



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

State of West Virginia
Solicitation Response

Proc Folder: 1339539
Solicitation Description: Continuous Feed Registration Cards
Proc Type: Agency Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-01-16 14:30	SR 0802 ESR01162400000003413	1

VENDOR
000000211218
INNOVATIVE BUSINESS SOLUTIONS

Solicitation Number: ARFQ 0802 DMV2400000006

Total Bid: 6804

Response Date: 2024-01-16

Response Time: 13:56:56

Comments:

FOR INFORMATION CONTACT THE BUYER

Amber J Heath
304-414-7105
amber.j.heath@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Continuous Feed Registration Cards	600000.00	EA	0.011340	6804.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: Price based on 9 1/2" x 3" or 3 2/3" card size

Extended Description:

Continuous Feed Registration Cards



State of West Virginia
Agency Request for Quote
Office Supplies

Proc Folder: 1339539			Reason for Modification:
Doc Description: Continuous Feed Registration Cards			
Proc Type: Agency Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-01-03	2024-01-16 14:30	ARFQ 0802 DMV2400000006	1


BID RECEIVING LOCATION

BUDGET & PROCUREMENT
DIVISION OF HIGHWAYS
BLDG 6 RM 340A
1900 KANAWHA BLVD E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: 0211218
Vendor Name : INNOVATIVE BUSINESS SOLUTIONS
Address : 1224 BRUSHY FORK
Street :
City : CAIRO
State : WV **Country :** **Zip :** 26337
Principal Contact : BRIAN BARTLETT
Vendor Contact Phone: 304-628-3049 **Extension:**

FOR INFORMATION CONTACT THE BUYER
Amber J Heath
304-414-7105
amber.j.heath@wv.gov

Vendor Signature X  **FEIN#** 550785005 **DATE** 1-16-2024

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION - BUDGET AND PROCUREMENT DIVISION - SOLICITATION OF AN OPEN-END CONTRACT OF 9 1/2 X 3 CONTINUOUS FEED REGISTRATION CARDS FOR THE DIVISION OF MOTOR VEHICLES - PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO DOTPROCUREMENTTECHQUES@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS.

*****NOTICE*****

WE DO NOT ACCEPT EMAIL BIDS
MUST USE ONE THE FOLLOWING TO SUBMIT A BID:

- * UPLOAD TO OASIS
- * HAND DELIVERY
- * MAIL IN HARD COPY
- * FAX TO 304-558-0047

MAKE SURE YOU DOWNLOAD ALL INFORMATION - THE COMPLETE SOLICITATION - PRICING PAGES - SIGN THE PAGES THAT NEED SIGNED

PLEASE NOTE THAT TO BE AWARDED THIS CONTRACT YOU WILL NEED TO BE A REGISTERED VENDOR WITH WV STATE PURCHASING, AND COMPLIANT WITH SEVERAL AGENCIES SUCH AS THE WWSOS, TAX DEPARTMENT, WORKER'S COMPENSATION, AND UNEMPLOYMENT INSURANCE.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE S.E.	
CHARLESTON	WV	SUITE 50 CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Continuous Feed Registration Cards	600000.00000	EA	\$.01134	\$ 6,840.00

Comm Code	Manufacturer	Specification	Model #
82121500		9 1/2" x 3" or 3 2/3" card size	

Extended Description:
Continuous Feed Registration Cards

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions Due at 10:00am ET	2024-01-10

	Document Phase	Document Description	Page
DMV2400000006	Final	Continuous Feed Registration Cards	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Exhibit A Cost Sheet-Continuous Feed Registration Cards

Specification	Item Description	Unit Price Per Thousand	Estimated Quantity	Extended Price
3.1.1	9 1/2 x 3 Continuous Feed Registration Cards	\$ 11.34	600,000	\$ 6,804.00
			Total Bid Amount	\$ 6,804.00

Price based on 9 1/2" X 3" or 3 2/3" card size per Thousand as listed in Exhibit A Cost
Sheet size Unit Price Per Thousand of 9 1/2" x 3 or 3 2/3" card size

Specification	Item Description	Unit Price Per Each	Estimated Quantity	Extended Price
3.1.1	9 1/2 x 3 Continuous Feed Registration Cards	\$.01134	600,000	\$ 6,804.00
			Total Bid Amount	\$ 6,804.00

Price based on 9 1/2" X 3" or 3 2/3" card size per Each as listed in Exhibit A Cost
Sheet Unit Price Per Each of 9 1/2" x 3" or 3 2/3" card size

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Brian Bartlett, President
(Printed Name and Title)
1224 Brushy Fork Cairo, WV 26337
(Address)
304-628-3049 / 304-628-3051
(Phone Number) / (Fax Number)
ibs@citynet.net
(E-mail address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; ; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the Vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Innovative Business Solutions
(Company)
Brian Bartlett
(Signature of Authorized Representative)
Brian Bartlett, President
(Printed Name and Title of Authorized Representative)
1-16-2024
(Date)
304-628-3049 / 304-628-3051
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Continuous Feed Registration Cards

- 8.3 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.
- 8.4 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: Brian Bartlett
Telephone Number: 304-628-3049
Fax Number: 304-628-3051
Email Address: ibs@citynet.net

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 Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia, 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,
Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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% 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% vendor preference for the reason checked:

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

4. Application is made for 5% 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% 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% 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.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

8. Application is made for reciprocal preference.

- Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

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) rescind the contract or purchase order; 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.

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: Innovative Business Solutions Signed: Lyman Southall

Date: 1-16-2024 Title: President

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.