



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Continuous Postcard paper for renewal notices.	2400000.0	EA	0.008450	20280.00

Comm Code	Manufacturer	Specification	Model #
14111519			

**Commodity Line Comments:**

**Extended Description:**

Continuous Postcard paper for renewal notices.  
RFQ to obtain a vendor to provide continuous feed postcard paper on a continuing and ongoing basis



State of West Virginia  
Agency Request for Quote  
Office Supplies

Proc Folder: 1258447			Reason for Modification:
Doc Description: Continuous Postcard paper for renewal notices.			
Proc Type: Agency Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-07-13	2023-07-25 14:30	ARFQ 0802 DMV2400000001	1

**BID RECEIVING LOCATION**

BUDGET & PROCUREMENT  
DIVISION OF HIGHWAYS  
BLDG 5, RM A-317  
1900 KANAWHA BLVD E  
CHARLESTON WV 25305  
US

**VENDOR**

Vendor Customer Code:  
Vendor Name : *COLUMBIA Business Forms, LLC*  
Address : *41*  
Street : *LYME BAY*  
City : *COLUMBIA*  
State : *SC* Country : *USA* Zip : *29212*  
Principal Contact : *MICHAEL Pulaski*  
Vendor Contact Phone: *863-360-1153* Extension:

**FOR INFORMATION CONTACT THE BUYER**

Kristine E James  
304-414-7104  
kristy.e.james@wv.gov

Vendor Signature X *Michael Pulaski* FEIN# *46-2630101* DATE *7/24/23*

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 POSTCARD PAPER 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 WVSOS, 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 Postcard paper for renewal notices.	2400000.00000	EA	.00845	\$20,280.00

Comm Code	Manufacturer	Specification	Model #
14111519			

**Extended Description:**

Continuous Postcard paper for renewal notices.

RFQ to obtain a vendor to provide continuous feed postcard paper on a continuing and ongoing basis

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Questions Due at 10:00am ET	2023-07-19

**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.

MICHAEL Pulaski owner  
(Printed Name and Title)  
41 LYME BAY, COLUMBIA, SC 29212  
(Address)  
803 360 1153 803 772-6754  
(Phone Number) / (Fax Number)  
MPULASKI@mindspring.com  
(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.

COLUMBIA BUSINESS FORMS  
(Company)

Michael Pulaski  
(Signature of Authorized Representative)

MICHAEL Pulaski owner  
(Printed Name and Title of Authorized Representative)

7/24/23  
(Date)

803.360.1153 803 772.6754  
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
Continuous Feed Postcard Paper

---

- 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: MICHAEL RULASKI  
Telephone Number: 803 360 1153  
Fax Number: 803 772-6254  
Email Address: mpulaski@mindspring.com