



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
NTIRE13A

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 804-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

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ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
05/15/2013

BID OPENING DATE: 05/30/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		EA		998-13-99-000		
	TIRES: NEW					
	ADDENDUM NO. 06					
	THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.					
0002		LS		998-13-99-000		
	1					
	TIRES: NEW					

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

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

SOLICITATION NUMBER: NTIRE13A
Addendum Number: 6

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

To reissue the specifications in their entirety. Changes apply to Section 4 only
To issue the Pricing Page in Hard Copy. Vendors are to complete the cost sheet manually.
Bid opening date remains: 05/30/2013 at 1:30 PM

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an open-end contract for new tires and tubes for passenger and pursuit automobiles, as well as, light and medium duty trucks and Sports Utility Vehicles. This Contract shall not include any heavy duty or off-road tires covered by contract number NTire11B (copy attached), or farm tires covered by contract number FRMTIRE11.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Catalog”** means the price list or sales catalog that includes all items that Vendor can and will sell under this Contract.

 - 2.2 **“Catalog Price”** means the lowest price listed for a Contract Item in Vendor’s Catalog. (Ex. A box of 200 tissues priced at \$4.00 per box has a catalog price of \$4.00. A crate of tissue boxes priced at \$400.00 has a catalog price of \$400.00).

 - 2.3 **“Discount Percentage”** means the percentage discount that Vendor will apply to all Agency purchases of Contract Items in a given product category

 - 2.4 **“Discounted Price”** means the price that the Vendor will charge Agencies for the purchase of Contract Items under this Contract. The Discounted Price is the Catalog Price reduced by the Discount Percentage.

 - 2.5 **“Discounted Unit Price”** means the discounted price of one Unit of an Contract Item purchased under this Contract. The Discounted Unit Price will only be used for evaluation purposes.

 - 2.6 **“Contract Item”** means new tires and tubes for passenger and pursuit automobiles, as well as, light and medium duty trucks and Sports Utility Vehicles, but specifically excludes any heavy duty or off-road tires covered by contract number NTire11B (copy attached), or farm tires covered by contract number FRMTIRE11 (copy attached).

 - 2.7 **“Pricing Page”** or **“Pricing Pages”** means the schedule of prices, Discount Percentage, estimated usage, and totals attached hereto as Exhibit A and used to evaluate the RFQ.

REQUEST FOR QUOTATION
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- 2.8 “RFQ” means the official request for quotation published by the Purchasing Division and identified as NTIRES13.
- 2.9 “Total Bid Cost” means the sum of the bid total column on the Pricing Pages shown below the bid total column and identified as the total bid cost.
- 2.10 “Unit” means the smallest measurable amount of an Contract Item and is identified on the Pricing Pages in the Unit column. The Unit will only be utilized for bid evaluation purposes.
- 2.11 “Unit Price” means the price of an individual unit of an Contract Item as shown on the Pricing Pages.
- 2.12 “Units Provided for Catalog Price” means the total number of units of an Contract Item contained in the package advertised for sale in Vendor’s Catalog that corresponds with the Catalog Price. (Ex. A box of 200 nuts advertised in vendor’s catalog for \$4.00 has a Units Provided for Catalog Price of 200. A crate of nuts advertised in Vendor’s catalog for \$400.00, each containing 100 boxes with 200 nuts per box, yields a Units Provided for Catalog Price of 20,000.)
- 2.13 “CATL” Cooperative Approved Tire List.

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items (as defined above) on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 All tires bid by Vendor must be listed in the Cooperative Approved Tire List (CATL) current issue or provide a Qualification Certificate Form signed by the CATL program administrator.

3.1.2 All tires and tubes are subject to inspection, examination and testing by the State of West Virginia. The right is reserved to select the type and size of tires and tubes for such tests at any or all times during the term of the contract. Tires chosen for inspection and testing may be selected from actual deliveries made to any of the delivery locations.

- 3.1.3 **Warranty:** Vendor shall provide its standard manufacturer's warranty for all tires. A copy of the warranty policy should be submitted with Vendor's bid. Vendor shall also provide manufacturer's standard tire replacement policy if different from the warranty.
- 3.1.4 Vendor will not provide discontinued or obsolete tires to Agency at any time.
- 3.1.5 All inner tubes provided under this Contract shall be standard production, heavy duty butyl tubes or natural rubber of fresh stock. All inner tubes must be NEW and must have been produced or manufactured within the last one (1) year prior to installation or delivery.
- 3.1.6 Contract shall cover all tires in the vendor's line, and is not limited to those listed in the pricing model on the bid schedule. A list of all manufacture's tires is to be provided prior to contract award.

4. CONTRACT AWARD, PERCENTAGE DISCOUNT, CATALOG:

- 4.1 **Contract Award:** The Contract is intended to provide the Agency with a discounted price on all Contract Items. The Contract shall be awarded to the Vendor that meets the RFQ specifications and provides the lowest Total Bid Cost for the Contract Items listed on the Pricing Pages. Notwithstanding the foregoing, the Purchasing Division reserves the right to award this Contract to multiple Vendors if it deems such action necessary and to disqualify a Vendor if that Vendor's bid fails to bid sufficient items to meet the State's needs.
- 4.2 **Discount Percentage:** Vendor shall quote a single Discount Percentage that will reduce the lowest price shown in the Catalog for every Contract Item. The resulting Discounted Price shall be the price Agencies pay for purchases of that Contract Item under this Contract.

Vendor shall not incorporate Discount Percentages into its Catalog unless the Vendor clearly shows the Catalog Price and then separately lists the applicable Discount Percentage and the Discounted Price for each Contract Item.

The Discount Percentage and subsequent Discounted Price derived from that discount must take into account any and all fees, charges, or other

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miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate Discounted Unit Price for items purchased under this Contract.

- 4.3 Pricing Pages:** Vendor should manually complete the Hard Copy Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each category of frequently purchased Contract Item includes the Vendor's Contract Item manufacturer, the manufacturer's number for each Contract Item, Equivalent Vendor Brand, (If applicable), Equivalent Vendor Part Number, (If applicable), Estimated Quantities, Catalogue Price, Discounted Unit Price, Extended Price, Discount Percentage, Subtotal, and Total Tire Cost. The purchased Service Items includes Estimated Quantity, Unit Price of the Service, Extended Price, Subtotal, and Total Additional Services. The Vendor should also include the Grand Total for all Contract Items and Services. Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified.

Vendor Entered Calculations:

TIRES:

Column G: Catalog Price-the manufacturer's published list price for the item.

Discount Percentage: Percent discount from the Catalog Price. This discount percentage must be the same for all contract items of that category.

Column H: Discounted Unit Price= Catalog price minus the total of the Catalog Price multiplied by the discount percentage. **IE:** Catalog price- (Catalog price x Discount Percentage)

Column I: Extended Price=Discounted Unit Price multiplied by the Estimated Quantity. **IE.** Discount Unit Price x Estimated Quantity.

Subtotal: The summation of all items in a given category

Total Tire Cost: The summation of all items in all categories.

ADDITIONAL SERVICES:

Column C: Unit Price of Services-cost of service for one tire

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Column D: Extended Price= Unit Price of Service multiplied by the Estimated Quantity. IE. Unit Price of Service x Estimated Quantity.

Subtotal: The summation of all services in a given category

Total Additional Service Cost: The summation of all items in all categories.

Grand Total: The summation of all tires and services

The Pricing Pages contain a list of frequently purchased items and estimated unit quantity that will be purchased. The estimated unit quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Notwithstanding anything contained herein, the Purchasing Division may correct errors on the Pricing Pages. Vendors shall complete the pricing page manually. Please take care that all numbers are legible and correct.

The Purchasing Division reserves the right to take Vendor's Pricing Pages and insert the appropriate numbers into the Microsoft Excel spreadsheet if Vendor chooses to complete the Pricing Pages in any other way.

5. Catalog:

5.1 Submission. Vendor must submit its Catalog prior to award of this Contract for evaluation purposes. Vendor shall also mail the Catalog free of charge to any Agency desiring to use this contract. Copies of the Catalog may be requested in an electronic format and should be provided in that format if possible. Vendor's Catalog will be used by Agencies to order Contract Items under this Contract.

Vendor should identify all items listed on the Pricing Pages by circling or highlighting those items in its Catalog and earmarking or tabbing the pages for those items, to assist in the evaluation and verification of the bids and pricing. If any discrepancies exist between the Pricing Pages and the actual price listed in the Catalog, the actual price shall prevail and the Pricing Pages may be corrected by the Purchasing Division buyer for evaluation purposes.

5.2 Catalog Modification. The Purchasing Division may permit Vendor to update its Catalog at each renewal date. Determination of whether or not to allow a Catalog update is at the sole discretion of the Purchasing Division.

Any request by Vendor to update its Catalog must include a detailed listing of the following: (1) any Contract Items being removed, Discounted Unit Prices for those items, Agencies quantity usage of those items, and total spent by Agencies on those items; (2) any Contract Items being added to the Catalog and the Discounted Unit Price of those items; (3) all changes in the Discounted Unit Price to Contract Items, estimated usage relating to items that have changed in price, and the total impact of the price change on the State; and (4) justification for updating its Catalog. The Purchasing Division may waive the detailed listing requirement if it finds that doing so is in the best interest of the State. Unless an updated catalog is approved, the Contract Items available under this Contract and prices for those items shall remain unchanged during the term of this Contract.

In the event that multiple vendors are awarded a contract under the RFQ, The first priority vendor shall not be permitted to include in its updated Catalog items being sold by a vendor that is lower in ordering priority without the consent of that lower priority vendor.

6. DEALER DELIVERY SYSTEM:

- 6.1 Dealer Network:** Agency and Vendor agree that Vendor will provide Contract Items to the State through its dealer network. Prior to award, Vendor should provide a list of all of its Dealers in and around West Virginia that will be participating in this contract.
- 6.2 Dealer Agreement:** Any dealer that will be participating in this Contract must sign a dealer agreement and submit the same to the State for processing prior to performing under this Contract.

Vendor must submit its proposed dealer agreement prior to contract award for review by the State. If the Vendor and the State are unable to agree upon acceptable terms of the dealer agreement then the State may disqualify Vendor's bid and move to the next lowest bidder. After the dealer agreement has been approved, Vendor should submit the dealer agreement to its dealer network and then return the signed dealer agreements to the Purchasing Division for attachment to this Contract prior to Contract award.

Additional dealers may be added after contract award by submission of a dealer agreement that will then be incorporated into this contract through a change order as described in the modification section of the terms and conditions.

7. PAYMENT

7.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Payment shall be to Vendor who is then responsible for ensuring that the dealers in its network are paid.

8. DELIVERY AND RETURN:

8.1 Delivery Time: Vendor shall deliver standard orders for tires not in stock at a dealer location within ten working days after orders are received. Vendor shall deliver emergency orders for tires not in stock at a dealer location within two working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

8.2 Manufacturer's Warranty Documentation: A copy of the manufacturer's warranty shall accompany all tires provided to Agency.

8.3 Locations: The vendor shall have sufficient locations to assure prompt delivery and service in all areas of West Virginia.

8.4 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

8.5 Delivery Payment/Risk of Loss: Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

9. MISCELLANEOUS:

9.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the RFQ unless a contract modification is approved in accordance with the provisions contained in this Contract.

9.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

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9.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

9.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____

**NTIRES13A: New Tires and Tubes
Pricing Pages**

NTIRE13A Pricing Page Revised Per Addendum 6 (Hard Copy ONLY)

Item Number	Goodyear's Part Number (See Note 1)	Item Description	Equivalent Vendor Brand (See Note 1)	Equivalent Vendor Part Number (See Note 1)	Estimated Quantity (Tires)	Catalogue Price (Per Unit) (See Note 2)	Discounted Unit Price	Extended Price
Category: Police Tires								
1	732002500	P235/55R17 98W S2 EAG RS-A VSB RPTL			2484			
2	732354500	P225/60R16 97V S2 EAG RS-A VSB RPTL			1514			
3	166579530	P235/55R17 98V S2 EAG UG GW3 VSB RPTL			1004			
4	732354148	P225/60R16 97V S2 EAG RS-A PLUSVSB RPTL			815			
5	732312500	P225/60R18 99W SL EAG RS-A VSB RPTL			671			
6	147354070	P225/60R16 97V S2 EAG UG GW2BCSRPTL			487			
7	166585530	P225/60R18 99V SL EAG UG GW3 VSB RPTL			257			
8	732301500	P265/60R17 108V SL EAG RS-A VSB RPTL			18			
9	732585500	P225/60R18 99V S2 EAG RS-A VDXRPTL			15			
10	732478500	P225/70R15 100V S2 EAG RS-A VDXRPTL			10			
Discount Percentage (Applied to items above and Catalogue items in this category)						Subtotal A:		

NTIRES13A: New Tires and Tubes

Pricing Pages

Item Number	Goodyear's Part Number (See Note 1)	Item Description	Equivalent Vendor Brand (See Note 1)	Equivalent Vendor Part Number (See Note 1)	Estimated Quantity (Tires)	Catalogue Price (Per Unit) (See Note 2)	Discounted Unit Price	Extended Price
Category: Automobile Tires								
11	Deleted							
12	738057571	P205/60R16 91H SL ASSURANCE FUEL MAX TL			193			
13	402070156	P235/65R17 103T S2 INTEGRITY H BSLRPTL			163			
14	738338571	225/65R16 100H SL ASSURANCE FUEL MAX TL			132			
15	738571571	215/60R16 95V SL ASSURANCE FUEL MAX TL			128			
16	738093571	P195/60R15 87H SL ASSURANCE FUEL MAX TL			104			
17	732401500	195/60R15 88H SL EAG RS-A VSBTP			98			
18	706536492	P205/60R16 91T SL EAGLE LS VSBTP			82			
19	762171406	ST205/75R15C MTHN TRLR BSLRPTL TTC			82			
20	413189507	P225/60R18 99H S1 ASSUR COMTRD VSBTL			75			
Discount Percentage (Applied to items above and Catalogue items)							Subtotal B:	

NTIRES13A: New Tires and Tubes

Pricing Pages

Item Number	Goodyear's Part Number (See Note 1)	Item Description	Equivalent Vendor Brand (See Note 1)	Equivalent Vendor Part Number (See Note 1)	Estimated Quantity (Tires)	Catalogue Price (Per Unit) (See Note 2)	Discounted Unit Price	Extended Price
Category: Light Truck Radial Tires								
21	748636189	LT245/75R17 WRL SILARMR PROGRD E OWLTL			1325			
22	748747188	LT245/75R16 WRL SLTARMR PROGRAD E BSLTL			845			
23	758494188	P245/65R17 105T WRL SLTARMR SL BSL TL			567			
24	758508188	P245/70R17 108T WRL SLTARMR SL BSL TL			431			
25	758492189	P235/70R16 104T WRL SLTARMR SL OWL TL			429			
26	748469189	LT245/70R17 WRL SILARMR PROGRD E OWLTL			334			
27	183407418	P235/70R16 104S S2 WRL SR-A OWL TL			314			
28	748748188	LT225/75R16 WRL SLTARMR PROGRD E BSLTL			279			
29	312249027	LT245/75R16 120/116Q E WRL DURATRAC OWL			278			
30	744830900	LT225/75R16E WRL HT OL BSL TL			269			
Discount Percentage (Applied to items above and Catalogue items)								
							Subtotal C:	

NTIRES13A: New Tires and Tubes
Pricing Pages

Item Number	Goodyear's Part Number (See Note 1)	Item Description	Equivalent Vendor Brand (See Note 1)	Equivalent Vendor Part Number (See Note 1)	Estimated Quantity (Tires)	Catalogue Price (Per Unit) (See Note 2)	Discounted Unit Price	Extended Price
Category: Medium Commercial Tires								
31	138179337	11R225 146/143L H G661 HSA TL			481			
32	138307265	11R225 H G622 RSD TL			422			
33	138953265	11R225 G G622 RSD TL			345			
34	756256420	315/80R225 L G291 LP TL			333			
35	138953337	11R225 144/142L G G661 HSA TL			262			
36	138577337	12R225 150/147L H G661 HSA TL			219			
37	756938265	295/75R22.5 G G622 RSD TL			150			
38	138803185	11R225 H G182 RSD TL			139			
39	138802101	11R225 G G338 1AD TL			117			
40	756246567	215/75R175 H G114 LP STTL			99			
Discount Percentage (Applied to items above and Catalogue items)								
							Subtotal D:	

NTIRES13A: New Tires and Tubes

Pricing Pages

Item Number	Goodyear's Part Number (See Note 1)	Item Description	Equivalent Vendor Brand (See Note 1)	Equivalent Vendor Part Number (See Note 1)	Estimated Quantity (Tires)	Catalogue Price (Per Unit) (See Note 2)	Discounted Unit Price	Extended Price
Category: Unisteel Commercial								
41	139172205	225/70R195 G G622 RSD TL			292			
42	139418205	225/70R195 F G622 RSD TL			290			
43	139177080	245/70R195 133/132L G G647 RSS TL			86			
44	139172053	225/70R195 G G647 RSS TL			63			
45	139913205	245/70R195 G G622 RSD TL			51			
46	139418053	225/70R195 F G647 RSS BL TL			33			
47	139172907	225/70R195 G G149 RSA TL			23			
48	139080304	LT235/85R16 E G933 RSD ARMORMAX TL			18			
49	139229099	LT235/85R16G G614 RST TL			15			
50	139177907	245/70R195 G G149 RSA TL			14			
Discount Percentage (Applied to items above and Catalogue items)						Subtotal E:		
						Total Tire Cost (Subtotals A+B+C+D+E):		

Note 1: The manufacturer's part number and other brand specific information provided, is for identification purposes only and Vendors are

Note 2: For purposes of this pricing page a unit is equal to one tire.

NTIRES13A: New Tires and Tubes
Pricing Pages

Police and Automobile Additional Services			
Service	Estimated Quantity (per tire)	Unit Price of Services (per tire)	Total
Mount	1,000.00		
Balance	1,000.00		
Valves	1,000.00		
Disposal	1,000.00		
Additional Services			
Subtotal Cost F:			

Light Truck Radial and Bias Additional Services			
Service	Estimated Quantity (per tire)	Unit Price of Services (per tire)	Total
Mount	1,000.00		
Balance	1,000.00		
Valves	1,000.00		
Disposal	1,000.00		
Additional Services			
Subtotal Cost G:			

Commercial Truck (Light Truck and Medium Commercial) Additional Services			
Service	Estimated Quantity (per tire)	Unit Price of Services (per tire)	Total
Mount	1,000.00		
Balance	1,000.00		
Valves	1,000.00		
Disposal	1,000.00		
Additional Services			
Subtotal Cost H:			

Total Additional Services (Subtotals F, G, & H):	
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Total Tire Cost:	
Total Additional Services Cost:	
GRAND TOTAL	

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: NTIRE13A

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012