



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

Solicitation

NUMBER
SOS201208

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
GUY NISBET 304-558-8802

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RFQ COPY
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SECRETARY OF STATE

 BUILDING 1, ROOM 157K
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0770 558-6000

DATE PRINTED
12/17/2012

BID OPENING DATE: 12/27/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED FOR THE WEST VIRGINIA SECRETARY OF STATE'S OFFICE (SOS) OPEN-END CONTRACT FOR TIME SENSITIVE PRINTING AND BULK MAILING ISSUED TO DISTRIBUTE THE ATTACHED INFORMATION FOR THE VENDOR COMMUNITY.		
0001	1	LS		966-55		
				BULK MAILING AND PRINTING SERVICES		
***** THIS IS THE END OF RFQ SOS201208 ***** TOTAL:						

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: SOS201208
 Addendum Number: No.1

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:

Addendum for the West Virginia Secretary of State's office; solicitation for Open-End Contract for printing and bulk mailing issued to distribute the attached information.

1. Questions and responses from submitted questions.
2. Example for reference to question number 4.

No other Changes.

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

SOS201208 Question Submission
Bulk Mailing and Printing
Bid Opening Scheduled for: 12/27/2012

Q.1. What is the size of the postcard?

A. 4 X 6

Q.2 Any way you can tell us how the data will be received from you for the personalization?

A. Retrieve data from an ftp site that is provided by either WVSOS or selected vendor.

Q.3. How many ink colors for the envelope?

A. One

Q.4. What type of scan code requirements are they?

A. There are three separate fonts that are required to be used in order for the payment "coupons" to be processed by the State Treasurer – two of which are used for displaying specific data in bar code format. Details are attached.
The second barcode is located on page 2 of the letter. It is located at the top-right of the template. Specifics – 3 of 9- ½" in size – the Organization ID.

Q.5. Should we bid without postage?

A. Yes. The actual postage will be billed as a pass through item based on the current applicable rates for bulk rate, pre-sorted first-class, and certified

Q.6. 3.1.3.2 & 3.1.6.2 Two page letter/form...is this 1 sheet printed both sides or something else?

A. Two sheets of paper printed on the front side only, multiple merged data on each sheet.

Q.7. 3.1.5.2 One page letter...is this 1 sheet printed on 1 side or something else?

A. Correct. One sheet of paper, front only.

Q.8. What are the sizes of the Postcards?

A. See above

Q.9. What is the size of the Letters (assume 8.5 x 11)?

A. 8.5 x 11

Q. 10. "Two Page Letter/Form", is that two single sided or two double sided? Are there are perfs? One page letter, single sided? Two page letter, two single sided pages or one double sided?

A. See above

Q. 11. How many colors are on the Envelopes, do they bleed, and what is the window position (standard?)?

A. See above, Standard window



Office of the West Virginia Secretary of State
Natalie E. Tennant



10480101

Date
Business & Licensing Division
PO Box 40300
Charleston, WV 25364

xxOrganizationNamexx
xxMainOfficeLine1xx
xxMainOfficeLine2xx
xxMainOfficeCityStateZipxx

PIN: xxPinxx

ORG ID: xxRecordIdxx

Re: xxRYxx Annual Report Filing (due no later than June 30th to avoid Penalty)

Save time and file online at www.business4wv.com. Online filing is a secure process, which allows you to pay by credit card or check 24/7 and receive an email confirmation of your filing. You will need the Personal Identification Number (PIN) located at the top right of this letter (also on the top left section of the enclosed report).

If you need assistance filing online, visit our website, www.wvsos.com for an online filing tutorial, or contact us at business@wvsos.com, or toll-free 1-855-462-3886.

If you absolutely cannot file online this year, complete the enclosed annual report form. Mail or deliver this payment form, the completed annual report form (pg. 2), and a check for the below total amount no later than 5pm on the last business day of June.

Companies that do not file their annual report by the due date will be assessed a mandatory late fee of \$50 if a profit organization or \$25 if a non-profit organization as required by West Virginia Code §59-1-2a and are at risk of being administratively dissolved or revoked.

Thank you for doing business in West Virginia.

Sincerely,

Penney Barker, Manager – Business & Licensing Division
Make check payable to: West Virginia Secretary of State
Mail to: PO Box 40300
Charleston, WV 25364

TOTAL AMOUNT DUE: \$25.00

FOR OFFICE USE ONLY:	Fee#	Amount
Annual Report – For Profit	1617 12382	2500
Annual Report – Not-for-profit	1617 12383	
Late Fee – For Profit	1617 12370	
Late Fee – Not-for-profit	1617 12381	
LLP – State	0155 12384	
LLP – Agency	1612 12385	
Insurance Atty In-Fact – State	0155 12386	
Insurance Atty In-Fact – Agency	1612 12387	
TOTAL REMITTANCE		2500

xxIdxxxxRYxx002500

Annual Report for
 Corporations, Limited Partnerships, Voluntary Associations, and/or Business Trusts
DUE DATE: By 5pm on last business day of June, if filing by mail or in person
If filing online report is due by 11:59 p.m. on June 30, xxGYxx
Save time and file online at www.business4wv.com

PIN: xxPinxx Organization#: xxRecordIdxx

3 of 9 barcode – Org ID

(Please Print or Type Information)

1. **Name of Organization:** xxOrganizationNamexx
2. **Incorporation or Qualification date:** xxEffectiveDateFormattedxx **In which State:** xxCharterStateProvincexx
3. **Tax ID: #** xxTaxIdxx **County Code:** xxCharterCountyxx **Business Class Code:** xxBusinessPurposexx **# of Employees:** _____

To view a list of County Codes they are available at: <http://www.wvsos.com/business/helpfiles/fieldcodes.htm>
 To view a list of Business Class Codes they are available at: http://www.state.wv.us/taxrev/uploads/2006_NAICS.pdf

Website Address: _____

4. **Principal Office Address:** xxPrincipleOfficeLine1xx
 (if different, please make appropriate changes) xxPrincipleOfficeLine2xx
xxPrincipleOfficeCityStateZipxx
5. **Principal Mailing Address:** xxPrincipleOfficeMailingLine1xx
 (if different, please make appropriate changes) xxPrincipleOfficeMailingLine2xx
xxPrincipleOfficeMailingCityStateZipxx
6. **Name and mailing address of the person to whom notice of process may be sent:** xxNoticeOfProcessNamexx
 (if different, please make appropriate changes) xxNoticeOfProcessAddress1xx
xxNoticeOfProcessAddress2xx
xxNoticeOfProcessCityStateZipxx

*If new agent furnish new agent's signature: _____

7. **Business email address where annual mailing notices may be sent is:** _____
8. List names and addresses of the entity's parent company, if any. Attach list if more space is needed.

P	S	Organization Name	Mailing Address
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
P	S	Organization Name	Mailing Address
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

9. **Officer/Partner/Member Information:** List the name and address of each officer/partner/member having authority to sign filings (attach additional pages if necessary):

Name	Mailing Address
<u>xxPosition1Namexx</u>	<u>xxPosition1Address1xx xxPosition1Address2xx xxPosition1CityStateZipxx</u>
<u>xxPosition2Namexx</u>	<u>xxPosition2Address1xx xxPosition2Address2xx xxPosition2CityStateZipxx</u>
<u>xxPosition3Namexx</u>	<u>xxPosition3Address1xx xxPosition3Address2xx xxPosition3CityStateZipxx</u>
<u>xxPosition4Namexx</u>	<u>xxPosition4Address1xx xxPosition4Address2xx xxPosition4CityStateZipxx</u>
<u>xxPosition5Namexx</u>	<u>xxPosition5Address1xx xxPosition5Address2xx xxPosition5CityStateZipxx</u>
<u>xxPosition6Namexx</u>	<u>xxPosition6Address1xx xxPosition6Address2xx xxPosition6CityStateZipxx</u>

10. **Report must be signed in the name of the company by a: (1) officer of a corporation, (2) general partner of a limited partnership, (3) member or officer of a voluntary association or business trust.**
 Signature: _____ Date Signed: _____
 Title/Capacity of Person Signing: _____ Telephone #: _____

11. **Are you a scrap metal dealer or recycler?** YES NO If yes, you will need to register as a scrap metal dealer with the Secretary of State's office. You may obtain that form online at www.wvsos.com or by contacting us at 1-304-558-8000.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SOS201208

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