

Purchase Order



Direct all inquires regarding this order to: (304) 696-2820

Marshall University
Office of Purchasing
One John Marshall Drive
Huntington WV, 25755-4100

Purchase Order #

MU21MAILING_B

TO:

Vendor Code:
55-0717455

Ship to:

Marshall University Mail Services
Old Main B23
One John Marshall Drive
Huntington, WV 25755-5330

THIS ORDER IS SUBJECT TO
THE GENERAL TERMS AND
CONDITIONS AS SET FORTH
HEREIN

The Chapman Printing Company
PO Box 2968
2450-90 First Avenue
Huntington, WV 25728

Room #

WVFIMS Account #:

FEIN: 55-0717455 PH: (304) 528-2791

P.O. Date	FY	Buyer	Ship Via	F.O.B	Terms	Contract #
7/28/2021	FY22	JH			NET 30	MU21MAILING_B

CONTRACT ACCEPTANCE

On behalf of the Governing Board, MARSHALL UNIVERSITY
hereby accepts the quotation of The Chapman Printing Company

signed by Charlie Blankenship

Title Division Manager

on 4/7/2021

Approved as to form this ____ day of _____, ____
West Virginia Attorney General

By: n/a
Chief Counsel

Open-End Mailing Services Contract
Effective: 8/1/2021 - 7/30/2022
with four (4) optional one-year renewals

THIS ORDER IS EXEMPT FROM ALL SALES TAX
LIMIT EACH INVOICE TO A SINGLE PURCHASE ORDER NUMBER

Line No.	Fund	Org.	Account	Encumber Amount
1.				
2.				
3.				
4.				

Total:

OPEN-END

Mail Original Invoice and 1 Copy to:
Marshall University Accounts Payable
One John Marshall Drive Huntington,
WV 25755-4500

Angela White 7/28/21
Authorized Signature Date

MU21MAILING
 Marshall University Mail Services Office
 Open-End Mailing Services Contract
Exhibit B - Pricing Page

Item	Item Description	Weight	Unit of Measure	Unit Price
3.1.1 PART A - Presorted First Class Rates to be Posted by Marshall University				
Post Card		1 Ounce	EA	<i>No Bid</i>
Letter		1 Ounce	EA	
Letter		2 Ounces	EA	
Letter		3 Ounces	EA	
Letter		3.5 Ounces	EA	
Flat		1 Ounce	EA	
Flat		2 Ounces	EA	
Flat		3 Ounces	EA	
Flat		4 Ounces	EA	
Flat		5 Ounces	EA	
Flat		6 Ounces	EA	
Flat		7 Ounces	EA	
Flat		8 Ounces	EA	
Flat		9 Ounces	EA	
Flat		10 Ounces	EA	
Flat		11 Ounces	EA	
Flat		12 Ounces	EA	
Flat		13 Ounces	EA	
Parcel		1 Ounce	EA	
Parcel		2 Ounces	EA	
Parcel		3 Ounces	EA	
Parcel		4 Ounces	EA	
Parcel		5 Ounces	EA	

MU21MAILING
 Marshall University Mail Services Office
 Open-End Mailing Services Contract
Exhibit B - Pricing Page

Item	Item Description	Weight	Unit of Measure	Unit Price	
Parcel		6 Ounces	EA	No Bid	
Parcel		7 Ounces	EA		
Parcel		8 Ounces	EA		
Parcel		9 Ounces	EA		
Parcel		10 Ounces	EA		
Parcel		11 Ounces	EA		
Parcel		12 Ounces	EA		
Parcel		13 Ounces	EA		
Residual Rates to be Charged Back to Marshall University					
Post Card		1 Ounce	EA		
Letter		1 Ounce	EA		
Letter		2 Ounces	EA		
Letter		3 Ounces	EA		
Letter		3.5 Ounces	EA		
Flat		1 Ounce	EA		
Flat		2 Ounces	EA		
Flat		3 Ounces	EA		
Flat		4 Ounces	EA		
Flat		5 Ounces	EA		
Flat		6 Ounces	EA		
Flat		7 Ounces	EA		
Flat		8 Ounces	EA		
Flat		9 Ounces	EA		
Flat		10 Ounces	EA		

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Item	Item Description	Weight	Unit of Measure	Unit Price
	Flat	11 Ounces	EA	<i>NO BID</i>
	Flat	12 Ounces	EA	
	Flat	13 Ounces	EA	
	Parcel	1 Ounce	EA	
	Parcel	2 Ounces	EA	
	Parcel	3 Ounces	EA	
	Parcel	4 Ounces	EA	
	Parcel	5 Ounces	EA	
	Parcel	6 Ounces	EA	
	Parcel	7 Ounces	EA	
	Parcel	8 Ounces	EA	
	Parcel	9 Ounces	EA	
	Parcel	10 Ounces	EA	
	Parcel	11 Ounces	EA	
	Parcel	12 Ounces	EA	
	Parcel	13 Ounces	EA	
TOTAL BID AMOUNT PART A:				
3.1.2 PART B - Bulk Rate Permit Services				
	Minimum Handling Charges		EA	<i>50.00</i>
	Set Up Fee (in Addition to Minimum Handling Charges)		EA	<i>50.00</i>
	Pick Up and Delivery Fee (Each Way)		EA	<i>0</i>
Address Printing (Includes Sorting, Intelligent Mail Barcoding, Inkjet Addresses, Ancillary and Indicia)				
	< 1,000		EA	<i>\$0.05 Letter / \$0.06 Flat</i>
	1,001 - 2,500		EA	<i>\$0.05 Letter / \$0.06 Flat</i>

\$0.05 Letter / \$0.06 Flat



MU21MAILING
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Item	Item Description	Weight	Unit of Measure	Unit Price
	2,501 - 5,000		EA	↓ \$0.05 LETTER / \$0.06 PER
	5,001 - 10,000		EA	
	10,001 - 15,000		EA	
	15,001 and Up		EA	
List Preparation & Address Printing (Includes Sorting, Intelligent Mail barcoding, Inkjet Addresses and Delivery, NCOA Included)				
	< 1,000		EA	↓ 0
	1,001 - 2,500		EA	
	2,501 - 5,000		EA	
	5,001 - 10,000		EA	
	10,001 - 15,000		EA	
	15,001 and Up		EA	
Move Update / NCOA Verification (in addition to other charges)				
	< 1,000		EA	↓ 0.15
	1,001 - 2,500		EA	
	2,501 - 5,000		EA	
	5,001 - 10,000		EA	
	10,001 - 15,000		EA	
	15,001 and Up		EA	
Tabbing (as per US Postal Regulations for a Letter Size Piece)				
	< 1,000		2 Tabs	↓ 0.15
	1,001 - 2,500		2 Tabs	
	2,501 - 5,000		2 Tabs	
	5,001 - 10,000		2 Tabs	
	10,001 - 15,000		2 Tabs	
	15,001 and Up		2 Tabs	

MU21MAILING
 Marshall University Mail Services Office
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Item	Item Description	Weight	Unit of Measure	Unit Price
Regulations for a Letter Size Piece)				
< 1,000			3 Tabs	\$ 0.35
1,001 - 2,500			3 Tabs	
2,501 - 5,000			3 Tabs	
5,001 - 10,000			3 Tabs	
10,001 - 15,000			3 Tabs	
15,001 and Up			3 Tabs	
Fold - Letter Size				
< 1,000			EA	\$ 0.020
1,001 - 2,500			EA	
2,501 - 5,000			EA	
5,001 - 10,000			EA	
10,001 - 15,000			EA	
15,001 and Up			EA	
Insert 1 Piece into No. 10 Envelope				
< 1,000			EA	\$ 0.10
1,001 - 2,500			EA	
2,501 - 5,000			EA	
5,001 - 10,000			EA	
10,001 - 15,000			EA	
15,001 and Up			EA	
Sealing				
< 1,000			EA	\$ 0.10
1,001 - 2,500			EA	
2,501 - 5,000			EA	

MU21MAILING
 Marshall University Mail Services Office
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Exhibit B - Pricing Page

Item	Item Description	Weight	Unit of Measure	Unit Price
	5,001 - 10,000		EA	\$0.10
	10,001 - 15,000		EA	↓
	15,001 and Up		EA	↓
Hand Collate and Insert Per Piece				
	< 1,000		EA	\$0.10
	1,001 - 2,500		EA	
	2,501 - 5,000		EA	
	5,001 - 10,000		EA	
	10,001 - 15,000		EA	
	15,001 and Up		EA	
TOTAL BID AMOUNT PART B:				\$104.14
TOTAL BID AMOUNT PART A + PART B:				

Please note: No estimated quantities have been provided since the University is unsure of what quantities will be purchased from this contract. Therefore, we have requested vendors to respond with bids for the specific quantities of each item to be ordered. No future use of the Contract or any individual item is guaranteed or implied. Additionally, the successful vendor must submit a separate invoice for each individual order.

MU21MAILING
Marshall University Mail Services Office
Open-End Mailing Contract
Exhibit C - Presorted Meter Mailing Services Questionnaire

Vendors must answer the following questions regarding Pre-Sorted Meter Mailing Services:

Are Presort Services Fee gained from US Postal Services through sortation? (Yes or No)

Yes	No
_____	_____

Pre-Sort Services Fee per piece if not gained from US Postal Service through sortation:

Are Non-Qualify Residual included? (Yes or No)

Yes	No
_____	_____

If not, what percentage (%) does your mail not qualify or be considered

What would be your desired pick up time frame?

From	To
_____	_____

Pickup and delivery fee (If different from Contractor Form Part A)?

Pickup Fee	Delivery Fee
_____	_____

Can you offer same day service to US Postal Services:

Yes	No
_____	_____

MARSHALL UNIVERSITY

GENERAL TERMS AND CONDITIONS

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document constitutes acceptance of this contract (the Contract) made by and between Marshall University (University or Marshall) and the Vendor. Vendor's signature to the Contract signifies Vendor's agreement to be bound by and accept the terms and conditions contained in the Contract. Therefore, the parties agree that the following contractual terms and conditions are dominant over any competing terms made a part of the Contract. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THESE GENERAL TERMS AND CONDITIONS, THESE GENERAL TERMS AND CONDITIONS SHALL CONTROL**

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications, if applicable, included with the Solicitation/Contract.

2.1 "Award Document" means the document that identifies the Vendor as the Contract holder when signed by the Vendor and Marshall University's Office of Purchasing and, when necessary, approved as to form by the Attorney General.

2.2 "Bid" or "Proposal" means the Vendor's verbal bid or written bid provided in response to a solicitation by the University.

2.3 "Board" means the Governing Board of Marshall University.

2.4 "Buyer" means an individual designated by a Chief Procurement Officer to perform designated purchasing and acquisition functions as authorized by the Chief Procurement Officer.

2.5 "Chief Procurement Officer" means the individual designated by the President of Marshall University to manage, oversee and direct the purchasing and acquisition of supplies, equipment, services, and printing for the University.

2.6 "Contract" means the binding agreement that is entered between the University and the Vendor to provide requested goods and/or services requested in the Solicitation.

2.7 "Governing Board" means the Marshall University Board of Governors as provided for in the West Virginia state code.

2.8 "Higher Education Institution" means an institution as defined by Sections 401(f), (g) and (h) of the federal Higher Education Facilities Act of 1963, as amended.

2.9 "Office of Purchasing" means the section within Marshall University headed by the Chief Procurement Officer and its personnel.

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2.10 "Purchasing Card" or "P-Card" means The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.

2.11 "Responsible Bidder" and "Responsible Vendor" mean a person and/or vendor who have the capability in all respects to perform contract requirements, and the integrity and reliability which will assure good faith performance.

2.12 "Responsive Bidder" and "Responsive Vendor" mean a person and/or a vendor who has submitted a bid which conforms in all material respects to the invitation to bid.

2.13 "Solicitation" means the notice of an opportunity to supply the University with goods and services.

2.14 "State" means the State of West Virginia and/or any of its agencies, commissions, boards, departments or divisions as context requires.

2.15 "University" means Marshall University or Marshall.

2.16 "Vendor" or "Vendors" means any entity providing either a verbal or written bid in response to the solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

2.17 "Will", "Shall" and "Must" identifies a mandatory item or requirement that concludes the duty, obligation or requirement imposed is mandatory, as opposed to being directory or permissive.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below:

Term Contract

Initial Contract Term: The Contract becomes effective on upon award
 and extends for a period of one (1) year(s).

Renewal Term: The Contract may be renewed upon the mutual written consent of the University and the Vendor. Any request for renewal should be submitted to the University thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of the Contract is limited to four (4) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed forty-eight (48) months in total. Automatic renewal of the Contract is prohibited.

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Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period form term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.

- Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.
- Fixed Period Contract:** The Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____.
- Fixed Period Contract with Renewals:** The Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract must be completed within _____ days. Upon completion, the Vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ successive one-year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total.
- One-Time Purchase:** The term of the Contract shall run from the issuance of the Award Document until all the goods contracted for have been delivered, but in no event, will the Contract extend for more than one fiscal year.
- Other:** See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of the Contract immediately upon receiving notice to proceed unless otherwise instructed by the University. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below.

Open End Contract: Quantities stated in the solicitation are approximations only, based on estimates supplied by the University. It is understood and agreed that the Contract shall cover the quantities ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

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- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One-Time Purchase:** The Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under the Contract without an appropriate change order approved by the Vendor, University, and/or when necessary, the Attorney General's office.

6. EMERGENCY PURCHASES: The Chief Procurement Officer may suspend the use of a university wide mandatory contract (the University's Office of Purchasing has created standard specifications that are establish University wide contracts for commonly used commodities and services that are needed on a repetitive basis), or the competitive bidding process to allow a Department to purchase goods or services in the open market if for immediate or expedited delivery in an emergency.

Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work, provided that a required University emergency purchase with another vendor does not cause a breach of contract.

7. REQUIRED DOCUMENTS: All the items checked below must be provided to the University by the Vendor as specified below.

- BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- MAINTENANCE BOND:** The successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and received by the Marshall University Office of Purchasing Office prior to Contract award.
- LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the University.
-
-

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INSERT ADDITIONAL CONDITIONS BELOW:

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications prior to Contract award regardless whether that requirement is listed above.

8. INSURANCE: The Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the University with proof that the insurance mandated herein has been continued. Vendor must also provide with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of the contract. The Vendor shall also furnish proof of any additional insurance requirements prior to the Contract award regardless of whether that insurance requirement is listed in this section.

Any provisions requiring the University to maintain any type of insurance for either of its or the Vendors benefit is deleted.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: _____ per occurrence and an aggregate of _____.

Automobile Liability Insurance in at least an amount of: _____ per occurrence and an aggregate of _____.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence and an aggregate of _____.

Commercial Crime and Third-Party Fidelity Insurance in an amount of: _____ per occurrence and an aggregate of _____.

Cyber Liability Insurance in an amount of: _____ per occurrence and an aggregate of _____. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in performance of the Contract and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

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Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.
 _____ per occurrence and an aggregate of _____.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the University's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____

Liquidated Damages Contained in the Specifications

11. ACCEPTANCE: Vendor's signature on the certification and signature page, constitutes an offer to the University that cannot be unilaterally withdrawn, signifies that the product or service proposed by Vendor meets the mandatory requirements for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions unless otherwise indicated.

12. STATUTE OF LIMITATIONS - Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.

13. PRICING/BEST PRICE GUARANTEE: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation by the University. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the University and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

15. PAYMENT METHODS: The Vendor must accept payment by electronic funds transfer or P-Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's P-Card or by electronic funds transfer as payment for all goods and services for the reason(s) stated below:

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16. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract. Any references contained in the Contract, Vendor's bid, or in any American Institute of Architects documents obligating the University to pay to compensate Vendor, in whole or in part, for lost profit, pay a termination fee, pay liquidated damages if the Contract is terminated early, seeking to accelerate payments in the event of Contract termination, default, or non-funding, costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is hereby deleted. Any language imposing and interest or charges due to late payment is deleted.

17. FEES OR COSTS: Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.

18. RISK SHIFTING: Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.

19. LIMITING LIABILITY: Any language limiting the Vendor's liability for direct damages is deleted.

20. TAXES: The Vendor shall pay any applicable sales, use, personal property or other taxes arising out of the Contract and the transactions contemplated hereby. The University is exempt from federal and state taxes and will not pay or reimburse such taxes. The University will, upon request, provide a tax-exempt certificate to confirm its tax-exempt status.

21. FISCAL YEAR FUNDING: The Contract shall continue for the term stated herein, contingent upon funds being appropriated by the WV Legislature or otherwise being made available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the University may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

22. CANCELLATION/RIGHT TO TERMINATE: The University reserves the right to cancel/terminate the Contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The University may also cancel any purchase or Contract upon thirty (30) days written notice to the Vendor. In the event of early cancellation, the University agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are delete that seek to require the State to (1) compensate Vendor, in whole or in part, for loss profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

In the event that a vendor fails to honor any contractual term or condition, the Chief Procurement Officer may cancel the contract and re-award the contract to the next lowest responsible and responsive bidder in accordance with the Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, section 7.4.1

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Any language seeking to accelerate payments in the event of Contract termination, default or non-funding is hereby deleted.

23. RIGHT OF FIRST REFUSAL Any language seeking to give the Vendor a Right of First Refusal is hereby deleted.

24. DISPUTES – Any language binding the University to any arbitration or to the decision of any arbitration board, commission, panel or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the University shall be brought in the West Virginia Legislative Claims Commission. Other causes of action must be brought in the West Virginia Court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.

25. TIME: Time is of the essence with regard to all matters of time and performance in the Contract.

26. DELIVERY -All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.

27. APPLICABLE LAW: The Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, W. Va. Code or Marshall University Board of Governors Policy No. FA-9 Purchasing Policy is void and of no effect. Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia

28. COMPLIANCE WITH GOVERNING LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that, as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

29. ARBITRATION: Any references made to arbitration contained in the Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to the Contract are hereby deleted, void, and of no effect.

30. MODIFICATIONS: Notwithstanding anything contained in the Contract to the contrary, no modification of the Contract shall be binding without mutual written consent of the University, and the Vendor.

31. AMENDMENTS - The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

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32. NO WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of the Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

Any provisions requiring the University to waive any rights, claims or defenses is hereby deleted.

33. SUBSEQUENT FORMS: The terms and conditions contained in the Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the University such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

34. ASSIGNMENT: Neither the Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the University and any other government or office that may be required to approve such assignments.

The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.

35. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by the Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the University; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

36. UNIVERSITY EMPLOYEES: University employees are not permitted to utilize the Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

37. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the University, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the University's policies, procedures, and rules.

Proposals are NOT to be marked as confidential or proprietary Any Provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W.Va. Code §29B-1-1, et. seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the University's sole discretion. The University shall not be liable in any way for disclosure of any such records

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Any provisions regarding confidentiality of or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.

38. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of W. Va. Code §18B-5-4 and the Freedom of Information Act in W.Va. Code Chapter 29B.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, CONTAINING A TRADE SECRET(S), OR IS OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document.

39. LICENSING: Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local University of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state University or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the University to verify that the Vendor is licensed and in good standing with the above entities.

40. ANTITRUST: In submitting a bid to, signing a contract with, or accepting an Award Document from Marshall University, the Vendor agrees to convey, sell, assign, or transfer to the University all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by Marshall University. Such assignment shall be made and become effective at the time the University tenders the initial payment to Vendor.

41. THIRD-PARTY SOFTWARE: If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.

42. RIGHT TO REPOSSESSION NOTICE: Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.

43. VENDOR CERTIFICATIONS: By signing its bid or entering into the Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that the Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity

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that could be considered a violation of law; and (4) that it has reviewed the Contract in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the University. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with the all State agencies as required.

44. VENDOR RELATIONSHIP: The relationship of the Vendor to the University shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the University for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and University with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

45. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the University, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage, and hour laws.

46. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §18B-5-5 and §5A-3-18 the University is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

47. WEST VIRGINIA DRUG-FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Alcohol and Drug-Free Workplace Act requires public improvement contractors to have and implement a drug-free workplace policy that requires drug and alcohol testing. This act is applicable to any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract for which the value of contract is over \$100,000. No public authority may award a public improvement contract which is to be let to bid to a contractor unless the terms of the contract require the

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contractor and its subcontractors to implement and maintain a written drug-free workplace policy and the contractor and its subcontractors provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy.

48. DISCLOSURE OF INTERESTED PARTIES A state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1,000,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract.

49. CONFLICT OF INTEREST: Vendor, its officers, members, or employees shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the University.

50. MARSHALL UNIVERSITY'S INFORMATION TECHNOLOGY SERVICES AND SUPPORT DEPARTMENT (IT) FEES: If a vendor requires services through the Marshall University's IT Department, they must reimburse the University at the IT Rate Schedule which is located at: <https://www.marshall.edu/it/rates/>.

51. PUBLICITY: Vendor shall not, in any way or in any form, publicize or advertise the fact that Vendor is supplying goods or services to the University without the express written consent of the Marshall University Communications Department. Requests should be sent to ucomm@marshall.edu.

52. UNIVERSITY MARKS: Vendor shall not, in any way or in any form use the University's trademarks or other intellectual property without the express written consent of the Marshall University Communications Department. Requests should be sent to ucomm@marshall.edu.

53. INTELLECTUAL PROPERTY: The University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising out of the agreement, and Vendor will execute any assignments of other documents necessary for the University to perfect such rights, provided that, for research collaboration pursuant to subcontracts under sponsored research agreements, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such intellectual property terms to apply to subcontractors.

54. FERPA: Vendor agrees to abide by the Family Education Rights and Privacy Act of 1974 ("FERPA). To the extent that Vendor receives personally identifiable information from education records as defined in (FERPA), Vendor agrees to abide by the limitations on re-disclosure set forth in which states that the officers, employees and agents of a party that receives education record information from Marshall may use the information, but only for the purposes for which the disclosure was made.

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55. REPORTS: Vendor shall provide the University with the following reports identified by a checked box below:

- Such reports as the University may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by University, etc.
- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by University.

56. PREFERENCE FOR THE USE OF DOMESTIC STEEL PRODUCTS IN STATE CONTRACT PROJECTS: Pursuant to W.Va. Code §5A-3-56, (a)(1) Except when authorized pursuant to the provisions of subsection (b) of this section, no contractor may use or supply steel products for a state contract project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W.Va. Code §5A-3-56. As used in this section (2):

(A) "State contract project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of any materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after the effective date of this section on or after June 6, 2001.

(B) "Steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made by the open hearth, basic oxygen, electric furnace, bessemer or other steel making process.

(b) Notwithstanding any provision of subsection (a) of this section to the contrary, the Director of the West Virginia Department of Administration, Purchasing Division ("Director of the Purchasing Division") may, in writing, authorize the use of foreign steel products if:

(1) The cost for each contract item used does not exceed one tenth of one percent of the total contract cost or \$2,500, whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

(2) The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

57. PREFERENCE FOR DOMESTIC ALUMINUM, GLASS AND STEEL PRODUCTS:

In Accordance with W. Va. Code § 5-19-1 et seq.,

(a) Every state spending unit, as defined in chapter five-a, shall require that every contract or subcontract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works contain a provision that, if any aluminum, glass or steel products are to be supplied in the performance of the contract, or subcontract, only domestic aluminum, glass or steel products shall be supplied unless the spending officer, as defined in chapter five-a, determines, in writing, after the receipt of offers or bids, that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest or that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements: Provided,

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That this article applies to any public works contract awarded in an amount more than \$50,000, and with regard to steel only, this article applies to any public works contract awarded in an amount more than \$50,000 or requiring more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

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

CHAPMAN PRINTING CO

(Name, Title)

EHREN LOWERS - Mail Ops. Mgr. Huntington

(Printed Name and Title)

90, 2450 1ST AVE. Huntington WV 25703

(Address)

304-528-2791

(Phone Number)

304-528-2746

(Fax Number)

directmail@champion-industries.com

(Email Address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through BONFIRE, 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 Marshall University 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 will properly register with the WV Purchasing Division and Marshall University.

Chapman Printing Co.

(Company)

[Signature]

(Authorized Signature)

Division Mgr

(Printed Name and Title of Authorized Representative)

4/7/2021

(Date)

304-341-0676

(Phone Number)

304-341-0688

(Fax Number)

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ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: MU21MAILING
(If Applicable)

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 specifications, 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 University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.


Chapman Printing Co
Company

Chad Byrd
Authorized Signature

4/9/2021
Date

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

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Request for Bids		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2820		Bid# MU21MAILING	
Vendor: <i>Chapman Printing Co</i> <i>90, 2450 1st Ave</i> <i>Huntington WV 25703</i>		For information call: Purchasing Contact: Justin Hawthorne Phone: (304) 696-2820 Email: hawthorne2@marshall.edu & purchasing@marshall.edu			
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.					
DATE 3/10/2021		MANDATORY PRE-BID MEETING: N/A		DEPARTMENT REQUISITION NO. MU21MAILING	
				BIDS OPEN: 3/31/21 at 3:00 p.m., LPT. Broadcast via Zoom at link listed below	
				BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description		Unit Price	Extended Price
3.1.2	250,000	VENDOR TASK'S PART B - BULK RATE PERMIT SEAL Marshall University, on behalf of the Board of Governors, invites sealed Bids to provide all work, including but not limited to labor, material, equipment, supplies, and transportation for: Project Name: MU21MAILING Open-End Mailing Services Contract MARSHALL UNIVERSITY - HUNTINGTON, WV Technical Question Deadline: March 23, 2021, at 9:00 a.m. LPT send via email to Justin Hawthorne at hawthorne2@marshall.edu . Bid Opening: March 31, 2021, at 3:00 p.m., LPT, via Zoom at the following link: https://marshall.zoom.us/j/97161812188?pwd=a3gwUTISL2plaUjTa2sveUJZaDhldz09			
Total					

SEE PAGES 3066 - 6066 FOR NUMBERS 30615

To the Office of Purchasing,
In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from Chapman Printing Co.
TO USPS within 2 days
After receipt of order at address shown
Terms NET 30 DAYS

Bidder's name Vendor Chapman Printing Co
Signed By [Signature]
Typed Name CHARLIE BLANKENSHIP
Title DIVISION MGR.
Email BLANKENSHIP@CHAMPION-INDUSTRIES.COM
Street Address 90, 2450 1st AVE
City/State/Zip HUNTINGTON WV 25703
Date 4/7/2021 Phone 304-528-2791
Fein 530 717455

REQUEST FOR QUOTATION
Request for Bid – MU21MAILING
Marshall University – Mail Services Office
Open-End Mailing Services Contract

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The Marshall University Office of Purchasing is soliciting bids on behalf of the Marshall University Board of Governor's to establish an open-end contract for the Mail Services Office for presorted and bulk mailing services.

The award will be split with a single vendor being awarded for Part A – Presorted Mailing Services and two vendors' being awarded Part B – Bulk Mailing Services. Vendors may bid on both Parts A and B or individual parts.

This contract is for Marshall University's Huntington, WV Campus. It is possible that the following University locations may be added later. Those locations include the following: South Charleston, WV, Point Pleasant, WV, Teays Valley, WV, and Logan, WV.

The estimated annual volume of mail for Part A is 150,000 and Part B is 250,000, quantities could be less or greater.

The Marshall University Mail Services Office will be responsible for the following under the terms of this contract:

- Affix postage at appropriate "presort rate."
- Stamp all mail "PRESORTED FIRST CLASS."
- Date mail for the pick-up date.
- Mail will be addressed, sealed, pre-metered at the First Class presorted rate, dated the date sealed and ready for pick-up at established times.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

- 2.1 **"Contract Item"** or **"Contract Items"** means the list of items identified in Section 3, Subsection 1 below.
- 2.2 **"NCOA"** means National Change of Address.
- 2.3 **"Pricing Pages"** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFB.
- 2.4 **"RFB"** means the official request for quotation published by the Office of Purchasing and identified as **RFB MU21MAILING**.

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3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Department with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 Vendor Tasks Part A – Presorted Mailing Services

3.1.1.1 Vendor must provide the following services.

3.1.1.1.1 Vendor must insure all mail is sorted by zip code sequence, bundled, labeled, bar-coded and prepared in full compliance with the United States postal regulations and applicable state and federal laws to qualify for United States Postal Service's (USPS) "presorted" postage rate.

3.1.1.1.2 The Vendor must process all mail on the same day picked up and put it into the U. S. Postal Services mail stream within twenty-four (24) hours of pick up, meeting USPS daily schedules for discounted mail dispatches. The Vendor will meet all USPS schedules, conditions, and requirements applicable to discount-rate mailers.

3.1.1.1.3 All mail must be processed, and the Vendor must merge the mail with other client's and deposited into the USPS service system.

3.1.1.1.4 Minimum piece counts will not be required as amount may vary daily. Vendor agrees to pay additional postage to USPS for non-qualifying pieces at time of deposit and will invoice the MU Mail Services accordingly for reimbursement.

3.1.1.1.5 The Vendor must supply Marshall University with a monthly bill for services indicating the number of pieces of mail qualified at various discount rates and itemization of any other charges.

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3.1.1.1.6 The Vendor must treat as confidential all information contained in and supplied by the university and will not capture or retain any information other than zip code from the university's mail.

3.1.1.1.7 Vendor must complete Exhibit C – Vendor Questionnaire on Presorted Meter Mailing Services.

3.1.2 Vendor Task's Part B – Bulk Rate Permit Services

3.1.2.1 Vendor(s) will provide the following services.

3.1.2.1.1 USPS permits - Vendor must use Marshall University permits. Currently all permits used by Marshall University Huntington Campus reside in Huntington WV.

3.1.2.1.2 The Vendor must provide Bulk Rate Permit Mailing Services, when requested, which will include the requirements necessary for preparing mail for bulk rate and the necessary paperwork required by the USPS. A copy of all paperwork including invoice for work done preparing the mailing is to be submitted to Marshall University Mail Services Office within one (1) working day of the mailing.

3.1.2.1.3 The Vendor must pick-up bulk mail and sort it in such a manner whereby Marshall University receives the lowest postage.

3.1.2.1.4 The Vendor must provide other services including but not limited to stuffing and sealing envelopes, providing and applying tabs (to seal folded items without envelopes), spraying on mailing labels, sorting and processing (bundling, putting in trays, tagging) for the post office, and delivery to the Huntington, WV Post Office.

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3.1.2.1.5 The Vendor will provide two (2) additional copies of the following information to Marshall University Mail Services Office for every mailing:

3.1.2.1.5.1 Signed Postage Statement from vendor to include Department Name, Department Mail Code and Department Contact Name.

3.1.2.1.5.2 Copy of itemized invoice for all work performed in preparing the mailing. Departments will be paying for these services and must be billed directly (However, a copy must be submitted to Marshall University Mail Services Office). The University will pay the postage via permit.

3.1.2.1.5.3 NCOA Report

3.1.2.1.5.4 Presort Documentation

4. REPORTS: Vendor will provide all the reports as outlined below.

4.1 Comprehensive Monthly Activity Reports: Vendor(s) must provide Comprehensive Monthly Activity Report(s) to the Marshall University Mail Services Department. Reports should include, but are not limited to the following:

4.1.1 Reporting monthly purchases.

4.1.2 Reporting year-to-date cumulative purchases.

4.1.3 Reports must detail amount qualified at agreed upon entry discount, amount corrected, amount not able to be corrected and total pieces handled, with appropriate charges.

4.1.4 All reports must be submitted no later than ten (10) days after the end of the reporting period. Failure to provide these reports may result in cancellation of the contract/partnership.

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5. CONTRACT AWARD:

- 5.1 Contract Award:** The Contract is intended to provide Departments with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 5.2 Pricing Pages:** Vendor should complete the Pricing Pages by inputting all unit prices requested. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and Unit Prices. No estimated quantities have been provided since the University is unsure of what quantities will be purchased from this contract. Therefore, we have requested vendors to respond with bids for the unit price of each item to be ordered. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should enter the information into the Pricing Pages to prevent errors in the evaluation.

6. ORDERING AND PAYMENT:

- 6.1 Ordering:** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor can accept on-line orders, it should include in its response a brief description of how Departments may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this RFB. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Department orders on-line.
- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7. DELIVERY AND RETURN:

- 7.1 Delivery Time:** Vendor must deliver postcards to post office seven (7) working days after receiving approved proof from Department. Vendor must deliver personalized letters to post office five (5) working days after receiving approved proof from Department.

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- 7.2 Late Delivery:** The Department placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to a Department will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Department seeking to obtain items from a third party under this provision must first obtain approval of the Office of Purchasing.

- 7.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Department's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Department separately for such delivery. The Department will pay delivery charges on all emergency orders if Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 7.4 Return of Unacceptable Items:** If the Department deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Department to arrange for the return and reimburse Department for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Department with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Department's location. The returned product shall either be replaced, or the Department shall receive a full credit or refund for the purchase price, at the Department's discretion.

- 7.5 Return Due to Department Error:** Items ordered in error by the Department will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

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Request for Bid – MU21MAILING
Marshall University – Mail Services Office
Open-End Mailing Services Contract

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the RFQ unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Department showing the Department'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: EHREN LOWEIRS
Telephone Number: 304-528-2791
Fax Number: 304-528-2746
Email Address: directmail@champion-industries.com

July 7, 2019



MU21MAILING Exhibit A: Page 1 of 2
Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Proposal	File Type: PDF (.pdf)	Multiple	Required	
MU21MAILING Bid Table (BT-48OZ)	BidTable: Datatable	N/A	Required	<p>You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission.</p> <p>Please note that BidTables may take a significant amount of time to prepare.</p>

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested BidTables:

You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission. Please note that BidTables may take a significant amount of time to prepare.

2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/39857>



Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Mar 31, 2021 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Request for Bid
MU21MAILING
Open-End Mailing Services Contract

Exhibit D: Zoom Bid Opening Information

Angela White Negley is inviting you to a scheduled Zoom meeting.

Topic: MU21MAILING Bid Opening

Time: Mar 31, 2021 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://marshall.zoom.us/j/97161812188?pwd=a3gwUTISL2plaUITa2sveUJ2aDhHdz09>

Meeting ID: 971 6181 2188

Passcode: 007794

One tap mobile

+16468769923,,97161812188# US (New York)

+13017158592,,97161812188# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)


+1 346 248 7799 US (Houston)

Meeting ID: 971 6181 2188

Find your local number: <https://marshall.zoom.us/u/acDA6tuPOZ>

Join by Skype for Business

<https://marshall.zoom.us/skype/97161812188>

Request for Bids	 <p>Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2820</p>	Bid# MU21MAILING Addendum No. 01
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<p><i>Chapman Printing Co.</i></p>	<p>For information call: Purchasing Contact: Justin Hawthorne Phone: (304) 696-2820 Email: hawthorne2@marshall.edu & purchasing@marshall.edu</p>
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Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

DATE 3/23/21	MANDATORY PRE-BID MEETING: N/A	DEPARTMENT REQUISITION NO. MU21MAILING	BIDS OPEN: 4/7/21 at 3:00 p.m., LPT. Broadcast via Zoom at the link listed below.	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
<p><u>ADDENDUM NO. 01</u></p> <p>Project Name: MU21MAILING – Open-End Mailing Services Contract</p> <p>Purpose: The purpose of this addendum is to extend the technical question deadline and bid opening date and time.</p> <p>Technical Question Deadline: March 30, 2021, at 9:00 a.m. LPT send via email to Justin Hawthorne at hawthorne2@marshall.edu.</p> <p>Bid Opening: April 7, 2021, at 3:00 p.m., LPT, via Zoom at the following link: https://marshall.zoom.us/j/97161812188?pwd=a3gwUT1SL2plaUITa2sveUJ2aDhHdz09</p>				
Total				<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><i>SEE ADDENDUM NO. 2</i></p>

To the Office of Purchasing,
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ within _____ days

FOB _____ After receipt of order at address shown

Terms _____

Bidder's name Vendor *Chapman Printing Co.*

Signed By *[Signature]*

Typed Name *Chapman Blankenship*

Title *Director on Reg.*

Email _____

Street Address _____

City/State/Zip _____

Date _____ Phone _____

Fein *550717455*

SOLICITATION NUMBER: MU21MAILING
Open-End Mailing Services Contract
Addendum Number: No. 01

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 technical question deadline and 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 issued to publish and distribute the attached documentation to the vendor community.

1. To extend the technical question deadline to March 30, 2021, at 9:00 a.m.
2. To extend the bid opening date and time to April 7, 2021, at 3:00 p.m.

NO OTHER CHANGES.

Additional Documentation: Documentation related to this addendum (if any) has been included herewith 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.

ADDENDUM ACKNOWLEDGEMENT

FORM SOLICITATION NO.: Addendum No. 01

MU21MAILING - Open-End Mailing Services Contract

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 specifications, 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 University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Chapman Printing Co.
Company

Chris Bluff
Authorized Signature

4/7/2021
Date

NOTE: This Addendum Acknowledgement should be submitted with the bid to expedite document processing.

Request for Bids	 MARSHALL UNIVERSITY	Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2820	Bid# MU21MAILING Addendum No. 02
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Vendor: <u>Champion Printing Co.</u>	For information call: Purchasing Contact: Justin Hawthorne Phone: (304) 696-2820 Email: hawthorne2@marshall.edu & Purchasing@marshall.edu
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Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informallties or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

DATE 4/1/2021	MANDATORY PRE-BID MEETING: N/A	DEPARTMENT REQUISITION NO. MU21MAILING	BIDS OPEN: 4/7/21 at 3:00 p.m., LPT. Broadcast via Zoom at the following link: https://marshall.zoom.us/j/97161812188?pwd=a3gwLTl5L2plaU1Ta2sveUJ2aDhHdz09	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
-------------------------	--	--	--	--

Item #	Quantity	Description	Unit Price	Extended Price
3.1.2		<p style="text-align: center;">VENDOR2 TASK'S PART B - BULK RATE PERMIT SEND</p> <p style="text-align: center;">ADDENDUM NO. 02</p> <p>Project Name: MU21MAILING – Open-End Mailing Services Contract</p> <p>Purpose: To respond to vendor’s technical questions.</p>		<p style="font-size: 2em; transform: rotate(-90deg);">SEE AGES 386-686 FOR NUMBER TOTALS</p>
Total				

To the Office of Purchasing,
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from <u>Champion Printing Co.</u> To <u>USPS</u> within <u>2</u> days FOB _____ After receipt of order at address shown Terms <u>NET 30 DAYS</u>	Bidder's name Vendor <u>Champion Printing Co.</u> Signed By <u>[Signature]</u> Typed Name <u>CHARLIE BLANKENSHIP</u> Title <u>DIVISION MGR</u> Email <u>CBLANKENSHIP@CHAMPION-INDUSTRIAL.COM</u> Street Address <u>90, 2450 1ST AVE.</u> City/State/Zip <u>HUNTINGTON WV. 25703</u> Date <u>4-7-2021</u> Phone <u>304-528-2711</u> Fein <u>530 717455</u>
--	---

SOLICITATION NUMBER: MU21MAILING
Open-End Mailing Services Contract

Addendum Number: No. 02

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 issued to publish and distribute the attached documentation to the vendor community.

1. To respond to vendor's technical questions.

NO OTHER CHANGES.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith 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

Addendum No. 02
MU21MAILING Open-End Mailing Services Contract
Technical Questions and Answers

Q1. What item number do you want us to use on page 1?

A1. Please provide a grand total for all items from the pricing pages on the cover sheet (page 1) of the RFB.

Q2. Exhibit B pricing page - postage will vary depending on weight and ZIP Code/zone. Do you want to give us one ZIP Code to do this pricing model?

A2. Marshall University's Mail Services department is soliciting prices for the cost of the vendor's services for standard mail, not the actual postage, as this would change according to how the mail is sorted out.

**ADDENDUM ACKNOWLEDGEMENT
FORM SOLICITATION NO.: Addendum No. 2**

MU21MAILING – Open-End Mailing Services Contract

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 specifications, 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 University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Chapman Printing Co
Company

[Signature]
Authorized Signature

4/12/2021
Date

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

WV-10
Approved / Revised
06/08/18

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: Lawman Mining Co

Signed: Chh 2 Bly

Date: 4/7/2021

Title: DIVISION MGR

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

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Champion Primary Co

Authorized Signature: [Signature] Date: 4/7/2021

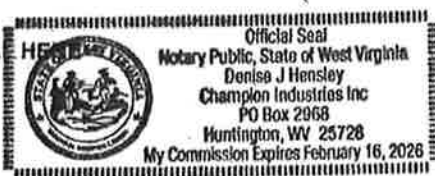
State of WV

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 7 day of April, 2021.

My Commission expires February 16, 2026

AFFIX SEAL



NOTARY PUBLIC

[Signature]
Purchasing Affidavit (Revised 01/19/2018)

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
000000207720	CAPITAL BUSINESS INTERIOR		Active	Inactive	
000000207721	CHAMPION INDUSTRIES INC		Discontinued	Inactive	
000000207722	CHAMPION INDUSTRIES INC OF MOR		Discontinued	Inactive	
000000207723	CHAMPION OUTPUT SOLUTIONS		Discontinued	Inactive	
000000207724	CHAPMAN PRINTING		Discontinued	Inactive	
000000207725	CHAMPION INDUSTRIES INC		Active	Active	
000000207726	CHAPMAN PRINTING CO.		Active	Inactive	
✓ 000000207727	THE CHAPMAN PRINTING COMPANY		Active	Inactive	
000000207728	STATIONERS INC		Active	Inactive	

From 1 to 9 of 9 First Prev Next Last [Attachments](#)

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ General Info

Vendor/Customer : 000000207727
 Legal Name : THE CHAPMAN PRINTING C
 Alias/DBA :
 Vendor Active Status : Active
 Vendor Approval Status : Complete
 Customer Active Status : Inactive
 Customer Approval Status : Incomplete
 Location Name :
 First Name :
 Middle Name :
 Last Name :
 Company Name : THE CHAPMAN PRINTING C
 Previous Name :
 Previous Street :
 Previous City :
 Previous State/Province :
 Previous Country :

Restrict Use by Department :
 Miscellaneous Account :
 Internal Account :
 Third Party Only :
 Third Party Vendor :
 Third Party Customer :
 Inventory Customer :
 Healthcare Provider :
 Never Archive :
 Restrict VSS Access : No
 Discontinue - No New Business :
 Prevent MA Reference :
 PunchOut Enabled :
 Re-PunchOut Enabled :
 Electronic Order Enabled :
 W-9 Received :
 W-9 Received Date :
 W-8 Received :
 W-8 Received Date :
 Accepts Credit Cards :
 Active From : 01/27/1986
 Active To :
 Last Usage Date : 06/30/2021
 Department :
 Unit :

▼ Headquarters

Headquarters Account : No
 Headquarters Account Code : 000000207725
 Headquarters Account Legal Name : CHAMPION INDUSTRIES IN
 Franchise Account :
 Web Address http:// :
 Catalog DUNS :
 Catalog Extended DUNS :
 Taxpayer ID Number : *****7455
 Taxpayer ID Number Type : EIN

▼ Organization

Organization Type : Company
 1099 Classification : Corporation
 1042-S Ch. 3 Recipient Code :
 1042-S Ch. 4 Status Code :
 Number of Employees :
 Merchant ID :
 Sex :
 Date of Birth :
 Marital Status :
 Annual Income :
 IRS Country of Residence :
 IRS Country Sub Code :
 Contract Withholding Exempt :
 National Provider ID :
 Assigning Authority :
 CAGE Code :
 Permanent Staffed Office in State :

1099 Indicator : No
 1042-S Indicator :
 Taxpayer ID Number : 550717455
 Taxpayer ID Number Type : EIN
 Detailed TIN Type :
 Foreign Tax ID :
 GIIN :
 1042-S Recipient Account Number :
 W-8 Form :
 Tax Profile : NOTAX
 Tax Profile Name : No Tax
 EBIC Number :
 IAEC Number :
 Web Address http:// :
 Employee ID :
 Employee Status :
 Supplier Shared Secret :

▼ Disbursement Options

Category : DIRC
 Description : Direct Payments
 Default Type : Check
 Default Priority : 99
 Default Format : REG
 Default Format Description :
 Scheduled Payment Day :
 Single Payment Indicator :

Hold Payment :
 Hold Payment Authorized By :
 Hold Payment Authorized On :
 Hold Reason :
 Prevent New Spending :
 Prevent New Orders : For All Departments

Name on Check : Legal Name

Eligible for VCA Payments :

VCA Effective From Date :

VCA Effective To Date :

VCA Primary Email :

VCA Secondary Email :

VCA Comments :

Third Party Code :

Third Party Name :

Third Party Approved By :

Third Party Approved On :

Third Party Reason :

Always Infer Third Party Vendor :

Third Party Address ID :

▼ Prenote/EFT

Generate EFT Payment :

ABA Number :

Bank Name :

Account Type :

Account Number :

Routing ID Number :

Bank Phone Number :

Prenote Requested Date :

Prenote Return Reason :

Prenote Return Reason Message :

Foreign Correspondent Bank Name :

Foreign Correspondent Bank Branch Country Code :

Account Number Linkage to Provider Identifier :

Reason for Submission :

EFT Format :

EFT Format Description :

EFT Status :

Last Status Change :

EFT Status Description :

Prenote Return Reason Explanation :

W-9 Mailing Date :

W-9 Response Date : 4/26/2019

▼ Remittance Advice

Remittance Advice Required :

Remittance Advice Format :

Remittance Advice Format Description :

Remittance Advice Transmission Mode :

▼ Vendor Terms

Number of Days 1 :

Discount Percent 1 :

Discount Always 1 :

Number of Days 2 :

Discount Percent 2 :

Discount Always 2 :

Number of Days 3 :

Discount Percent 3 :

Discount Always 3 :

Number of Days 4 :

Discount Percent 4 :

Discount Always 4 :

▼ Accounts Receivable

Default Receipt Type :

Default Billing Profile :

Cost Accounting Funding Type :

Credit/Debit Card Type :

Credit/Debit Card Number :

Name on Card :

Credit/Debit Card Expiration Month :

Credit/Debit Card Expiration Year :

Bill Headquarters :

Bankruptcy :

Central Statement BPRO :

Central Statement Billing Location :

Central Statement Address ID :

Suppress Central Statement :

Suppress Central Past Due Statement :

▼ eMALL

DUNS : 826831781

Extended DUNS :

Internet Catalog :

VSS Registered :

Preferred Ordering Method :

Pcard Acceptance Level :

Create Certification Document :

Vendor Preference Level : 99

▼ Location Information

Verify My Locations by : Use My TIN Number

Vendor Verification Based On : Please verify that you are par

Vendor Verification Password :

Confirm Verifications :

▶ Fee and Vendor Compliance Holds

Fee Exempt :

Registration Application Date : 05/09/2018

Registration Effective Date : 05/09/2018

Registration Expiration Date : 05/09/2019

Pre-Registration Code :

Tax Clearance :

Unemployment Insurance :

Worker's Compensation :

Secretary of State Registration :

Federal Debarred :

▶ Executive Compensation

▼ Additional Information

Miscellaneous Field 1 :

Miscellaneous Field 2 :

Miscellaneous Field 3 :

Miscellaneous Field 4 :

Miscellaneous Field 5 :

Miscellaneous Field 6 :




Miscellaneous Field 7 :

Miscellaneous Flag 1 :

Miscellaneous Flag 2 :

Miscellaneous Flag 3 :

▼ Travel

Traveler :
Travel Policy : 
Allow Traveler Advances : 
PCard ID : 

▼ Change Management

Created By : conversion
Conversion User
Created On : 06/03/2014
Last Approved By : kirkr2
Trent G Kirk
Last Approved On : 04/15/2020
Date Registered : 06/03/2014

Last Modified By : fryk1
Kimberly J Fry
Last Modified On : 04/14/2020
Comments : CHECKED; UNCHECKED; SECRETARY OF STATE REGISTRATION

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