



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
DMV120151

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES

 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/26/2011				

BID OPENING DATE: **11/30/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	400,000	EA		300-70		
	PERMANENT PLACARDS					
0002	20,000	EA		300-70		
	TEMPORARY PLACARDS					
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES IS SOLICITING BIDS FROM RESPONSIBLE VENDORS TO PRODUCE AND PROVIDE TEMPORARY AND PERMANENT DISABLED PERSONS PARKING PLACARDS PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 11/09/2011 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</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 style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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 Department of Administration
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 2019 Washington Street East
 Post Office Box 50130
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
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VENDOR

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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
10/26/2011				

BID OPENING DATE: **11/30/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130					
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER:				44		
RFQ. NO.:				DMV120151		
BID OPENING DATE:				11/30/2011		
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):						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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FRANK WHITTAKER 304-558-2316

V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE

S H I P T O	DIVISION OF MOTOR VEHICLES
	1317 HANSFORD STREET
	CHARLESTON, WV 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/26/2011				

BID OPENING DATE: 11/30/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DMV120151 ***** 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'

WV DIVISION OF MOTOR VEHICLES

RFQ # DMV1200151

PERMANENT PLACARD SPECIFICATIONS/REQUIREMENTS MUST BE:

COLORS:

BACKGROUND IS TO BE IN BLUE
ISA SYMBOL IS TO BE IN WHITE
LETTERING IS TO BE WHITE
EXPIRATION DATE IS TO BE IN BLACK
PLACARD NUMBER IS TO BE IN BLACK

NUMBERING:

SERIALLY NUMBERED ON BOTH SIDES
1 (ONE) ALPHA CHARACTER AND 6 DIGITS
WITH ALPHA CHARACTER AT THE FRONT OF
NUMBERS (EX. P000001).
EXPIRATION DATE TO READ JUN 2017
BEGINNING NUMBER WILL BE P000001

SIZE:

WIDTH – 3 ½”
LENGTH – 9 ¼”

MATERIAL:

HIGH-LOW DENSITY .023 POLYETHYLENE, GUARANTEED TO
ABSORB NO MOISTURE. SMOOTH 100 GRAIN TO PREVENT
SMEARING OR PEELING OF THE PRINTED DESIGN.

DESIGN:

THE ISA SYMBOL MUST BE 3” HIGH ON BOTH SIDES.
THE EXPIRATION DATE AND PERMIT NUMBER MUST
BE IN 1” LETTERS PRINTED ON BOTH SIDES.

THE PLACARD WILL HAVE THE WV STATE SEAL AND
WEST VIRGINIA DIVISION OF MOTOR VEHICLES,
1-800-642-9066, AND THE WEB-SITE ADDRESS
(www.transportation.wv.gov/dmv) PRINTED ON THE BOTTOM
PORTION OF THE PLACARD ON BOTH SIDES. THE
WORDS **WEST VIRGINIA** SHOULD BE LARGER THAN
THE WORDS **DIVISION OF MOTOR VEHICLES.**

PLACARDS WILL BE PACKAGED 1000 PER BOX, SHRINK WRAPPED IN PACKS OF 100. OVERRUNS/UNDERRUNS WILL NOT BE ACCEPTED OR PAID FOR. QUANTITY NEEDED – 400,000

WE REQUEST A SAMPLE TO BE RETURNED WITH YOUR BID **OR** A DETAILED COLOR SAMPLE ON QUALITY PAPER. ONCE AWARDED, AN ACTUAL PLACARD MUST BE SENT TO KAREN LANE AT WV DMV, 1317 HANSFORD STREET, CHARLESTON, WV 25301 FOR REVIEW BEFORE ORDER IS PROCESSED

SAMPLES ARE ATTACHED AND MUST BE EXACT IN SIZE, MATERIAL AND COLOR.

FREIGHT MUST BE INCLUDED IN THE PRICE PER PLACARD

DELIVERY MUST BE MADE WITHIN 90 DAYS FROM THE DATE OF PURCHASE ORDER WHICH WILL ACT AS NOTICE TO PROCEED.

SEE CODE OF FEDERAL REGULATIONS, TITLE 23 HIGHWAYS, PART 1235- UNIFORM SYSTEM FOR PARKING FOR PERSONS WITH DISABILITIES WHICH PROVIDED GUIDELINES FOR STATES TO ESTABLISH A UNIFORM SYSTEM FOR HANDICAPPED PARKING.

WV DIVISION OF MOTOR VEHICLES

RFQ # DMV1200151

TEMPORARY SPECIFICATIONS/REQUIREMENTS MUST BE:

COLORS:

BACKGROUND IS TO BE IN RED
ISA SYMBOL IS TO BE IN WHITE
LETTERING IS TO BE WHITE
PLACARD NUMBER IS TO BE IN BLACK

NUMBERING:

SERIALLY NUMBERED ON BOTH SIDES
1 (ONE) ALPHA CHARACTER AND 6 DIGITS
WITH ALPHA CHARACTER AT THE END OF
NUMBERS (EX. T000001).
BEGINNING NUMBER WILL BE T000001

SIZE:

WIDTH – 3 ½"
LENGTH – 9 ¼"

MATERIAL:

HIGH-LOW DENSITY .023 (MINIMUM) POLYETHYLENE, GUARANTEED
TO ABSORB NO MOISTURE. SMOOTH 100 GRAIN TO PREVENT
SMEARING OR PEELING OF THE PRINTED DESIGN.

DESIGN:

THE ISA SYMBOL MUST BE 3" HIGH ON BOTH SIDES.
THE BLANK SPACE FOR THE EXPIRATION DATE MUST BE 1" WIDE.

THE PLACARD WILL HAVE THE WV STATE SEAL AND
WEST VIRGINIA DIVISION OF MOTOR VEHICLES,
1-800-642-9066, AND THE WEB-SITE ADDRESS
(www.transportation.wv.gov/dmv) PRINTED ON THE BOTTOM
PORTION OF THE PLACARD ON BOTH SIDES. THE
WORDS **WEST VIRGINIA** SHOULD BE LARGER THAN
THE WORDS **DIVISION OF MOTOR VEHICLES.**

PLACARDS WILL BE PACKAGED 1000 PER BOX, SHRINK WRAPPED IN PACKS OF 100. OVERRUNS/UNDERRUNS WILL NOT BE ACCEPTED OR PAID FOR. QUANTITY NEEDED – 20,000

WE REQUEST A SAMPLE TO BE RETURNED WITH YOUR BID **OR** A DETAILED COLOR SAMPLE ON QUALITY PAPER. ONCE AWARDED, AN ACTUAL PLACARD MUST BE SENT TO KAREN LANE AT WV DMV, 1317 HANSFORD STREET, CHARLESTON, WV 25301 FOR REVIEW BEFORE ORDER IS PROCESSED.

SAMPLES ARE ATTACHED AND MUST BE EXACT IN SIZE, MATERIAL AND COLOR.

FREIGHT MUST BE INLCUDED IN THE PRICE PER PLACARD

DELIVERY MUST BE MADE WITHIN 90 DAYS FROM THE DATE OF PURCHASE ORDER WHICH WILL ACT AS NOTICE TO PROCEDE

SEE CODE OF FEDERAL REGUALTIONS, TITLE 23 HIGHWAYS, PART 1235 – UNIFORM SYSTEM FOR PARKING FOR PERSONS WITH DISABILITIES WHICH PROVIDES GUIDELINES FOR STATES TO ESTABLISH A UNIFORM SYSTEM FOR HANDICAPPED PARKING.

COST SHEET			
DMV1200151 - HANDICAPPED PLACARDS			
DESCRIPTION	QUANTITY	COST EACH	EXTENDED COST
PERMANENT PLACARDS	400,000		\$
TEMPORARY PLACARDS	20,000		\$
TOTAL BID			\$

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.

RFQ No. DMV120151

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 _____