



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Continuous Postcard paper for renewal notices.	2400000.0	EA	0.011600	27840.00

Comm Code	Manufacturer	Specification	Model #
14111519			

**Commodity Line Comments:** pricing based on shipping 200,000 each month for 12 months.

**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  
Doc Description: Addendum 2-Continuous Postcard paper for renewal notices.  
Reason for Modification: Addendum No. 02

Proc Type: Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
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:  
Vendor Name: *Columbia Business Forms, LLC*  
Address: *41*  
Street: *LYME BAY*  
City: *Columbia*  
State: *SC* Country: *USA* Zip: *29212*  
Principal Contact: *Mike Palaski*  
Vendor Contact Phone: *803-360-1153* Extension:

**FOR INFORMATION CONTACT THE BUYER**

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

Vendor Signature X *Michael Palaski* FEIN# *46-2630101* DATE *7/26/23*

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	WV	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	.0116 ea.	\$27,840.00

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**

<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.

**ARFQ 0802 DMV2400000001**  
**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.

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 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.

Columbia Business Forums, LLC

Company

Michael P. Rubin

Authorized Signature

7/26/23

Date

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

**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

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- 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