



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
ISCM0104

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - COMPUTER ROOM
 BUILDING 6, ROOM B148
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0135 304-558-5914

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

BID OPENING DATE: 04/26/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		600-71		
MAILING MACHINES						
REQUEST FOR QUOTATION (RFQ)						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE ONE (1) CONSOLE MAIL INSERT TO REPLACE THE EXISTING INSERTER LOCATED IN BUILDING 6 ON THE WEST VIRGINIA STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.						
COST SHALL INCLUDE A 60 MONTH WARRANTY.						
TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.						
DEADLINE FOR ALL TECHNICAL QUESTIONS IS 04/17/2012 AT THE CLOSE OF BUSINESS.						
ALL TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.						
VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RF						

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.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).



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<p>SPECIFICATIONS BY AND OFFICIAL WRITTEN ADDENDUM BY THE PURCHASING DIVISION IS BINDING.</p> <p>NO CONTACT BETWEEN THE VENDOR AND ANY AGENCY REGARDING THE SUBJECT MATTER OF THIS RFQ IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL</p>						

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<p>REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE </p> <p>..... COMPANY </p> <p>..... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</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>ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.</p> <p>NOTICE</p>						

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<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> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: I SCM0104</p> <p>BID OPENING DATE: 04/26/2012</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						

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REQUEST FOR QUOTATION
ISCM0104
Specifications

I. SCOPE

The Data Center, West Virginia Office of Technology, identified hereinafter as "the agency", wants to replace one of its two console inserters.

II. CURRENT ENVIRONMENT

The agency currently owns and operates the following inserting equipment:

1. One Pitney Bowes FX14 console inserting system, installed in 2004, with continuous and cut-sheet input capability, 6 stations, OMR and 2of5 barcode scanners, meters, and trim/vac collection capability.
2. One Pitney Bowes Series 8 console inserting system, refurbished, installed in 2007, with continuous and cut-sheet input capability, 6 stations, OMR and 2of5 barcode scanners, and dual meter. This machine is being replaced.

The agency processes approximately ten million mail pieces per year through these 2 machines.

III. REQUIREMENTS

The vendor shall provide a solution that meets all of the following mandatory requirements.

1. Must be a programmable, software-controlled, console inserting system.
2. Equipment must be new. Remanufactured or warranted-as-new equipment is unacceptable.
3. Must include all necessary software and hardware (e.g. server, monitor, printers, mouse, keyboard, scanner etc.) required to run the system.
4. Must be capable of processing dual-input (cut sheet and continuous forms) pages simultaneously or separately; accumulating the pages into sets; tri-folding and half-folding the sets; adding pre-folded inserts to the sets; inserting the sets into #10 envelopes or into 6x9.5 envelopes at the operator's discretion; sealing mail pieces; metering mail pieces.
5. Must be capable of processing the current jobs, including scan jobs with OMR marks or 2of5 (interleaved) barcodes, and counted page sets. Scan jobs may be controlling number of pages per set and/or selective added inserts. OMR marks may be on left or right margin. Barcodes are on right margin.
6. Must include a single meter capable of applying metered postage for 1 and 2 ounce letters, first class and standard mail, with various ancillary endorsements. Must have dual auto-cleaning print-heads. Must alert the operator when meter ink is low.

7. Must be capable of accepting forms fed in Z-A sequence.
8. Must be capable of detecting a double feed, bad barcode, or missing page and diverting the entire set before the fold and/or before applying postage.
9. Must be capable of diverting mail pieces, after sealing but before postage is applied, for barcoded exceptions or high seal mail pieces.
10. Must have an accumulator area capable of handling 2 sets of collated documents simultaneously.
11. Must be able to cycle up to 14,000 output mail pieces per hour.
12. Must have a duty cycle of 2,000,000 mail pieces per month, minimum.
13. Must have the capability of user-modified chassis speed control and the capability to auto-adjust speed to optimize job performance, based on pieces inserted per hour.
14. Must have the capability to auto-adjust speed (insertions/hour) based on thickness of inserted materials.
15. Must gradually increase speed at start-up to minimize paper jams .
16. Must have capability of starting and stopping the system via remote control.
17. Must have 6 modular servo-driven friction feeders with missed form and double detect features.
18. Must have an automatic stop/delay for jammed, mis-fed, or empty feeder stations with visible indicators.
19. Must have feeders that can be continuously loaded without stopping the machine.
20. Must have a Graphical User Interface (GUI) with on screen help and troubleshooting.
21. Must be able to fold up to 7 tri-folded or up to 10 half-folded sheets of 20# paper and have the capability to switch between the 2 modes by a single operator.
22. Must have envelope feeder with capacity of 3500 letter envelopes, minimum.
23. Must be able to process executive, side-seam and diagonal-seam outer envelopes.
24. Must be able to process tri-fold (#10) and half-fold (6x9.5) outer envelopes, and have the capability to switch between the 2 sizes by a single operator.
25. Must have the capability to detect faulty envelopes and bypass them without operator intervention.
26. Must include a servo-controlled cutter with the ability to cut, trim, feed, and accumulate 25,000 1-up continuous-form pages per hour.
27. Must be capable of attaching a sheet feeder to process and fold cut-sheet input separately or simultaneously with the cutter. Sheet feeder is not part of this procurement.
28. Must have the capability to process continuous form input printed in a 2-up format.
29. Must be compatible with Business Manager accounting system software to verify valid cost center and be able to electronically provide the system data for billing, including operator ID, cost center, piece count, postage used, date, time,

machine ID, rate class, and special fee codes.

30. Must have capability of producing formatted reports of jobs run.
31. Must be capable of self-optimizing its' own performance.
32. Must be capable of storing common application set-up criteria.
33. Must include a vacuum waste collection system capable of removing cutter waste, including an integrated chopper, waste buffer, filter and sensor to signal operator when the receptacle requires emptying.
34. Must include air compressor, if required for operation. Site does not have compressed air supply.

IV. INSTALLATION AND MAINTENANCE

1. The vendor shall deliver and install the console inserter at the agency's site:
 Building 6, Room B-148
 1900 Kanawha Blvd. E.
 Charleston, WV 25305
2. Cost must include shipping and installation.
3. Vendor must include on-site training for 3 employees deployed on 2 shifts: dayshift (7am – 3pm) and evening shift (3pm – 11pm).
4. Vendor must provide 2 complete sets of user manuals and operating instructions.
5. The agency will formally accept the equipment after the product has been installed and confirmed to be working properly.
6. Vendor must warrant and maintain the system for 60 months, effective upon acceptance of the equipment by the agency. During this 60-month period, the vendor shall make any necessary repairs, replace any defective parts, perform preventative maintenance, install engineering changes and modifications, and otherwise maintain the system at no additional cost to the agency. Warranty/maintenance period must include 1-hour phone response and 2-hour onsite service response, M-F 7am-10pm.
7. The vendor shall provide durable supplies and/or parts required but not included in the warranty/maintenance (e.g. ink, sealant, printheads) along with the current price and estimated yield of each. Annual cost of these items based on 1 million sealed, metered, mail pieces per year must be included on the cost sheet.
8. The vendor shall provide in the bid a schematic of the proposed equipment showing the dimensions, arrangement and required access space surrounding the equipment. Schematic must also indicate requirements and placement of electrical circuits. Agency will supply and install all electrical circuits required.
9. Successful vendor must have a representative onsite within 15 days of issuance of purchase order, to meet with the agency to develop a schedule for delivery, installation, testing and training. The schedule for delivery and installation will be coordinated with a separate project not included in this RFQ to rearrange

existing equipment. Delivery and installation is expected to occur within 120 days after the issuance of the purchase order. Training and testing are expected to occur for 3 consecutive days immediately following the installation or until all features have been tested and understood, whichever is longer.

10. Vendor must identify trade-in allowance, if any, for existing equipment being replaced by this procurement (Pitney Bowes refurbished Series 8 console inserter). De-installation and shipping costs pertaining to the trade-in must be borne by the vendor.

V. COSTS

The vendor must complete the following cost sheet and submit it as part of the bid response. All costs must be identified on the cost sheet. Costs will be all inclusive including all hourly rates, travel, and all goods/services needed to fulfill the mandatory requirements. **The Grand Total Cost will be the firm bid price.**

VI. AWARD

Details for mandatory requirements are described in Section III. The State shall make the award to the lowest-cost response that meets all the mandatory requirements.

COST SHEET

Vendor Name _____

Vendor Address _____

Vendor Contact _____

Vendor Phone No. _____

Please provide cost with and without trade-in allowance:

Cost of system (including delivery, installation, testing, training and 60-month warranty):	Annual cost of durable supplies (i.e. parts and supplies not covered by the vendor's warranty), based on 12 million annual mail pieces.	Trade-in allowance for existing Pitney Bowes Series 8 console inserter	GRAND TOTAL COST:

Vendor must provide informational list of durable supplies (item IV.7. above) and informational schematic (item IV.8. above). This information should be included in the vendor's bid response.

It is strongly preferred that vendors type cost sheets.

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.

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 _____