



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:** 1258447  
**Solicitation Description:** Addendum 2-Continuous Postcard paper for renewal notices.  
**Proc Type:** Agency Master Agreement

Solicitation Closes	Solicitation Response	Version
2023-08-01 14:30	SR 0802 ESR07312300000000364	1

**VENDOR**  
000000211218  
INNOVATIVE BUSINESS SOLUTIONS

**Solicitation Number:** ARFQ 0802 DMV2400000001  
**Total Bid:** 31872  
**Response Date:** 2023-08-01  
**Response Time:** 11:18:15  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Kristine E James  
304-414-7104  
kristy.e.james@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 Postcard paper for renewal notices.	2400000.0	EA	0.013280	31872.00

Comm Code	Manufacturer	Specification	Model #
14111519			

**Commodity Line Comments:** Small Business (SWAM) Certified and Vendor Preference Certificate provided if applicable.

**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

<b>Proc Folder:</b> 1258447		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Addendum 2-Continuous Postcard paper for renewal notices.		Addendum No. 02	
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-07-26	2023-08-01 14:30	ARFQ 0802 DMV2400000001	3

**BID RECEIVING LOCATION**

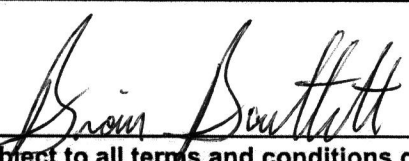
BUDGET & PROCUREMENT  
DIVISION OF HIGHWAYS  
BLDG 5, RM A-317  
1900 KANAWHA BLVD E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** 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**

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

**Vendor Signature X**  **FEIN#** 550785005 **DATE** 7/31/2023

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

**ADDITIONAL INFORMATION**

Addendum 1 is issued for the following reasons:

- 1. To attach Vendor questions with Agency answers

No other changes

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Continuous Postcard paper for renewal notices.	2400000.00000	EA	.01328	\$ 31,872

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**

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

**SOLICITATION NUMBER: ARFQ DMV2400000001**  
**Addendum Number: 2**

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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 1 is issued for the following reason:

1. To attach Vendor questions with Agency answers

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

Revised 6/8/2012

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**ARFQ 0802 DMV240000001**  
**Continuous Postcard Paper**  
**Vendor Questions and Agency Response**

**Q1.** Are all 2,400,000 cards produced and shipped at one time or at different intervals such as 1,200,000 every 6 months?

**A1.** We would print and ship approximately 200,000 each month.

**Q2.** Does delivery location have a loading dock or is a lift gate required on delivery truck?

**A2.** A lift gate would not be required.

**Q3.** "Finished postcard paper must be four inches tall by six inches wide" Does the width of six inches include the pinfeed holes on each side of the card or is it six inches wide after the pinfeed sides are removed?

**A3.** The postcards themselves would be 4 x 6 not including the pinfeed sides. Most options have 3 cards per page fold.

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ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: ARFQ DMV240000001

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 checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" 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.

Innovative Business Solutions  
Company

Brian Boutwell  
Authorized Signature

2/21/2023  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



**Exhibit A**  
**Continuous Feed Postcard Paper Pricing Sheet**

Item	Item Description	Unit Price	Estimated Quantity	Extended Price
3.1.1	Continuous Feed Postcard Paper	\$0.01	2,400,000	\$31,872.00
			<b>Total Cost</b>	<b>\$31,872.00</b>

**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)

7/31/2023  
(Date)

304-628-3049 / 304-628-3051  
(Phone Number) (Fax Number)

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: Brian Southitt  
Date: 7/31/2023 Title: President

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