



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

Solicitation

NUMBER
DMV140141A

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 51
304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

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DIVISION OF MOTOR VEHICLES

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1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED
11/05/2013

BID OPENING DATE: 11/06/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM IS ISSUED:						
1. TO PROVIDE A COPY OF THE PRE-BID MEETING SIGN-IN SHEET FOR THE ABOVE SOLICITATION.						
2. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE 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: DMV140141A

Addendum Number: 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:

1. To provide copy of the pre-bid meeting sign-in sheet.
2. To provide Addendum Acknowledgement form.

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

SIGN IN SHEET

Request for Proposal No. DMV140141A PLEASE PRINT

Date: 10/22/2013

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>CHAPMAN PRINTING CO</u> Rep: <u>SCOTT A KITCHEN</u> Email Address: <u>SKITCHEN@CHAMPION-INDUSTRIES.COM</u>	<u>3000 WASHINGTON ST. WEST</u> <u>P.O. BOX 2029</u> <u>CHARLESTON WV 25381</u>	<u>WORK 304-341-0676</u> PHONE CELL <u>304-415-3231</u> TOLL FREE <u>800-824-6620</u> FAX <u>304-341-0688</u>
Company: <u>WV DMV</u> Rep: <u>Steve Monroe</u> Email Address: <u>STEVEN.E.MONROE@WV.GOV</u>	<u>1317 Mansford Street</u> <u>Charleston, WV 25301</u>	PHONE <u>558-2232</u> TOLL FREE FAX
Company: <u>RR DONNELLY</u> Rep: <u>Michael Ross</u> Email Address: <u>Michael.Ross@rrd.com</u>	<u>101 Cambridge Way Ste 307</u> <u>Hurricane, WV 25526</u>	PHONE <u>304-757-6673</u> TOLL FREE FAX <u>304-757-6295</u>
Company: <u>WV DMV</u> Rep: <u>Michael L. Maggard</u> Email Address: <u>Michael.L.Maggard@wv.gov</u>	<u>Charleston WV 25317</u>	PHONE <u>304-526-2583</u> TOLL FREE FAX
Company: <u>WV DMV</u> Rep: <u>Zoe Bender</u> Email Address: <u>Zoe.e.Bender@wv.gov</u>		PHONE <u>304-926-2590</u> TOLL FREE FAX

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DMV140141A

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. 2

<input type="checkbox"/> Addendum No. 3

<input type="checkbox"/> Addendum No. 4

<input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 6

<input type="checkbox"/> Addendum No. 7

<input type="checkbox"/> Addendum No. 8

<input type="checkbox"/> Addendum No. 9

<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