

Header 1



General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder:

1924443

Procurement Type:

Agency Master Agreement

Vendor ID:

000000208851

Legal Name:

MPB PRINT & SIGN SUPERSTORE

Alias/DBA:

WALLS PRINTING COMPANY INC

Total Bid:

\$11,876.00

Response Date:

03/18/2026

Response Time:

16:17

Responded By User ID:

badkins2

First Name:

Brad

Last Name:

Adkins

Email:

badkins@mpbonline.com

Phone:

3042923368

SO Doc Code:

ARFQ

SO Dept:

0310

SO Doc ID:

DNR2600000009

Published Date:

3/18/26

Close Date:

3/23/26

Close Time:

13:30

Status:

Closed

Solicitation Description:

PRINTING, BINDING OF WONDERFUL WV
MAGAZINE

Total of Header Attachments:

1

Total of All Attachments:

1



State of West Virginia
Agency Request for Quote
Printing

Proc Folder: 1924443			Reason for Modification: Addendum No. 01 is issued to publish and distribute the attached information to the Vendor Community.
Doc Description: PRINTING, BINDING OF WONDERFUL WV MAGAZINE			
Proc Type: Agency Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-03-18	2026-03-23 13:30	ARFQ 0310 DNR2600000009	2

BID RECEIVING LOCATION

ALL BIDS MUST BE SUBMITTED ELECTRONICALLY
wvOASIS Vendor Self Service (VSS)
Register and bid online at:
www.wvOASIS.gov WV 00000
US

VENDOR

Vendor Customer Code: 000000208851
Vendor Name: MPB print + sign Superstore
Address: 915
Street: Greenbag Road
City: Morgantown
State: WV Country: USA Zip: 26508
Principal Contact: Andy Walls
Vendor Contact Phone: 304-292-3368 Extension:
304-288-3326 cell



915 Greenbag Road
Morgantown, WV 26508
888.292.0001
sales@mpbonline.com
mpbonline.com

FOR INFORMATION CONTACT THE BUYER

James H Adkins
(304) 558-3397
jamie.h.adkins@wv.gov

Vendor Signature X *[Signature]* FEIN# 550743009 DATE 3-18-26

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

ADDITIONAL INFORMATION

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV US	
No City	WV		
US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Publication printing	15,000	.7917333		\$11,876.00

Comm Code	Manufacturer	Specification	Model #
82121506			

Extended Description:

Printing and binding of Wonderful West Virginia magazine, per the attached specifications and the attached pricing pages.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Question Deadline at 9:00am	2026-03-16

	Document Phase	Document Description	Page 3
DNR2600000009	Final	PRINTING, BINDING OF WONDERFUL WV MAGAZINE	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFQ DNR2600000009

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 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 publish vendor questions and responses.
2. To include revised specifications to clarify:
 - 3.1.1.2 The Vendor should submit, at the time of bid, copies of three (3) to five (5) magazine published within the last three (3) years where they have been the primary contractor for printing, binding, and mailing.
 - 3.1.4.2 Any proposed paper substitution must be stated in the bid. Paper samples or paper substitution samples must be provided within 24 hours upon request by the Agency.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference. +

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Attachment A

RFI: Vendor Questions for ARFQ DNR26*09 PRINTING, BINDING OF WONDERFUL WV MAGAZINE

Q.1. Please confirm whether the awarded vendor is responsible only for printing, binding, and delivery to JSI Mailing Services, or if the vendor is also responsible for any portion of the actual mailing or postal preparation.

A. The vendor will not be responsible for any mailing or postal preparation.

Q.2. Please confirm the basis of award. Specifically, will the award be determined solely from the hypothetical issue total on the pricing pages, or will all pricing page line items be evaluated collectively?

A. The total bid will be calculated and awarded upon the hypothetical as per Exhibit A.

Q.3. Please confirm the anticipated quantity variation assumptions for ordering under this contract. The solicitation references an estimated quantity of 15,000 copies and also notes that quantities may vary. Please advise the ordering ranges the Agency expects vendors to support.

A. The Agency cannot fully anticipate possible ranges for future needs. These amounts may increase due to a promotion that may increase quantities by 500 to 1,000 for a single issue. There may also be an increase in subscribers, which will be difficult to forecast, but not a drastic increase.

Q.4. Please confirm whether equivalent paper stocks are acceptable for the specified cover and text sheets, provided they meet or exceed the stated quality requirements, and whether paper samples are required at bid submission only when an alternate stock is proposed or in all cases.

A. Yes, samples are not required for bid submissions, only when an alternative is proposed.

Q.5. Please clarify the proofing expectations. Specifically, is the Agency expecting only online digital color proofs, and how many proof correction rounds are anticipated within the standard production schedule?

A. Digital proofs. Traditionally, no more than two rounds of edits.

Q.6. Please confirm the trigger point for the liquidated damages provision. Does the \$200 per day apply until the finished magazines are delivered to JSI Mailing Services, or until the publication is entered into the mail stream?

A. When the publication is entered into the mail stream.

Q.7. Please confirm the complete list of documents and materials that must be submitted with the bid response, including whether sample magazines, paper samples, addendum acknowledgment, and any preference or disclosure forms are required at bid time.

A. The vendor must complete and submit the Exhibit A Pricing Pages at the time of bid, along with any other mandatory items as per the solicitation. All bids must be submitted electronically via WVOASIS.

The Vendor should upload with bid, copies of three (3) to five (5) magazines published within the last three (3) years where they have been the primary contractor for printing, binding, and mailing. Any proposed paper substitution must be stated in the bid. Hard copy magazine samples, paper samples or paper substitution samples must be physically provided to the Agency within 24 hours upon request by the Agency.

REQUEST FOR QUOTATION
ARFQ DNR26*09
Printing and Binding of "Wonderful West Virginia" Magazine

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Division of Natural Resources, Administrative Section, is soliciting to establish an open-end contract for all labor, materials, equipment and supplies for the printing and binding of "Wonderful West Virginia" magazine. The estimated quantity of copies to be printed and mailed per month is 15,000, but may vary, as needed by the agency. The exact number of copies to be printed will be ordered by the agency each month. Vendor must not subcontract the actual printing and binding of the magazine and / or broker the actual printing and binding.

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 "Agency" is the West Virginia Division of Natural Resources.
 - 2.2 "Contract Item" or "Contract Items" means the list of items identified in Section 3, Subsection 1 below.
 - 2.3 "Editor" is New South Media, Inc.
 - 2.4 "Pricing Pages" means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
 - 2.5 "RFQ" means the official request for quotation published by the West Virginia Division of Natural Resources' (DNR) Property and Procurement Office
 - 2.6 "Wonderful West Virginia magazine" means the publication produced by the West Virginia Division of Natural Resources.
 - 2.7 "Mailing Services Vendor" is JSI Mailing Services.

3. **GENERAL REQUIREMENTS:**
 - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide the Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as follows:

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Printing and Binding of "Wonderful West Virginia" Magazine

3.1.1 Vendor Qualifications

3.1.1.1 Vendor must have a minimum of twenty (20) years experience in the magazine printing business.

3.1.1.2 The Vendor should submit, at the time of bid, copies of three (3) to five (5) magazine samples published within the last three (3) years where they have been the primary contractor for printing, binding, and mailing.

3.1.1.3 Compliance with experience requirements will be determined prior to contract award by the Agency through materials provided by the Vendor. All materials should be provided at the time of bid but must be provided within 24 hours of request by the Agency to assist in confirmation of compliance with this provision.

3.1.1.4 Vendor must not subcontract the actual printing and binding of the magazine and /or broker the actual printing and binding.

3.1.2 Frequency of Publication

3.1.2.1 Six (6) issues per year, bi-monthly with occasional special issue.

3.1.3 Number of Pages

3.1.3.1 Thirty-two (32) pages base inside, plus front and back covers of four (4) pages.

3.1.3.1.1 Additional pages may be added to the standard issue depending on content. Vendor shall provide costs of the additional pages, in 4 page increments.

3.1.3.2 The number of copies per issue may vary +/- 1,000 or +/- 5,000.

**REQUEST FOR QUOTATION
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Printing and Binding of "Wonderful West Virginia" Magazine**

3.1.4 Printing Paper

- 3.1.4.1 Trim sizes of 8 1/2" x 10 7/8. Cover must be 80 lb./8pt. gloss #2. Inside pages are to be 60 lb. gloss text #2
- 3.1.4.2 Any proposed paper substitution must be stated in the bid. Paper samples or paper substitution samples must be provided within 24 hours upon request by the Agency.
- 3.1.4.3 Vendor may be allowed a 10% increase in the Base Bid Lump Sum Price per issue, at the time of contract renewal, and upon presentation of supplier invoices that prove that vendor cost of the printing paper associated with this contract has increased by at least 10%.

3.1.5 Ink

- 3.1.5.1 Cover shall be 4/4 plus gloss UV or comparable coating. Text shall be 4/4.

3.1.6 Composition

- 3.1.6.1 Editor to provide the vendor with high resolution print-ready files.
- 3.1.6.2 "Wonderful West Virginia" is a "showpiece" magazine. Non-quality work is unacceptable and will be grounds for cancellation of the contract.
- 3.1.6.3 The vendor must store all material and digital files used in the publication, during the life of the contract and must have disaster recovery system in place.

3.1.7 Printing Process

- 3.1.7.1 Must be sheet-fed or web offset lithography or equal. Quality of the publication is the primary concern. Minimum 175-line screen with hybrid screening available.

REQUEST FOR QUOTATION
ARFQ DNR26*09
Printing and Binding of "Wonderful West Virginia" Magazine

3.1.8 Binding

3.1.8.1 Must be saddle stitched, on vertical seam with two long crown 5/8" stitches.

3.1.9 Proof Approval

3.1.9.1 Editor to provide final high-resolution print-ready digital file to the vendor in appropriate size with bleeds.

3.1.9.2 The printer will provide a soft proof or web-based proof. Proofing and approvals will be done through an online system used for uploading and approving.

3.1.9.3 Digital file proofs will be checked, corrections marked and returned to the vendor to make necessary corrections.

3.1.10 Production Requirements

3.1.10.1 Production requirements are firm and essential. The vendor will receive all digital image files via email. Vendor must be able to receive and process high resolution PDFs.

4 CONTRACT AWARD:

4.1 Contract Award: The contract is intended to provide the Agency 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.

4.2 Pricing Pages: Vendor must complete the Pricing Pages (Exhibit A) by filling in the bid prices on pricing pages 1-3, which will be the prices included in the awarded contract. Pricing page 4 includes a hypothetical issue upon which the total bid will be calculated and awarded. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

REQUEST FOR QUOTATION
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Printing and Binding of "Wonderful West Virginia" Magazine

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

5 ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders for the printing by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders for printing through a secure internet ordering portal/website. If the Vendor has the ability to accept on-line orders for printing, it should include in its response a brief description of how the Agency 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 RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line. The quantity of copies may vary, as needed, and the number of copies to be printed will be ordered each month by the Agency. Overruns may be accepted but will not be paid for.
- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6 DELIVERY AND RETURN:

- 6.1 Delivery Time:** Printing, binding, and mailing of the magazine must be completed within **twenty-two (22) calendar days** after receipt of the editor's final PDF. It is hereby understood and agreed by the vendor that time is of the essence in the delivery of supplies, services, materials or equipment of the character and quality specified in the bid document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified, there will be deducted, not as a penalty but as liquidated damages, the sum of \$200.00 per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence or default on the part of the State of West Virginia, public enemy, war, embargo and fire or explosion not caused by the negligence or intentional act of the contractor or their supplier(s), or by riot, sabotage or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or their supplier(s) a reasonable extension of time as the state deems appropriate may be granted.

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- 6.1.1** In order for the state to derive benefit from this publication, a strict delivery schedule must be maintained. Any vendor unable to fulfill the requirements of delivery and service as specified herein will be disqualified.

Scenario: (Sample schedule for bidding purposes only.)

1. First set of proofs in a Portable Document Format (PDF) to Agency near the 10th of the month. Expected turnaround in two to three (2-3) days from the date of receipt. For example, a January publication date would fall on the 10th of November.
2. Advertisements due to editorial vendor by the 1st of the month. 2 months prior to the publication date. For example, a January publication date would be November 1st.
3. Editorial vendor sends complete, corrected file to print vendor electronically (via email or uploading to printer website) by approximately the 16th of the month.
4. Print vendor produces and makes available to Agency and editorial vendor online digital color proofs within one (1) business days of receipt of file, on approximately the 17th of the month.
5. Agency and editorial vendor proofread color proofs and send corrections or approval within one (1) business days of receipt, on approximately the 18th of the month.
6. Printer plates and runs magazine by 27th, 28th, and 29th of the month. (Printing Contractor)
7. Printer sends printed pages to bindery office for folding, gathering, stitching, and trimming on the 30th, 31st, and 1st of the month and ships magazines to Mailing services vendor to arrive by the 4th of the month. (Printing Contractor)
8. Mailing Services Vendor (JSI) begins labeling magazines on the 4th of the month. (Mailing Services Vendor)
9. Magazine is mailed on or about the 7th or 8th of the month. (Mailing Services Vendor)

**REQUEST FOR QUOTATION
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Printing and Binding of "Wonderful West Virginia" Magazine**

6.2 Late Delivery: Upon receipt of a written request and justification for an extension from the vendor, the Agency may extend the time for performance of the contract or delivery of goods herein specified at the Agency's sole discretion for good cause shown.

6.3 Delivery Payment/Risk of Loss: The vendor will be responsible for shipping the printed and bound magazines to the Mailing Services Vendor, JSI Mailing Services, 1418 MacCorkle Avenue SW, Suite B, Charleston, WV 25303.

The circulation staff of the magazine will do mailing list maintenance. The circulation staff will also provide the mailing list file and the gift card file to the Mailing Services Vendor via electronic media.

7 VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the contract.

7.2.2 Immediate cancellation of one or more release orders issued under this contract.

7.2.3 Any other remedies available in law or equity.

REQUEST FOR QUOTATION
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Printing and Binding of "Wonderful West Virginia" Magazine

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 Contract Manager:** During its performance of this contract, Vendor must designate and maintain a primary contract manager responsible for overseeing the 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: Andy Walls
Telephone Number: 304-292-3368/cell 304-288-3326
Fax Number: _____
Email Address: awalls@mpbonline.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFQ DNR26*09

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

MPB print + Sign Superstore
Company

[Signature]
Authorized Signature

3-18-26
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012