive legislative paper stock for printing and binding at the stockrooms determined to be used for that purpose by the State of West Virginia and is to deliver the completed work performed under and according to these specifications to the Clerk of the Senate as designated by him, or to any designated state official or department.
3. Time is of the essence in the performance of printing and binding and other operations under this entire contract; and in the event the Printer is unable to perform the printing and binding covered by this contract in its own establishment, the Printer may, with the written approval of the Clerk of the Senate, allocate to other printers, at the agreed contract rate, any such work: Provided, That preference be given to printers in West Virginia possessing the equipment and capability necessary to the doing of such printing and binding according to the terms of this contract.
4. This contract shall not be binding upon the parties hereto, until the Printer shall have deposited with the Director of Purchasing, Department of Administration, a satisfactory surety bond for the sum of \$200,000.00 conditioned upon the faithful performance and compliance by the Printer with all terms, conditions and requirements set out in the attached bid proposal, including any renewal of this contract.
5. The Clerk of the Senate shall have exclusive control over all printing authorized by the Senate, and the Clerk has approved the specifications which have been incorporated by reference into this contract.
6. The Printer expressly warrants that it has employed no third person to solicit or obtain this contract in its behalf or to cause or procure the same to be obtained upon

compensation in any way contingent, in whole or in part, upon such procurement; and that it has not paid or promised or agreed to pay to any third person in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount payable or to become payable under this contract; and that it has not, in estimating the contract price submitted and agreed to by it, included any sum by reason of any such brokerage, commission or percentage; and that all moneys payable or to become payable to it are free from obligation to any other person for services rendered or supposed to have been rendered in the procurement of this contract. The Printer further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the Senate, and that the Senate may retain to its own use from any sums due or to be come due hereunder, or from the amount of deposit on bond given hereunder, an amount equal to any brokerage, commission or percentage so paid or agreed to be paid.

7. The Printer shall not be held responsible for any losses resulting from his failure to fulfill any of its obligations hereunder due to wars, revolutions, civil disorders, fires, floods, strikes, acts of God or other causes not resulting from any fault or neglect on its part and beyond its control.

8. Neither this contract, nor any interest herein, may be assigned, transferred or sublet without the written consent of the Clerk of the Senate.

9. This contract may be renewed for an additional term beginning July 1, 2011, and ending June 30, 2012, upon written consent of the Clerk of the Senate of West Virginia and the Printer.

10. If this proposal is accepted and the said printing contract awarded to the Printer, he agrees to perform the obligations thereof in strict accord with its several provisions.

11. As stated previously, time is of the essence in the performance of printing and binding and other operations under this entire contract. The Printer expressly recognizes that the Senate is relying on timely performance by the Printer and will schedule legislative operations as mandated by constitutional law, statutory law and internal rules of the Senate in reliance upon timely performance by the Printer. Accordingly, it is expressly understood by the Printer that any default with respect to delivery of goods or services in connection therewith in accordance with the directions of the Clerk of the Senate which results in a delay in or a disruption of the operations of the Senate shall, at the option of the Senate Clerk, be deemed to substantially impair the value of the whole contract and such default shall, at the option of the Senate Clerk, constitute a breach of the whole contract.

IN WITNESS WHEREOF, The Printer \_\_\_\_\_ has caused its name to be signed and its corporate seal to be affixed hereto by \_\_\_\_\_, its \_\_\_\_\_, hereunder duly authorized, and the Senate of West Virginia has caused its name to be signed hereto by \_\_\_\_\_, Clerk of the Senate. the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Name of Printer

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Its authorized officer

\_\_\_\_\_  
Clerk of the Senate of West Virginia

APPROVED:

STATE OF WEST VIRGINIA

This \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
GOVERNOR OF THE STATE OF WEST VIRGINIA

APPROVED AS TO FORM:

STATE OF WEST VIRGINIA

This \_\_\_\_\_ day of \_\_\_\_\_, 2010.

DARRELL V. MCGRAW  
ATTORNEY GENERAL

By \_\_\_\_\_  
Assistant Attorney General

RFQ No. SEN 83

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** \_\_\_\_\_

# 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.

**BID BOND PREPARATION INSTRUCTIONS**

AGENCY \_\_\_\_\_ (A)  
 RFQ/RFP# \_\_\_\_\_ (B)

**Bid Bond**

- (A) WV State Agency  
(Stated on Page 1 "Spending Unit")
- Request for Quotation Number (upper right corner of page #1)
- (C) Your Company Name
- (D) City, Location of your Company
- (E) State, Location of your Company
- (F) Surety Corporate Name
- (G) City, Location of Surety
- (H) State, Location of Surety
- (I) State of Surety Incorporation
- (J) City of Surety Incorporation
- (K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
- (L) Amount of bond in figures
- (M) Brief Description of scope of work
- (N) Day of the month
- (O) Month
- (P) Year
- (Q) Name of Corporation
- (R) Raised Corporate Seal of Principal
- (S) Signature of President or Vice President
- (T) Title of person signing
- (U) Raised Corporate Seal of Surety
- (V) Corporate Name of Surety
- (W) Signature of Attorney in Fact of the Surety

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_ (C) of \_\_\_\_\_ (D), \_\_\_\_\_ (E) as Principal, and \_\_\_\_\_ (F) of \_\_\_\_\_ (G), \_\_\_\_\_ (H), a corporation organized and existing under the laws of the State of \_\_\_\_\_ (I) with its principal office in the City of \_\_\_\_\_ (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (K) (\$ \_\_\_\_\_ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for \_\_\_\_\_ (M)

NOW THEREFORE.

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this \_\_\_\_\_ (N) day of \_\_\_\_\_ (O), 20 \_\_\_\_\_ (P).

Principal Corporate Seal \_\_\_\_\_ (Q)  
 (Name of Principal)  
 (R) By \_\_\_\_\_ (S)  
 (Must be President or Vice President)  
 \_\_\_\_\_ (T)  
 Title  
 (U) Surety Corporate Seal \_\_\_\_\_ (V)  
 (Name of Surety)  
 \_\_\_\_\_ (W)  
 Attorney-in-Fact

**IMPORTANT** – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.



Agency \_\_\_\_\_  
REQ.P.O# \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Must be President or Vice President)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.**