



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

State of West Virginia
 Solicitation Response

Proc Folder : 556025
 Solicitation Description : 914 Specialty Envelopes
 Proc Type : Agency Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-03-20 14:30:00	SR 0802 ESR03201900000004304	1

VENDOR
000000211218 INNOVATIVE BUSINESS SOLUTIONS BRIAN LYNN BARTLETT

Solicitation Number: ARFQ 0802 DMV1900000006

Total Bid : \$20,490.00 Response Date: 2019-03-20 Response Time: 11:58:19

Comments:

FOR INFORMATION CONTACT THE BUYER
 Dusty J Smith
 (304) 558-9398
 dusty.j.smith@wv.gov

Signature on File	FEIN #	DATE
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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	914 Specialty Envelopes	1000000.00000	EA	\$0.020490	\$20,490.00

Comm Code	Manufacturer	Specification	Model #
44121505			

Extended Description : one million 914 specialty envelopes.



State of West Virginia
Request For Quotation

Procurement Folder : 556025

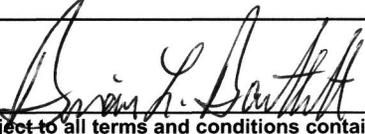
Document Description : 914 Specialty Envelopes

Procurement Type : Agency Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2019-03-06	2019-03-20 14:30:00	ARFQ 0802 DMV1900000006	1	Final

SUBMIT RESPONSES TO:	VENDOR
FINANCE & ADMINISTRATION DIVISION OF HIGHWAYS BLDG 5, RM A-220 1900 KANAWHA BLVD E CHARLESTON WV 25302 US	Vendor Name, Address and Telephone INNOVATIVE BUSINESS SOLUTIONS 00211218 1224 BRUSHY FORK CAIRO, WV 26337 304-628-3049

FOR INFORMATION CONTACT THE
 Dusty J Smith
 (304) 558-9398
 dusty.j.smith@wv.gov

Signature X  FEIN # 55-0785005 DATE 3-19-2019
 All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

*****NOTICE*****

MAKE SURE YOU DOWNLOAD ALL INFORMATION

TERMS AND CONDITIONS-SPECIFICATIONS-INFORMATIONAL ATTACHMENTS-PURCHASING AFFIDAVIT-PRICING PAGES

PLEASE NOTE THAT TO BE AWARDED THIS CONTRACT YOU WILL BE TO A REGISTER 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	
MANAGER		MANAGER	
DIVISION OF MOTOR VEHICLES		DIVISION OF MOTOR VEHICLES	
PURCHASING/ACCOUNTS PAYABLE		PURCHASING/ACCOUNTS PAYABLE	
1317 HANSFORD ST		1317 HANSFORD ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	914 Specialty Envelopes	1000000.00000	EA	.02049	\$ 20,490.00

Commodity Code	Manufacturer	Model #	Specification
44121505			

Extended Description

one million 914 specialty envelopes.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due at 1pm	2019-03-13

DMV1900000006	Document Phase Final	Document Description 914 Specialty Envelopes	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

914 Specialty Envelopes Exhibit A Cost Sheet

Specification	Item Description	Unit Price Per Thousand	Estimated Quantity	Extended Price
3.1.1	914 Specialty Envelope	\$20.49	1,000,000	\$20,490,000.00
			Total Bid Amount	\$20,490,000.00

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
(Name, Title)
Brian Bartlett, President
(Printed Name and Title)
1224 Brushy Fork Cairo, WV 26357
(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 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.

Innovative Business Solutions
(Company)
Brian L. Bartlett, President
(Authorized Signature) (Representative Name, Title)
Brian L. Bartlett, President
(Printed Name and Title of Authorized Representative)
3-19-2019
(Date)
304-628-3049 / 304-628-3051
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.:

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 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 R. Barthel
Authorized Signature

3-19-2019
Date

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

AGENCY SOLICITATION NUMBER – ARFQ DMV1900000006
Addendum Number: 1

The Purpose of this addendum is to modify the solicitation identified as (“Agency Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specification of product or service being sought
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

TO ANSWER QUESTIONS

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 provision of the Agency 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 Agency Solicitation by completing an Addendum Acknowledgement, 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

Solicitation ARFQ 0802 DMV1900000006 - 914 Specialty Envelopes

Questions:

- 1) Are these envelope inserts by hand or are they inserted using automated insertion equipment?
If so please provide the equipment manufacturer, model and series number.
A) Hand insertion only.

- 2) Are these envelopes sealed and postmarked using automated equipment? If so please provide the equipment manufacturer, model and series number.
A) Automated equipment. Pitney Bowes P2000, and Pitney Bowes P3000.

- 3) Is standard remoistening gum adhesive used on the envelope sealing flap?
A) Pitney Bowes E-Z Seal.

- 4) What is the correct Solicitation Close date and time as the WV-PRC-ARFQ-001 Form states 3/20/2019 at 14:30 and the "INSTRUCTIONS TO VENDORS SUBMITTING BIDS states March 26, 2019 at 3:30 PM
A) The correct close date is 03/20/2019 14:30PM.

- 5) What is the correct Solicitation Number as they are different on the WV-PRC-ARFQ-001 Form and the "INSTRUCTIONS TO VENDORS SUBMITTING BIDS" documentation?
A) The correct solicitation number is ARFQ 0802 DMV1900000006.

- 6) What were the last purchase price, quantity, date and vendor for this 914 Specialty Envelope?
A) 1,200,000 914 envelopes, January 19, 2017, \$21,996.00, BJW Printing & Office Supplies.

ADDENDUM ACKNOWLEDGEMENT FORM

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(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
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| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
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Innovative Business Solutions
Company

Brian R. Barthel
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