



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
 CHP12007

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA CHILDRENS HEALTH
 INSURANCE PROGRAM
 SUITE 101
 2 HALE STREET
 CHARLESTON, WV
 25301 304-558-2741

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/27/2012				

BID OPENING DATE: 05/07/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (CHP12007)						
BID OPENING DATE REMAINS: 05/07/2012						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
C001	1	EA		966-50		
PRINTING AND BULK MAILING OF VARIOUS ITEMS						
***** THIS IS THE END OF RFQ CHP12007 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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

1. Awards will be made in the best interest of the State of West Virginia.
 2. The State may accept or reject in part, or in whole, any bid.
 3. 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.html 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).

ADDENDUM TO CHP12007

QUESTION #1 – SPD's which page count do you want quoted? 80 pages + cover?

ANSWER #1 – Yes, the quote is for 80 pages + covers.

QUESTION #2 – CHIP Poster what is the ink for this?

ANSWER #2 – See example for info on this question. Cover coated 80# glossy, 5 color on one side, CMYK + Spot (bleed).

QUESTION #3 – Where are the specs for the various flyers?

ANSWER #3 – See examples for info on this question. Flyers - Full color, 100# gloss text weight sheet, aqueous coated, 4 colors/4 colors CMYK + spot. Prevention brochure – glossy 80# text, 5 color on one side, 4 color on other side, CMYK + spot. Insert – cover coated 80# cornice, 4 colors/4 colors, CMYK + spot, double-sided.

QUESTION #4 – Do we assume bleeds for everything?

ANSWER #4 – Yes.

QUESTION #5 – The sample from last year is an 88 page self-covered booklet. It contains 4 color printing scattered throughout the booklet. The written spec indicates 4/4 on the cover pages only. This would indicate 4 color printing on pages 1, 2, 87 and 88 depending on the final page count only. Do the inside pages have 4 color printing? The written spec says 2/2. What spec would we quote?

ANSWER #5 – Quote 4/4 color for all pages.

QUESTION #6 – The quote requests pricing for up to 90 pages. Since 90 pages aren't divisible by 4, do you want the price to be based on an 88 page booklet with the option to be able to add 4 more pages?

ANSWER #6 – The quote for SPD's should be based on 80 pages + covers.

QUESTION #7 – Are all 30,000 booklets mailed? If not, do all of the non-mails go to one location or are they split between the two locations? If both locations, what is the split?

ANSWER #7 – Only about 17,000+ booklets are mailed to the CHIP enrollees. The additional 13,000 booklets are divided up by 500 going to the main CHIP office and all the rest go to the call center.

QUESTION #8 – There was no sample of this booklet in the sample package. Are we to base our quote exactly as the written spec calls for?

ANSWER #8 – Yes, just the specs as written.

QUESTION #9 – You're asking for a price based on 10,000 booklets, but you are asking for a price based on 30,000 additional 4 pages. What is the correct quantity for this section?

ANSWER #9 – The correct quantity quote for this booklet is 10,000.

QUESTION #10 – Do all the booklets ship to one location? If both locations, what is the split?

ANSWER #10 – These booklets all ship to the main CHIP office.

QUESTION #11 – There was no sample of the application with guides. There was no written description of the application with guides. Will you be providing specs and/or a sample?

ANSWER #11 – Copies have been provided for the application with guides.

QUESTION #12 – Do you ever split a shipment of any one item between the two locations? If both locations, what is the split?

ANSWER #12 – The only split for any item is described above in question #7. All the other items will be shipped in total to call center.

QUESTION #13 – The stand alone spreadsheet contains three pages. Page 1 of the spreadsheet looks just like page 9 of the RFQ. Pages 2 and 3 have other specifications not listed in the RFQ. Do pages 2 and 3 of the spreadsheet apply?

ANSWER #13 – Page 1 is the cost sheet for this RFQ, pages 2 and 3 are to be ignored and should not have been included in the RFQ package.

RFQ# CHP12007
Request for Quotations
Specifications

Purpose:

To establish an open end contract to provide printing and associated bulk mailing services to the West Virginia Children's Health Insurance Program (WV CHIP).

1.0 DEFINITIONS

- A. The "Agency" shall be defined as the WV CHIP.
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

2.0 SCOPE OF WORK

The successful Vendor shall provide to WV CHIP office (2 Hale St., Charleston, WV) a finished hard copy proof of all the items listed on the cost sheet for agency approval. All proofs must be approved by the Agency before any orders are place.

2.1 Technical Requirements:

2.1.1 Summary Plan Descriptions (SPD's) – this is an 80 – 90 page booklet that is printed once a year. These have a cover 4/4 full color and inside pages 2/2 color. These are printed on 50# paper with offset printed on both sides. These should be saddle stitched with tabs per USPS regulations. Pages above 90 will be paid an additional fee, based on a 4 page fee.

2.1.2 Miscellaneous Booklet – this is an 8 page booklet that is printed as needed by the Agency. These have a cover 4/4 full color and inside pages 2/2 color. These are printed on 50# paper with offset printed on both sides. These should be saddle stitched with tabs per USPS regulations. Pages above 8 will be paid an additional fee, based on a 4 page fee.

2.1.3 WV CHIP Poster – this is a one-sided 11" X 14" size poster. This is printed on 80# Altima Gloss Cover. This item must be packed in cartons only.

2.1.4 WV CHIP various flyers – this is 9 various flyers that will be printed on an as needed basis. Examples of each flyer will be provided to the Vendor.

2.2 Freight/Shipping

All items will be shipped to either Jackson County Development Center (270 Jack Burlingame Dr, Millwood, WV) or WV Chip Office (2 Hale St., Charleston, WV). A separate cost shall be established for both locations.

2.3 Delivery

2.3.1 Deliveries shall be made to one of two locations. Jackson County Development Center at 270 Jack Burlingame Drive, Millwood, WV and WV CHIP office at 2 Hale Street, Charleston, WV.

2.3.2 SPD's will be mailed to all WV CHIP members throughout the State. The Vendor will be provided with a member listing for this mailing. The Vendor will use the Agency's bulk mail permit to mail these SPD's.

2.3.3 Release Orders shall be delivered in a maximum of 10 working days from receipt by the Vendor.

3.0 MINIMUM QUALIFICATIONS

3.1 The Vendor must meet the following specifications:

3.1.1 Show examples of 3 printing projects of similar size and scope.

3.1.2 Possess the equipment and staffing capable of producing the documents as described above and processing the bulk mailings of these documents. This will be demonstrated by the examples mentioned in 3.1.1 above.

4.0 ORDERING AND INVOICING

4.1 Release Orders

4.1.1 For all orders, the Agency will issue to the Vendor a WV-39 Release Order. Issuance of the Release Order shall contain the type of merchandise to be purchased and shall serve as the authorization to begin work. No work other than that specified in the Release Order shall be undertaken by the Vendor.

4.2 Payment

4.2.1 The State of West Virginia currently utilizes a VISA purchasing card program which is issued through a local bank. The Vendor must accept the State of West Virginia purchasing card for payment of all orders placed against this Contract.

4.2.2 All invoices must be submitted to WV CHIP office at 2 Hale Street, Charleston, WV for items ordered from this Contract.

5.0 COST

5.1 Cost Sheet

5.1.1 The Vendor shall submit the attached cost sheet with all applicable costs associated with this Contract.

6.0 AWARD

6.1 Award shall be made to the lowest bidder meeting all the specified qualifications. This is a single award Contract.

CHP12007 Cost Sheet

Product Description	Unit (each) Cost	Estimated Quantity	Cost
Item #1: Summary Plan Descriptions		30000	
additional 4 pages		30000	
One Time Ship to Call Center		12500	
One Time Ship to Agency		500	
Item #2: Booklet		10000	
additional 4 pages		10000	
Ship to Agency			
Item #3: Poster		1000	
Ship to Call Center			
Item #4: Various Flyers			
Prevention Brochures		10000	
Informational Inserts		10000	
Income Guidelines		10000	
Income Flyer		10000	
Dental Flyer		10000	
Vision Flyer		10000	
Hearing Flyer		10000	
Healthy Check-up Flyer		10000	
Applications- with guides		10000	
Ship to Call Center			

VENDOR LIST FOR CHP12007

Knepper Press Inc.
Clinton Commerce Park
2251 Sweeney Drive
Clinton, PA 15026

Chapman Printing Company
3000 Washington St.
Charleston, WV 25312

Printing Press, Ltd.
143 Gaylor Lane
Charleston, WV 25357

Minutemen Press
503 D. Street
South Charleston, WV 25303

Morgantown Printing and Binding
803 Quarrier St.
Suite 310
Charleston, WV 25301

Charleston Blueprint
1203 Virginia St. E.
Charleston, WV 25301

Jones Printing Co.
611 Pennsylvania Ave.
Charleston, WV 25302

This Addendum contains samples which cannot be made available through electronic means.

To request a copy of this sample, please contact the WV Purchasing Division's Bid Request Line at 304-558-2306.

Please be sure to have the RFQ Number (CHP12007) available so that your request may be processed in a timely manner.

Thank you!