



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

Solicitation

NUMBER
DMV140008

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

DIVISION OF MOTOR VEHICLES

SHIP TO

1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED
08/28/2013

BID OPENING DATE: 09/04/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				1. TO PROVIDE THE MANDATORY PRE-BID SIGN IN SHEETS.		
				2. TO PROVIDE THE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED & RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 1		

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: DMV140008

Addendum Number: 01

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:

1. To provide the mandatory pre-bid sign in sheets.
2. To provide the addendum acknowledgment.

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

RFQ

SIGN IN SHEET

Request for Proposal No. DMV140009

PLEASE PRINT

Date: August 15, 2013

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>DMV</u> Rep: <u>Steve Monroe</u> Email Address: _____		PHONE <u>558-2232</u> TOLL FREE FAX
Company: <u>K.R. Donnelly</u> Rep: <u>Michael Ross</u> Email Address: <u>Michael.Ross@fid.com</u>	<u>101 CARRIAGE Way STE 507</u>	PHONE <u>304-757-6673</u> TOLL FREE FAX <u>304-757-6295</u>
Company: <u>Innovative Business Solutions</u> Rep: <u>Brian Bertlett</u> Email Address: <u>ibs@citynet.net</u>	<u>1224 Bushy Fork Cairo, WV 26037</u>	PHONE <u>304-628-3049</u> TOLL FREE FAX <u>304-628-3051</u>
Company: <u>DMU</u> Rep: <u>Zoe Bender</u> Email Address: <u>Zoe.e.bender@wv.gov</u>		PHONE <u>304-926-2590</u> TOLL FREE FAX
Company: <u>DMV</u> Rep: <u>Michael L. Maggard</u> Email Address: <u>Michael.L.maggard@WV.gov</u>		PHONE <u>304-926-2583</u> TOLL FREE FAX <u>304-926-3580</u>

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DMV140008

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