



February 23, 2015

Weldon, Williams & Lick, Inc.
Attn: Christine Baker
711 North A Street, P O Box 168
Fort Smith, AR 72902-0168

Dear Ms. Baker:

Subject: Virginia Tech Contract #UCP-TG-001-11
Commodity/Service: Parking Permits

Thank you for responding to my letter of October 20, 2014 and agreeing to renew the contract for an additional year. The contract will now expire March 31, 2016.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

RBS/jv

c: F.M. Pro
Pam Tate

VENDOR INFORMATION FORM

10/20/2014

TG 001 11

----- for office use -----

Benny Snuffer

Weldon, Williams & Lick, Inc.

FULL LEGAL NAME

(Company Name as it appears with your Federal Taxpayer Number)

FEDERAL TAXPAYER NUMBER

BUSINESS NAME/ DBA NAME/TA NAME

(If different than Full Legal Name)

FEDERAL TAXPAYER NUMBER

(If different than ID# above)

Weldon, Williams & Lick, Inc.

BILLING NAME

(Company name as it appears on your invoice)

FEDERAL TAXPAYER NUMBER

(If different than ID# above)

PURCHASE ORDER ADDRESS:

P O Box 168

P O BOX ADDRESS 1

711 North A Street

STREET ADDRESS 2

Fort Smith

CITY

AR

STATE

72902-0168

ZIP CODE

PAYMENT ADDRESS:

Same

PAYMENT P O BOX ADDRESS 1

PAYMENT STREET ADDRESS 2

CITY

STATE

ZIP CODE

Christine Baker

CONTACT PERSON

cbaker@wwlinc.com

EMAIL

479-783-4113

PHONE NUMBER

800-242-4995

TOLL FREE NUMBER

479-783-7050

FAX NUMBER



Procurement Department (MC 0333)
North End Center, Suite 2100, Virginia Tech
300 Turner Street NW
Blacksburg, Virginia 24061
540/231-6221 Fax: 540/231-9628
www.procurement.vt.edu

October 20, 2014

Weldon, Williams & Lick, Inc.
Attn: Christine Baker
711 North A Street, P O Box 168
Fort Smith, AR 72902-0168

Dear Ms. Baker:

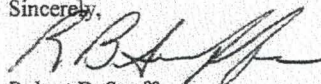
Subject: Virginia Tech Contract # UCP-TG-001-11
Commodity/Service: Parking Permits

This is to inform you that the subject contract expires March 31, 2015. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by November 5, 2014.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

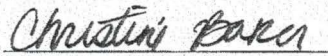
Thank you for your attention to this matter.

Sincerely,


Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

Weldon, Williams & Lick, Inc. agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature:



Date:

2/20/15

Name:

Christine Baker
(please print)

Title:

Account Manager

Weldon, Williams & Lick, Inc. **does not agree** to renew the contract for an additional year.

Authorized Signature:

Date:

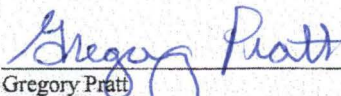
Name:

(please print)

Title:

RBS/tdj
c: FMP

Approved:


Gregory Pratt

Assistant Director of Procurement for Facilities Support

Date:

2/20/15

Invent the Future

VENDOR INFORMATION FORM

10/15/2014

TG 001 11

— for office use —

Benny Snuffer

Weldon, Williams & Lick, Inc.

FULL LEGAL NAME

(Company Name as it appears with your Federal Taxpayer Number)

FEDERAL TAXPAYER NUMBER

BUSINESS NAME/ DBA NAME/TA NAME

(If different than Full Legal Name)

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PURCHASE ORDER ADDRESS:

P O Box 168

P O BOX ADDRESS 1

711 North A Street

STREET ADDRESS 2

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PAYMENT P O BOX ADDRESS 1

PAYMENT STREET ADDRESS 2

CITY

STATE

ZIP CODE

Christine Baker

CONTACT PERSON

479-783-4113

PHONE NUMBER

cbaker@wwlinc.com

EMAIL

800-242-4995

TOLL FREE NUMBER

479-783-7050

FAX NUMBER



Procurement Department (MC 0333)
North End Center, Suite 2100, Virginia Tech
300 Turner Street NW
Blacksburg, Virginia 24061
540/231-6221 Fax: 540/231-9628
www.procurement.vt.edu

March 26, 2014

Weldon, Williams & Lick, Inc.
Attn: Christine Baker
711 North A Street, P O Box 168
Fort Smith, AR 72902-0168

Dear Ms. Baker:

Subject: Virginia Tech Contract #UCP-TG-001-11
Commodity/Service: Parking Permits

Thank you for responding to my letter of October 14, 2013 and agreeing to renew the contract for an additional year. The contract will now expire March 31, 2015.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

RBS/jv

✓ F.M. Pro
Pam Tate

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VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution

VENDOR INFORMATION FORM

10/16/2013

TG 001 11

----- for office use -----

Benny Snuffer

Weldon, Williams & Lick, Inc.

FULL LEGAL NAME

(Company Name as it appears with your Federal Taxpayer Number)

FEDERAL TAXPAYER NUMBER

BUSINESS NAME/ DBA NAME/TA NAME

(If different than Full Legal Name)

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(Company name as it appears on your invoice)

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PURCHASE ORDER ADDRESS:

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PAYMENT STREET ADDRESS 2

CITY

STATE

ZIP CODE

Christine Baker

CONTACT PERSON

cbaker@wwlinc.com

EMAIL

479-783-4113

PHONE NUMBER

800-242-4995

TOLL FREE NUMBER


479-783-7050

FAX NUMBER

*Note
to file*

December 5, 2012

Weldon, Williams & Lick, Inc.
Attn: Ms. Christine Baker
711 North A Street
Fort Smith, AR 72902-0168

 **COPY**

Dear Ms. Baker:

Subject: Virginia Tech Contract #UCP-TG-001-11
Commodity/Service: Parking Permits

Thank you for responding to my letter of November 14, 2012 and agreeing to renew the contract for an additional year. The contract will now expire March 31, 2014.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,



Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

RS/jv

c: F.M. Pro
Pam Tate

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VENDOR INFORMATION FORM

TG 001 11

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Christine Baker

CONTACT PERSON

cbaker@wwlinc.com

EMAIL

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ZIP CODE

479-783-4113

PHONE NUMBER

800-242-4995

TOLL FREE NUMBER

479-783-7050

FAX NUMBER



VirginiaTech

Purchasing Department
270 Southgate Center (0333)
Blacksburg, Virginia 24061
540/231-6221 Fax: 540/231-9628
www.purch.vt.edu

October 26, 2011

Weldon, Williams & Lick, Inc.
Attn: Ms Christine Baker
711 North A Street
Fort Smith, AR 72902-0168

Dear Ms. Baker:

Subject: Virginia Tech Contract # UCP-TG-001-11
Commodity/Service: Parking Permits

This is to inform you that the subject contract expires March 31, 2012. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by November 16, 2011.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Robert B. Snuffer
Buyer Specialist
Telephone: (540) 231-5557

Weldon, Williams & Lick, Inc. agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature:

Date: 11/4/11

Name:

Christine Baker
(please print)

Title: Customer Service Rep.

Weldon, Williams & Lick, Inc. **does not agree** to renew the contract for an additional year.

Authorized Signature:

Date:

Name:

(please print)

Title:

RBS/jv
c: FMP

Approved:

W. Thomas Kaloupek
Director of Purchasing

Date:

11/8/11

Invent the Future

VENDOR INFORMATION FORM

TG 001 11

----- for office use -----

BENNY SNUFFER

WELDON, WILLIAMS & LICK, INC.

FULL LEGAL NAME

(Company Name as it appears with your Federal Taxpayer Number)

FEDERAL TAXPAYER NUMBER

BUSINESS NAME/ DBA NAME/TA NAME

(If different than Full Legal Name)

FEDERAL TAXPAYER NUMBER

(If different than ID# above)

WELDON, WILLIAMS & LICK, INC.

BILLING NAME

(Company name as it appears on your invoice)

FEDERAL TAXPAYER NUMBER

(If different than ID# above)

PURCHASE ORDER ADDRESS:

PO BOX 168

P O BOX ADDRESS 1

711 NORTH A STREET

STREET ADDRESS 2

FORT SMITH

CITY

AR

STATE

72902-0168

ZIP CODE

CHRISTINE BAKER

CONTACT PERSON

CBAKER@WWLINC.COM

EMAIL

PAYMENT ADDRESS:

SAME

PAYMENT P O BOX ADDRESS 1

PAYMENT STREET ADDRESS 2

CITY

STATE

ZIP CODE

479-783-4113

PHONE NUMBER

800-242-4995

TOLL FREE NUMBER

479-783-7050

FAX NUMBER

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: UCP-TG-001-11

This contract entered into this 1st day of April 2011, by Weldon, Williams & Lick, Inc., hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the Parking Permits to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From April 1, 2011 through March 31, 2012.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Invitation For Bid number 0012300B dated February 21, 2011, and the bid submitted by the Contractor dated March 3, 2011, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By: Christine Baker
(Signature)
Christine Baker
Name and Title CSR
Authorized Representative

Virginia Tech
By: W. Thomas Kaloupek
W. Thomas Kaloupek
Director of Purchasing

INVITATION FOR SEALED BID # 0012300B THIS IS NOT AN ORDER

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PURCHASING DEPARTMENT (0333)
270 SOUTHGATE CENTER
BLACKSBURG, VA 24061

2011 FEB -4 A 7:11

DATE February 21, 2011	BID RETURN DATE AND HOUR	BID OPENING DATE AND HOUR March 8, 2011 3PM
---------------------------	--------------------------	--

BIDDERS ADDRESS

--

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:

Robert Snuffer

Buyer Specialist

E-MAIL ADDRESS: bsnuffer@vt.edu

TELEPHONE NUMBER (540) 231-5557

FAX NUMBER (540) 231-9628

AFTER HOUR MESSAGES (540) 231-6221

COMMODITY: Parking Permits SEE ATTACHED

SPECIAL INSTRUCTIONS

- SEALED BID** responses should be returned in the furnished envelope.
- Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department, see "Facsimile Bids" of the attached General Terms and Conditions.
- Responses must be submitted on this form and the attachment (s) provided.
- Responses should be signed below.
- Responses will be received in the Virginia Polytechnic Institute and State University, Purchasing Department (0333), 270 Southgate Center, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.
- Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
- DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.**
- Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
- Bidders must take cognizance of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at <http://www.eva.state.va.us/> and submit prices accordingly.**

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT http://www.purch.vt.edu/html/docs/terms/GTC_BID_080409.pdf THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	DELIVERY DATE
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK) <i>Christine Baron</i>	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER
*BUSINESS CLASSIFICATION	<input type="checkbox"/> LARGE	<input type="checkbox"/> SMALL	<input type="checkbox"/> MINORITY-OWNED <input type="checkbox"/> WOMEN-OWNED
*Business Classification definitions can be viewed at http://www.purch.vt.edu/Vendor/class.html			
*Is your Classification certified by the Virginia Dept of Minority Business Enterprise? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide Certification Number:			
*For assistance with certification questions, please visit: http://www.dmbc.state.va.us/swamcert.html			

THIS IS NOT AN ORDER Revised 01/22/06

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH)

INVITATION FOR SEALED BID NUMBER 0012300B

Parking Permits

I. PURPOSE:

The intent and purpose of this Invitation For Sealed Bid is to establish a term contract with one qualified source that can provide Parking Permits for Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. BACKGROUND:

Founded in 1872 as a land-grant college named Virginia Agricultural and Mechanical College, Virginia Tech is now a comprehensive, innovative research university with the largest number of degree offerings in Virginia, more than 125 campus buildings, a 2,600-acre main campus, off-campus educational facilities in six regions, a study-abroad site in Switzerland, and a 1,700-acre agriculture research farm near the main campus. The campus proper is located in the Town of Blacksburg in Montgomery County and is 38 miles southwest of Roanoke, in the New River Valley. Through a combination of its three missions of teaching and learning, research and discovery, and outreach and engagement, Virginia Tech continually strives to accomplish the charge of its motto: *Ut Prosim* (That I May Serve).

Virginia Tech Parking Services utilizes decals, bumper stickers and hangtags for all faculty/staff, student, visitor, and vendor parking at Virginia Tech.

III. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

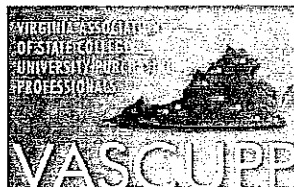
The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/register/vendorreg.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

IV. CONTRACT PARTICIPATION:



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

V. SCOPE OF SERVICE:

A. **TYPES, QUANTITIES, AND SPECIFICATIONS** (see Attachment D for layouts)

1. **HANG TAGS:**

The contractor shall print 19 lots of hangtags. Types, quantities, number sequence, and colors are shown in Attachment C.

Size: The size of the horizontal hangtag is 4 ¾" long x 2 ¾" wide with four (4) rounded corners. Printed with an iridescent laminate strip (specifications for strip to follow). Die notch must match exact outline (laser prints with outline are attached to bid). Camera-ready copy will be furnished to contractor for hang tags (mechanical).

Iridescent Laminate Strip: The iridescent laminate strip is to be a semi-clean, acrylic film containing multiple colors creating a rainbow effect. Holding this product at various angles causes the color to vary and, therefore, making this product very difficult to counterfeit. Although the colors can be picked up on the xerographic color copiers, this varying color effect cannot be copied by that method. Because of the aggressive adhesives used on this product it is also very difficult to remove from the hangtag. The strip is to cover the number and the permit type. The iridescent laminate strip will be ¾" wide and run across the bottom of the rectangular permit.

Stock: Rectangular Hang tags – The hangtags shall consist of three layers. The center layer shall be a single layer, highly filled micro porous, plastic film 10 mils in thickness. The center layer must not delaminate under the demand of normal hang tag applications. The center layer shall be sandwiched between two 5 mil polyester outer layers with an aggressive adhesive. The total thickness of the hang tags will be 20 mils. The triplex construction will exhibit no color change when tested 400 hours AATTC, 16-A method and will develop only minimal curl in sunlight for one year. Minimal curl will be 3/8" in the 2 ¾" dimension when exposed to sunlight in use on an automobile rearview mirror. This measurement is the evaluation of the top of the arc to a place upon which the sample rests.

The permits must be guaranteed to perform satisfactorily in the heat and not to break in the cold and withstand the general intended use with daily handling and transferring.

Size shall be 2 ¾" x 4 ¾" with four rounded corners and a special die cut for easy application, to hang from rearview mirror.

All printing and numbering on permits shall be done using sun resistant inks that will remain in good legible condition for a period of one year after permit has been in use on vehicle.

Bar Code: Bar code language to be (39) three of nine low density bar code. Code 3 of 9 is an alphanumeric character set symbology. The code will print five characters per inch. Start and Stop symbols must be counted as characters when measuring. Human readable characters are available with a minimum 30 point height. The code is 2.4 to 1 ratio with narrow bars .01" wide and wide bars .029" in width. The bars have a ½" normal height printed in black on the bottom of the permit. Permits must pass a field readability test utilizing Symbol PDT 8846 handheld laser scanner devices and Metrologic MS9500 Voyager Series single-line hand held laser scanner devices

Numbering: All printing and numbering on permits shall be done using sun resistant inks that will remain in good legible condition for a period of one (1) year after permit has been in use on vehicle. Numbering schedule is noted on Attachment C. On the hangtag permits, the numbers will be black and 3/8" high within a white box that is ½" high and 2 ¼" long. The box will have rounded corners. Permits shall be

consecutively numbered on the face of the permit. Erasures, strike-overs, and misprints will not be acceptable. Guaranteed no missing or duplicate numbers on all permits is required. After printing and numbering is completed, the entire surface of each decal shall be covered with a clear coat to be compatible with the sheeting and shall remain clear while providing additional abrasion resistance. The complete decal shall be guaranteed not to fade, crack, or peel for at least one (1) year.

Backprinting: Virginia Tech Printing Services will furnish camera-ready copy for the printing on the back of the permit to the contractor. Each hangtag should also have the type (Faculty/Staff, Commuter, Graduate, and Resident) and the corresponding expiration date printed across the bottom on the back of the permit. Also print the number of each permit on the back in 1/4" high numbers. All backprinting shall be done in back ink.

Ink Color: Maroon (Match PMS-208), Orange (Match PMS-158), and black.

Packaging: All permits are to be shrink wrapped in clear security mark film imprinted with the name of the manufacturer in package, quantities of fifty (50). Within each pack of fifty (50), the permits are to be packaged in ascending order with the permits face up so that the number is visible. The shrink-wrapped packages shall be packaged in durable corrugated cartons that will service as inside cartons. Each inside carton shall be of sufficient depth to be flush with the level of the permits contained therein. The different groups of permits as outlined above shall not be mixed in interior cartons. Each inside carton, as well as the shipping carton must contain a label that shall be the quantity and type of permits contained therein. All inside boxes and shipping containers are to be sealed with a safety tape imprinted with the manufacturer's name.

Mechanical: PageMaker 6.5 Mac or PC files will be available to the contractor upon contract award.

Permit Direct: This service will require that the permit fulfillment system is integrated into their T2PowerPark/T2 ePark parking management. This will require that registration for parking can be done on the Virginia Tech Parking website, and the sale of the permits on line will follow the Virginia Tech Parking rules for registration. This service will allow the purchase of parking permits and the system will operate in conjunction with a fulfillment system. The website registration information will update the Virginia Tech Parking's system, but at the same time will download the necessary data needed to the service fulfillment house, which will complete the following process. Issue the assigned hangtag number that the website issued by inserting that permit into #10 business envelope, having the Virginia Tech Parking Services return address. Along with this permit would be necessary maps and instructional inserts to be given to the permit customer. This envelope would be sealed and labeled with the correct mailing address, and this envelope will be mailed First Class Mail to the permit customer who registered on the website. The permit fulfillment house must have direct contact with T2's PowerPark/T2 ePark system, and will keep constantly updated the status of each order received and when it is shipped. This shipment method will be done on a daily basis and the mailing process will be done by First Class Mail. The permit fulfillment house must store all necessary permits issued to them by the Virginia Tech Parking Service and adequately manage and inventory all of these permits in a manner that is satisfactory to the Virginia Tech Parking Services auditing operations. It is required that the service fulfillment house that stores these permits must also be the company that prints the Virginia Tech parking permits. The permit fulfillment house shall provide references and examples of jobs of fulfillment of similar size and complexity for the Virginia Tech Parking's evaluation. It will be imperative that the fulfillment house have an account representative that will work closely with T2 PowerPark/T2 e-Park system, and with Virginia Tech Parking Services.

2. **BUMPER DECALS:**

The contractor shall print 15 lots of bumper decals. Types, quantities, number sequence, and colors are shown in Attachment C.

Size: Bumper Decals – 3 1/4" wide x 2 3/8" deep with four (4) rounded corners. Outside border trim will be 1/8" wide. An iridescent laminate material will be used in the number box. Camera-ready type will be furnished to contractor for decals.

Iridescent Laminate Material: The iridescent laminate strip is to be a semi-clean, acrylic film containing multiple colors creating a rainbow effect. Holding this product at various angles causes the color to vary and, therefore, making this product very difficult to counterfeit. Although the colors can be picked up on the xerographic color copiers, this varying color effect cannot be copied by that method. Because of the

aggressive adhesives used on this product it is also very difficult to remove from the bumper decal. The strip is to cover the number and permit type.

Stock: Bumper permits material shall be silver/white reflective material with smooth flat outer surface as exposed, and shall attach durably to flat smooth outer surface. Decals shall be moisture resistant, free from ragged edges, cracks and blisters. They shall not crack or flake. The permits must be guaranteed to perform satisfactory and withstand the general intended use.

Bar Code: Bar code language to be (39) three of nine low density bar code. Code 3 of 9 is an alphanumeric character set symbology. The code will print five characters per inch. Start and Stop symbols must be counted as characters when measuring. Human readable characters are available with a minimum 30 point height. The code is 2.4 to 1 ratio with narrow bars .01" wide and wide bars .029" in width. The bars have a 1/2" normal height printed in black on the bottom of the permit. Permits must pass a field readability test utilizing Symbol PDT 8846 handheld laser scanner devices and Metrologic MS9500 Voyager Series single-line hand held laser scanner devices.

Adhesive: The reflective material shall include a special pre-coated pressure sensitive adhesive which shall be applied without the necessity for additional adhesive, water, other solvents or heat techniques. The adhesive shall be of a permanent type and not affected by extreme heat or cold. This pre-coated adhesive must permit application at temperatures as low as 32 degree Fahrenheit. The sticker decals must withstand tests of destructibility after application. Once applied stickers shall attain such a tight bond to the surface that it will remain affixed until it is intentionally or manually removed. If an attempt is made to transfer the sticker it shall be destroyed through tearing or distortion. The adhesive bond shall remain permanent for minimum period of one (1) year after application.

Liner: The pressure sensitive adhesive shall have a protective liner placed over it, which will also serve as a carrier sheet. The protective liner used shall be an easy-release type and shall be removed by peeling without the use of water or other solvents. The sticker can be quickly and effectively applied after removal of the protective liner. Any watermarks on the liner will be unobtrusive so as not to obscure the directions printed on the back of the liner.

Weathering Qualities: The complete decal shall be guaranteed not to fade, crack, peel and shall remain in legible condition for at least one (1) year. They must also be guaranteed to perform satisfactorily in both the heat and the cold.

Numbering: All printing and numbering on permits shall be done using sun resistant inks that will remain in good legible condition for at least one (1) year. They must also be guaranteed to perform satisfactorily in both the heat and the cold. On the bumper permit, the numbers will be black and 1/4" high within a white box that is 1/3" high and 1 1/2" long. Permits shall be consecutively numbered on the face in accurate sequences using 1/4" numbers. Erasures, strike overs, and misprints will not be acceptable. Guaranteed no missing or duplicate numbers on all permits is required.

Ink Color: Maroon (Match PMS-208), Orange (Match PMS-158) and black.

Back Printing: Virginia Tech Printing Services will furnish camera-ready copy to the contractor.

Packaging: All permits are to be shrink wrapped in clear security marked film imprinted with the name and the manufacturer in package quantities of twenty-five (25). Within each pack of twenty-five (25), the permits are to be packaged in ascending order with the permits face up so that the number is visible. The shrink-wrapped packages shall be packaged in durable corrugated cartons that will serve as inside cartons. Each inside carton shall be of sufficient depth to be flush with the level of the permits contained therein. The different groups of permits as outlined above shall not be mixed in interior cartons. Each inside carton, as well as the shipping cartons must be contained therein. All inside boxes and shipping containers are to be sealed with a safety tape imprinted with the manufacturer's name.

Mechanical: PageMaker 6.5 Mac or PC files will be available to the contractor upon contract award.

3. **BICYCLE PERMIT:**

Quantity: Three thousand (3,000) permits shall be printed.

Size: Permits will be 1 7/8" x 2 5/8" in size.

Stock: Base permit material shall be silver/white reflective material with smooth flat outer surface as exposed, and shall attach durably to flat smooth outer surface. Permits shall be moisture resistant, free from ragged edges, cracks, and blisters. They shall not crack or flake. The reflective material shall include a pre-coated pressure sensitive adhesive, which shall be applied without the necessity for additional adhesive, water, other solvents or heat techniques. The pre-coated adhesive must permit application at temperatures as low as 32 degrees Fahrenheit.

Liner: The protective liner used shall be an easy-release type and shall be removed by peeling without the use of water or other solvents.

Ink: Printing and design work on the face of the sticker shall be done using sun resistant inks that will remain legible for a period of 4 years after application.

Coating: The permit shall be clear coated after all printing and numbering is completed. The high gloss transparent clear coat is to be compatible with the sheeting and shall remain clear while providing additional abrasion, sun, and weather resistance.

Color: Permit color will be white with Maroon type (match PMS-208). The numbering will be black within a box outlined in maroon.

Durability: The stickers must withstand tests of destructibility after application. Once applied stickers shall attain such a tight bond to the surface that it will remain affixed until it is intentionally or manually removed. If an attempt is made to transfer the sticker it shall be destroyed through tearing or distortion. The adhesive bond shall remain permanent for a minimum period of one year after application. The complete permit shall be guaranteed not to fade, crack, peel, in the heat or cold. The permit shall remain in a legible condition and perform satisfactorily for at least one year. They shall be further guaranteed, if correctly applied, to withstand general use for at least one year.

Numbering: Numbering sequence will run consecutively. Sequence will be given at time order is placed. Permits shall be consecutively numbered on the face in accurate sequences using 3/8" black numbers. Erasures, strikeovers and misprints will not be acceptable. Guaranteed no missing or duplicate numbers on all permits is required. Numbers are to be centered within a 1 5/8" box outlined in maroon.

Typesetting: Typesetting will be the responsibility of the contractor. Permit design to have the same type style and copy as sample provided. Virginia Tech Printing Services will provide the "Virginia Tech Logo". All printing is to be maroon on a white permit. Expiration date to be given at the time order is placed.

Back Printing: The following must be printed on the back of each item: Location of Permit – Place permit on bicycle frame near handlebars facing upward so it can be seen and so that number on permit is not concealed. Application Instructions – Strip off backing paper. Place adhesive side against surface. Rub any blisters to edge of material until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease-and-wax-free surface.

Packaging: All permits are to shrink wrapped in clear security marked film imprinted with the name of the manufacturer in package quantities of 50. The permits are to be packaged in ascending order with the permit face up so that the number is visible. The shrink-wrapped packages shall be packaged in durable corrugated cartons, which will serve as inside cartons. Each inside carton shall be of sufficient depth to be flush with the level of the permits contained therein. Each inside carton, as well as the shipping cartons must contain a label, which shall have the quantity and type of the permits contained therein. All inside cartons and shipping boxes will include the type; beginning and ending permit numbers. All inside boxes and shipping containers are to be sealed with a safety tape imprinted with the manufacturer's name.

Mechanical: PageMaker 6.5 Mac or PC files will be available to the contractor upon contract award.

4. **SCRATCH-OFF DAILIES:**

Stock: Base stock must be a 10 pt. Kromekote stock, with alkyd resin or lacquer type coatability. The reverse side is an index offset surface.

The outlined "Blank" area must be capable of allowing a permanent mark to be made by issuer which will appear clearly and will not smear when penned surface is dry.

Printing: Printed material appears on both front and back of permit. Months, days and years must be printed beneath scratch off ink as well as on scratch off ink. DO NOT USE SEE-THROUGH PROTECTION ON SCRATCH OFF INK.

Bar Code: Bar code language to be (39) three of nine low density bar code. Code 3 of 9 is an alphanumeric character set symbology. The code will print five characters per inch. Start and Stop symbols must be counted as characters when measuring. Human readable characters are available with a minimum 30 point height. The code is 2.4 to 1 ratio with narrow bars .01" wide and wide bars .029" in width. The bars have a 1/2" normal height printed in black on the bottom of the permit. Permits must pass a field readability test utilizing Symbol PDT 8846 handheld laser scanner devices and Metrologic MS9500 Voyager Series single-line hand held laser scanner devices.

Scratch Off Ink: The "hidden" copy must be covered with one coat of a clear water based varnish and a minimum of one coat of water based silver scratch off ink. The release varnish and scratch off ink must be applied using a flexographic process. When scratched with a fingernail or coin the ink should come off fairly easily so the "hidden" copy is visible. However, it must not come off prior to the validation process

Size: Permit size to be 3 1/4" x 7 1/2" with four (4) rounded corners and a special die cut for easy application, to hang from rearview mirror.

Ink: Maroon PMS 208.

Front Printing: Item to be printed maroon background with white reverse printed information and logo. Printing on and beneath scratch off ink should be in black.

Numbering: Consecutive numbering on all permits should be in BLACK ink (within an outlined rectangle space). Sequential numbering shall remain in the same type-style as indicated on dummy (mock-up)

sample(s). Permits shall be consecutively numbered on permit face in accurate sequences using 3/8" BOLD numbers. Erasures, strike overs and misprints will not be acceptable. Guaranteed no missing or duplicate numbers on all permits is required, to include no overruns/under runs.

Back Printing: back of permit should be in white stock material with black print.

Packaging: To be in correct ascending numerical order in packages of 500. The permit shall be packaged in durable cartons. Each inside carton, as well as the shipping cartons must contain a label which shall have the quantity of the permits contained within and the lowest and highest serial number printed on label. All inside boxes and shipping containers are to be sealed with safety tape.

Typesetting and Proof: Vendor is responsible for the development (typesetting of all text) of camera ready proofs for permit. Virginia Tech Department of Parking must approve proofs prior to vendor printing permit. Virginia Tech Printing will only provide camera ready logos to successful vendor.

5. CAPS SCRATCH –OFFS:

Stock: Base stock must be a 10 pt. Kromekote stock, with alkyd resin or lacquer type coatability. The reverse side is an index offset surface.

The outlined "Blank" area must be capable of allowing a permanent mark to be made by issuer which will appear clearly and will not smear when penned surface is dry.

Printing: Printed material appears on both front and back of permit. Months, days and years must be printed beneath scratch off ink as well as on scratch off ink. DO NOT USE SEE-THROUGH PROTECTION ON SCRATCH OFF INK.

Bar Code: Bar code language to be (39) three of nine low density bar code. Code 3 of 9 is an alphanumeric character set symbology. The code will print five characters per inch. Start and Stop symbols must be counted as characters when measuring. Human readable characters are available with a minimum 30 point height. The code is 2.4 to 1 ratio with narrow bars .01" wide and wide bars .029" in width. The bars have a 1/2" normal height printed in black on the bottom of the permit. Permits must pass a field readability test utilizing Symbol PDT 8846 handheld laser scanner devices and Metrologic MS9500 Voyager Series single-line hand held laser scanner devices.

Scratch Off Ink: The "hidden" copy must be covered with one coat of a clear water based varnish and a minimum of one coat of water based silver scratch off ink. The release varnish and scratch off ink must be applied using a flexographic process. When scratched with a fingernail or coin the ink should come off fairly easily so the "hidden" copy is visible. However, it must not come off prior to the validation process

Size: Permit size to be 3 1/4" x 7 1/2" with four (4) rounded corners and a special die cut for easy application, to hang from rearview mirror.

Ink: Orange PMS 158.

Front Printing: Item to be printed maroon background with white reverse printed information and logo. Printing on and beneath scratch off ink should be in black.

Numbering: Consecutive numbering on all permits should be in BLACK ink (within an outlined rectangle space). Sequential numbering shall remain in the same type-style as indicated on dummy (mock-up) sample(s). Permits shall be consecutively numbered on permit face in accurate sequences using 3/8" BOLD numbers. Erasures, strike overs and misprints will not be acceptable. Guaranteed no missing or duplicate numbers on all permits is required, to include no overruns/under runs.

Back Printing: back of permit should be in white stock material with black print.

Packaging: To be in correct ascending numerical order in packages of 500. The permit shall be packaged in durable cartons. Each inside carton, as well as the shipping cartons must contain a label which shall have the quantity of the permits contained within and the lowest and highest serial number printed on label. All inside boxes and shipping containers are to be sealed with safety tape.

Typesetting and Proof: Vendor is responsible for the development (typesetting of all text) of camera ready proofs for permit. Virginia Tech Department of Parking must approve proofs prior to vendor printing permit. Virginia Tech Printing will only provide camera ready logos to successful vendor.

6. RETIREE PERMITS:

Quantity: 1200 Hangtags Style Permits

Size: The permit shall be 4 3/4" x 2 3/4" with four rounded corners. Die notch must match exact outline. Camera-ready copy (mechanicals) will be furnished to contractor for the hang tags.

Stock: The reflective tag shall be manufactured using .023" white retroreflective one side tag with a counterfeit deterrent mark being an integral part of the sheeting. Typical reflective value of 40 candela per lux per square meter measured by testing procedures outlined in Federal Specifications LS 300-C-0.4 degree entrance angle and 0.2 degree of deviation angle. The sheet material will exhibit no color change when tested 400 hours AATTC, 16-A method will develop only minimal curl in sunlight for one year.

Bar Code: Bar code language to be (39) three of nine low density bar code. Code 3 of 9 is an alphanumeric character set symbology. The code will print five characters per inch. Start and Stop symbols must be counted as characters when measuring. Human readable characters are available with a minimum 30 point height. The code is 2.4 to 1 ratio with narrow bars .01" wide and wide bars .029" in width. The bars have a 1/2" normal height printed in black on the bottom of the permit. Permits must pass a field readability test utilizing Symbol PDT 8846 handheld laser scanner devices and Metrologic MS9500 Voyager Series single-line hand held laser scanner devices.

Printing: Printing and design work on the face of the permit shall be done using sun resistant inks that will remain legible for a period of one year after application. After printing and numbering the entire surface of each permit shall be covered with a high gloss transparent coating to add sun and weather resistance.

Numbering: The numbering on permits shall be done using sun resistant inks that will remain in good legible condition for a period of one year. Permits shall be consecutively numbered in accurate sequences on the face of the permit. Erasures, strike overs and misprints will not be acceptable. Guaranteed no missing or duplicate numbers on all permits is required. The numbers will be 3/8" high within a 1/2" by 1 3/8" box.

Composition and Backprinting: Camera-ready copy for the permit will be furnished to the contractor by Virginia Tech Parking Services.

B. GENERAL REQUIREMENTS

1. The Contractor must have the capability to furnish color key proofs, transparent positive, etc., to ensure accurate production of materials. Color key proofs will be required prior to printing of all materials. All proofs to be shown to Virginia Tech Parking Services, 455 Tech Center Drive(0540), Blacksburg, VA 24061, Attention: Pam Tate, Telephone: (540) 231-3200, Fax: (540) 231-3027.
2. Permits have a monetary value and the bidder must take every precaution to protect them from all hazards. Proper security measures and adequate supervision must be provided to assure that all permits printed are delivered and that only one copy of each permit will be produced.
3. The successful bidder must have an assigned account representative available to assist Virginia Tech in coordinating all phases in the production and delivery of these materials. This representative may be required to travel to Virginia Tech at no additional expense for any meeting, transporting of proofs, sample tests and/or any additional services that are in direct relation to the printing of these permits.
4. If upon delivery of any shipment, Virginia Tech finds that the security sealed safety tapes on any carton/box is broken, torn, or believed to be tampered with, Virginia Tech will notify the Contractor immediately and delivery will not be accepted. Payment will be withheld until the Contractor satisfies Virginia Tech's concerns that no materials are missing. The Contractor shall come to Virginia Tech within twenty-four (24) hours to examine the shipment to determine if any materials are missing.
5. Delivery may be a factor in determining the award of this solicitation. Delivery schedules may change each year if contract is renewed. **For the 2011-2012 school year, delivery of all materials is required no later than July 1, 2011.**
6. The successful vendor must have the capability to furnish a certified manifest of all materials produced.
7. Virginia Tech reserves the right to inspect the bidder's method of production to ensure compliance with all provisions of bid specification.

VI. ITEMS TO BE SUBMITTED WITH BID

- A. **Notarized Letter:** To ensure product security, each bidder must submit with the bid a notarized letter stating that all phases of production (including art work, composition, plate-making, printing, numbering, die cutting, slitting, and packaging and mailing) will be performed on the bidder premises with absolutely no portion of it being sublet.
- B. **Documentation of Capacity, Experience, Equipment:** Each bidder must furnish with its bid evidence of capacity and experience for completing the job including a detailed list of all camera equipment, plate-making equipment, presses, numbering machines, coating and drying facilities. Ten (10) samples each of similar items produced by the bidder for other users as evidence of materials and quality must accompany the bid. Failure to comply with this request may be grounds for rejection of bid.
- C. **References:** The bidder must furnish the names of at least five (5) accounts of completed jobs in both size and complexity equal to this request. Include name and telephone number of each user. Virginia Tech will inquire about satisfaction with the bidder's product and service.

D. **Documentation of Security:** A complete description of the Contractor's security precautions must be submitted.

E. **Delivery date** if the contract is awarded by April 1, 2011.

VII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor after each satisfactory delivery of Parking Permits and receipt of the contractor's invoice.

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

IX. CONTRACT ADMINISTRATION:

- A. Pam Tate, Parking Services at Virginia Tech or her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

X. PRICE SCHEDULE: (TO BE COMPLETED BY BIDDER):

Bidder shall provide pricing for items described above on Attachment C. Quantities, Permit numbers, color schemes and expiration dates are for bidding purposes only. Actual quantities, permit numbers, color schemes and expiration dates shall be provided to the contractor by the Parking Services after a contract is awarded.

XI. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
Attachment C - Price Schedule
Attachment D - Parking Permit Layouts

ATTACHMENT A

TERMS AND CONDITIONS

Bid General Terms and Conditions

See http://www.purch.vt.edu/html.docs/terms/GTC_BID_080409.pdf

Special Terms and Conditions

1. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
2. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
3. **AWARD OF CONTRACT:** Virginia Tech will make the award on Grand Total basis to the lowest responsive and responsible bidder. The Virginia Tech Purchasing Department also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of Virginia Tech to be in its best interest.
4. **BID ACCEPTANCE PERIOD:** Any bid received in response to this solicitation shall be valid for (60) days. At the end of the (60) days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
5. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.
6. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
7. **DELIVERY NOTIFICATION:** Virginia Tech shall be notified 24 hours prior to delivery of any items so that personnel may be available to allow access to the building and verify items received. Notification shall be made to . Notification shall be made to Pamela Tate at 540-231-6136 or Penny Mills at 540-231-3200.
8. **DELIVERY POINT:** Except when otherwise specified herein, all items shall be F.O.B. delivered any point within the Commonwealth of Virginia as directed by ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in Section 2.2-4301 of the Virginia Public Procurement Act.
9. **IDENTIFICATION OF SEALED BID ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and addressed as follows:
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061
Reference the opening date and hour, and Bid Number in the lower left corner of the envelope or package.
If a bid not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope. Bids may be hand delivered to the Virginia Tech Purchasing Department.
10. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.
Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.
11. **INSURANCE:**
By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employers Liability - \$100,000.00
- C. General Liability - \$500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

- D. Automobile Liability - \$500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

- 12. **LIQUIDATED DAMAGES, GOODS AND NONPROFESSIONAL SERVICES:** Delivery is required not later than June 1, 2010. It is understood and agreed by the bidder 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 \$400.00 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 Virginia Tech, public enemy, war, embargo, fire or explosion not caused by the negligence or intentional act of the Contractor or his 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 his supplier(s), a reasonable extension of time as Virginia Tech deems appropriate may be granted. Upon receipt of a written request and justification for any extension from the Contractor, Virginia Tech may extend the time for performance of the contract or delivery of goods herein specified, at Virginia Tech's sole discretion, for good cause shown.
- 13. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address:

If to Contractor: Address Shown On Bid Cover Page
Attention: Name Of Person Signing Bid

If to Virginia Tech:
Virginia Polytechnic Institute and State University
Attn: Robert Snuffer
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

and

Virginia Polytechnic Institute and State University
Attn: Pam Tate
Parking Services Department
455 Tech Center Drive
Blacksburg, VA 24060

- 14. **PRINTING RAST:** Bids for printing will be rejected when the additional per thousand cost, run at the same time (R.A.S.T.) equals or exceeds the base lot per thousand price quoted and/or incremental unit cost. On bids for multiple part forms and envelopes, the additional per thousand price (R.A.S.T.) shall not exceed the base lot per thousand price quoted and/or incremental unit cost.
- 15. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- 16. **CLASS 1 - EXCELLENT QUALITY PRINTING:** This class shall be used when good clean, crisp reproduction is required. One color or multiple color jobs may be classified as "Class 1". Four-color process subjects shall have pleasing color matches with good skin tones; some color correction may be necessary. PMS color matches may be required. Very fine lines and drawings may be required. Normally half-tones or screen tints will require 133, 150, or

200 line screens. There is to be large reverse areas, and/or large solid areas where good even ink coverage is necessary. Because of the overall design, very accurate registration is required. Camera-ready copy is generally furnished. Metallic inks may be used. Finishing and bindery operations shall be of the same excellent quality.

17. **OWNERSHIP OF PRINTING MATERIALS:** All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of Virginia Tech. Any furnished materials shall remain the property of Virginia Tech. All such items and materials shall be delivered to Virginia Tech in usable condition after completion of the work, and prior to submission of the invoice for payment.
18. **PRINTING PICKUPS/DELIVERIES:** Contractor shall be responsible for all pickups and deliveries of all materials.

ATTACHMENT B

**Standard Contract form for reference only
Bidders do not need to fill in this form**

**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract Number: _____

This contract entered into this ____ day of _____, 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Invitation For Bid Number _____ dated _____, together with all written modifications thereof and the bid submitted by the Contractor dated _____, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____

Attachment C
Price Schedule
(to be completed by the contractor)

Hangtags	Qty.	Permit Numbers	Color Scheme	Exp. Date	Price/1000	Total Price
F/S 1 Year	7,000	111-00001 through 111-07000	Orange with White type	8/12/2011		
F/S Fall Semester	600	111-07001 through 111-07600	White with Orange type, candy striped	12/31/2010		
F/S Spring Semester	700	111-07601 through 111-08300	Maroon with White type, candy striped	8/12/2011		
NCR 1 Year	200	NCR11-0001 through NCR11-0200	Orange with White type	8/12/2011		
NCR Fall Semester	50	NCR11-0201 through NCR11-0250	White with Orange type, candy striped	12/31/2010		
NCR Spring Semester	50	NCR11-0251 through NCR11-0300	Maroon with White type, candy striped	8/12/2011		
R 1 Year	3,500	111-08301 through 111-11800	Orange with White type	8/26/2011		
R Fall Semester	800	111-11801 through 111-12600	White with Orange type, candy striped	12/31/2010		
R Spring Semester	1,200	111-12601 through 111-13800	Maroon with White type, candy striped	8/26/2011		
C 1 Year	8,500	111-13801 through 111-22300	Orange with White type	8/26/2011		
C Fall Semester	2,500	111-22301 through 111-24800	White with Orange type, candy striped	12/31/2010		
C Spring Semester	2,500	111-24801 through 111-27300	Maroon with White type, candy striped	8/26/2011		
G 1 Year	2,500	111-27301 through 111-29800	Orange with White type	8/26/2011		
G Fall Semester	800	111-29801 through 111-30600	White with Orange type, candy striped	12/31/2010		
G Spring Semester	800	111-30601 through 111-31400	Maroon with White type, candy striped	8/26/2011		
Bicycle Permits	1,500	BI10-0001 through BI10-1500	Orange with White type	None		
Retiree Permits	1,500	RET 10-0001 through RET10-1500	White with Blue type	10/15/2013		
Total	34,700					
Bumpers	Qty.	Permit Numbers	Color Scheme	Exp. Date		
F/S 1 Year	200	111-31401 through 111-31600	Orange with White type	8/12/2011		
F/S Fall Semester	50	111-31601 through 111-31650	White with Orange type, candy striped	12/31/2010		
F/S Spring Semester	50	111-31651 through 111-31700	Maroon with White type, candy striped	8/12/2011		
R 1 Year	50	111-31701 through 111-31750	Orange with White type	8/26/2011		
R Fall Semester	50	111-31751 through 111-31800	White with Orange type, candy striped	12/31/2010		
R Spring Semester	50	111-31801 through 111-31850	Maroon with White type, candy striped	8/26/2011		
C 1 Year	200	111-31851 through 111-32050	Orange with White type	8/26/2011		
C Fall Semester	50	111-32051 through 111-32100	White with Orange type, candy striped	12/31/2010		
C Spring Semester	50	111-32101 through 111-32150	Maroon with White type, candy striped	8/26/2011		
Bumpers	Qty.	Permit Numbers	Color Scheme	Exp. Date		

G 1 Year	100	111-32151 through 111-32250	Orange with White type	8/26/2011		
G Fall Semester	50	111-32251 through 111-32300	White with Orange type, candy striped	12/31/2010		
G Spring Semester	50	111-32301 through 111-32350	Maroon with White type, candy striped	8/26/2011		
Student Summer	50	111-32351 through 111-32400	Maroon with White type	8/12/2011		
F/S Summer	50	111-32401 through 111-32450	Maroon with White type	8/12/2011		
Total	1,050					
Hangtag						
Carpool Permits	Qty.	Permit Numbers	Color Scheme	Exp. Date		
F/S 1 Year	100	CP11-00001 through CP11-00100	White with Grey type	8/12/2011		
F/S Fall Semester	30	CP11-00101 through CP11-00130	White with Grey type, candy striped	12/31/2010		
F/S Spring Semester	30	CP11-00131 through CP11-00160	Grey with White type, candy striped	8/12/2011		
C/G 1 Year	350	CP11-00161 through CP11-00510	White with Black type	8/26/2011		
C/G Fall Semester	200	CP11-00511 through CP11-00710	White with Black type, candy striped	12/31/2010		
C/G Spring Semester	200	CP11-00711 through CP11-00910	Black with White type, candy striped	8/26/2011		
Total	910					
CAPS scratch off Dailies**	60,000	CK-00001 through CK-60000	Orange Background	8/26/2011		
Daily Scratch off permits	10,000	DL-00001 through DL10000	Maroon Background	12/31/2011		
Deliver permits before July 1, 2011						
				Grand Total		

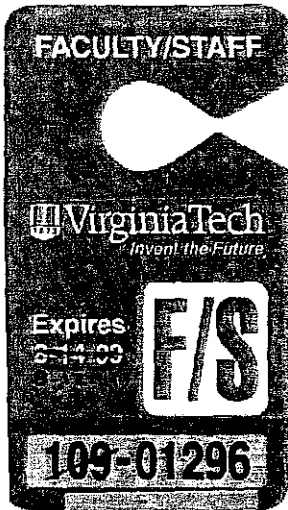
*actual estimated quantity shown in ()

**colors are subject to change

***expiration dates are subject to change

1

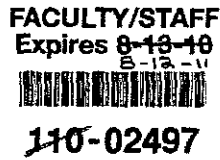
Attachment D



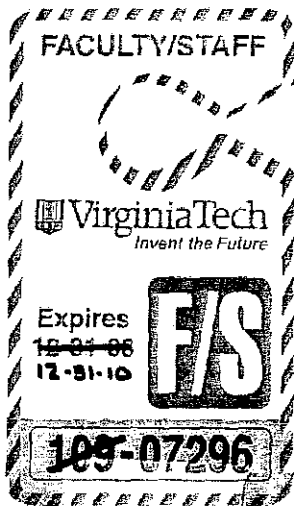
111

When Vehicle Is Not
Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the orange side facing out.
Parking meter violations, no parking zones, and handicapped spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$200 fine.
State laws regarding drivers to yield to pedestrians in crosswalks
are strictly enforced.



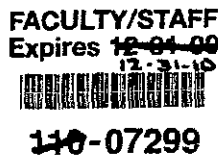
111



111

When Vehicle Is Not
Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the orange side facing out.
Parking meter violations, no parking zones, and handicapped spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$200 fine.
State laws regarding drivers to yield to pedestrians in crosswalks
are strictly enforced.



111



111

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the mirror side facing out.
Parking rules violations, no parking zones, and handicap spaces
strictly enforced.

Sharing of permits or other unauthorized use may result in a
\$100 fine.
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

FACULTY/STAFF
Expires ~~8-10-10~~
8-12-11



110-08295

111



11

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the mirror side facing out.
Parking rules violations, no parking zones, and handicap spaces
strictly enforced.

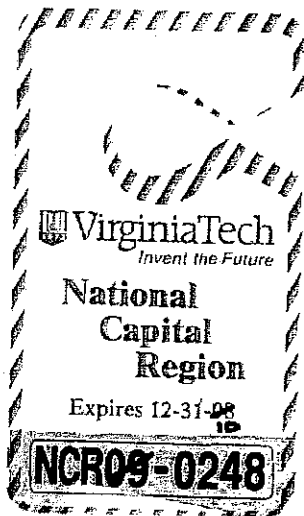
Sharing of permits or other unauthorized use may result in a
\$100 fine.
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

8-12-11
Expires ~~8-10-10~~



NCR10-00195

11



11

Vehicle Mirrors & Locks
Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the orange side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$200 fine.
VSO
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

Expires 12-31-08



NCR10-00245

11



11

Vehicle Mirrors & Locks
Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the orange side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$200 fine.
VSO
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

Expires 8-12-11
8-10-10



NCR10-00295

11



111

Vehicle Mirror & Light
Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

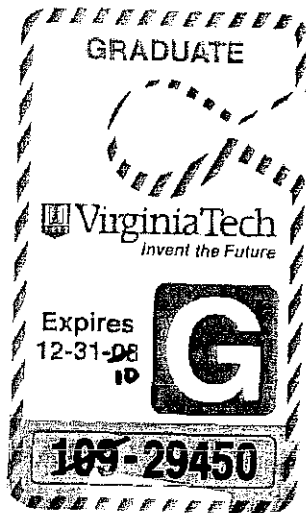
Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the orange side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$100 fine.
150
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

GRADUATE
Expires ~~8-27-10~~



110-28795

111



111

Vehicle Mirror & Light
Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the orange side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$100 fine.
150
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

GRADUATE
Expires 12-31-08



110-30345

111



111

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the narrow side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.

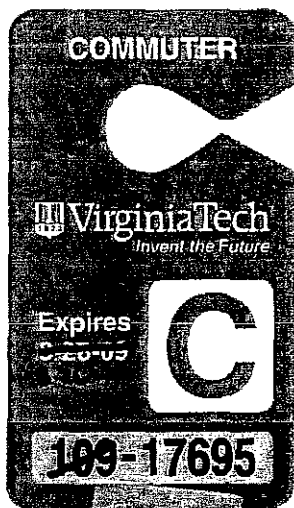
Sharing of permits or other unauthorized use may result in a
\$200 fine.
FSC
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

GRADUATE
Expires ~~8-27-10~~
8-28-11



140-31395

111



111

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the narrow side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.

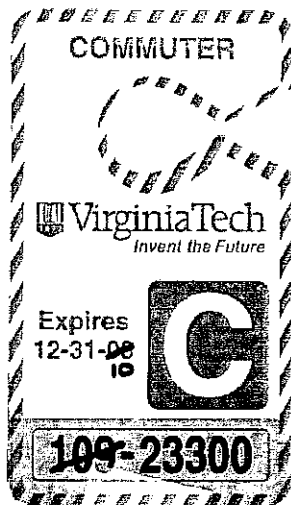
Sharing of permits or other unauthorized use may result in a
\$200 fine.
FSC
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

COMMUTER
Expires ~~8-27-10~~
8-28-11



140-18295

111



111

Permit, Version 3.1-01-07
 Prevent theft. Lock your vehicle.
 This permit must be removed from mirror
 before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
 from the front of the vehicle and with the mirror side facing out.
 Parking mirror violations, no parking zones, and handicap spaces
 strictly enforced.
 Sharing of permits or other unauthorized use may result in a
 \$100 fine.
 VSO
 State laws requiring drivers to yield to pedestrians in crosswalks
 are strictly enforced.

COMMUTER
Expires 12-31-08



110-23795

111



111

Permit, Version 3.1-01-07
 Prevent theft. Lock your vehicle.
 This permit must be removed from mirror
 before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
 from the front of the vehicle and with the mirror side facing out.
 Parking mirror violations, no parking zones, and handicap spaces
 strictly enforced.
 Sharing of permits or other unauthorized use may result in a
 \$100 fine.
 VSO
 State laws requiring drivers to yield to pedestrians in crosswalks
 are strictly enforced.

COMMUTER
Expires 8-23-09



110-27295

111



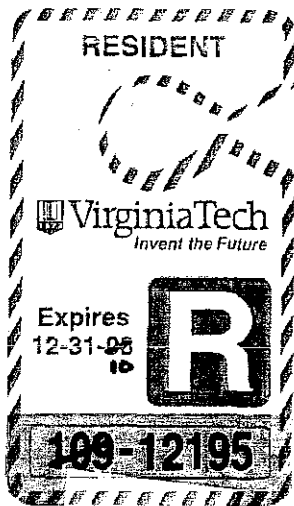
111

Source: Virginia Tech
 Prevent theft. Lock your vehicle.
 This permit must be removed from mirror
 before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
 from the front of the vehicle and with the orange side facing out.
 Parking meter violations, no parking zones, and handicap spaces
 strictly enforced.
 Sharing of permits or other unauthorized use may result in a
 \$200 fine.
 VDOT
 State laws requiring drivers to yield to pedestrians in crosswalks
 are strictly enforced.



111



111

Source: Virginia Tech
 Prevent theft. Lock your vehicle.
 This permit must be removed from mirror
 before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
 from the front of the vehicle and with the orange side facing out.
 Parking meter violations, no parking zones, and handicap spaces
 strictly enforced.
 Sharing of permits or other unauthorized use may result in a
 \$200 fine.
 VDOT
 State laws requiring drivers to yield to pedestrians in crosswalks
 are strictly enforced.



111

D. **Documentation of Security:** A complete description of the Contractor's security precautions must be submitted.

E. **Delivery date** if the contract is awarded by April 1, 2011.

VII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor after each satisfactory delivery of Parking Permits and receipt of the contractor's invoice.

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

IX. CONTRACT ADMINISTRATION:

A. Pam Tate, Parking Services at Virginia Tech or her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

X. PRICE SCHEDULE: (TO BE COMPLETED BY BIDDER):

Bidder shall provide pricing for items described above on Attachment C. Quantities, Permit numbers, color schemes and expiration dates are for bidding purposes only. Actual quantities, permit numbers, color schemes and expiration dates shall be provided to the contractor by the Parking Services after a contract is awarded.

XI. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
Attachment C - Price Schedule
Attachment D - Parking Permit Layouts



111

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the mirror side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$300 fine.
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced!

RESIDENT
Expires ~~8-27-10~~
8-28-11



110-13795

111

CARPOOL



11

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

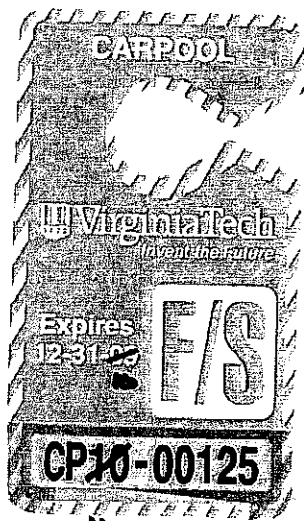
Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the silver side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.
Sharing of permits or other unauthorized use may result in a
\$300 fine.
150
State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced!

FACULTY/STAFF
Expires ~~8-10-10~~
8-12-11



CP10-00095

11



11

Prevent theft. Lock your vehicle.

Permit must be displayed by hanging on rearview mirror, visible from the front of the vehicle and with the silver side facing out.

Parking meter violations, no parking zones, and handicap spaces strictly enforced.

Sharing of permits or other unauthorized use may result in a \$400 fine.

150

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.

F/S CARPOOL
Expires 12-31-08



CP09-00125

11



11

Prevent theft. Lock your vehicle.
This permit must be removed from mirror before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible from the front of the vehicle and with the silver side facing out.

Parking meter violations, no parking zones, and handicap spaces strictly enforced.

Sharing of permits or other unauthorized use may result in a \$400 fine.

150

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.

F/S CARPOOL
Expires 8-12-11



CP10-00155

11

CARPOOL

VirginiaTech
Invent the Future

Expires
8-28-09
8-28-11

C/G

CP09-00455
11

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the black side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.

Sharing of permits or other unauthorized use may result in a
fine.
VDO
Some laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

C/G CARPOOL
Expires 8-27-10
8-27-11

CP10-00505

11

CARPOOL

VirginiaTech
Invent the Future

Expires
12-31-08
10

C/G

CP09-00605
11

Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

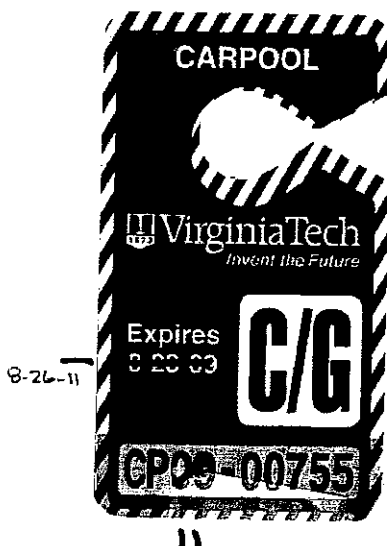
Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the black side facing out.
Parking meter violations, no parking zones, and handicap spaces
strictly enforced.

Sharing of permits or other unauthorized use may result in a
fine.
VDO
Some laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

C/G CARPOOL
Expires 12-31-08
10

CP10-00705

11



Prevent theft. Lock your vehicle.
This permit must be removed from mirror
before vehicle is in motion.

Permit must be displayed by hanging on rearview mirror, visible
from the front of the vehicle and with the black side facing out.

Parking meter violations, no parking zones, and handicap spaces
strictly enforced.

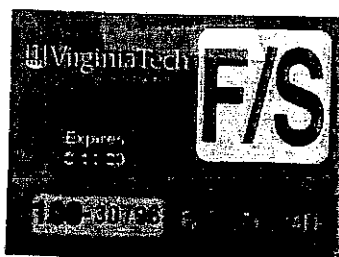
Sharing of permits or other unauthorized use may result in a
\$100 fine.

State laws requiring drivers to yield to pedestrians in crosswalks
are strictly enforced.

C/G CARPOOL
Expires 8-27-10
8-26-11



CP10-00905
11



Permit must be displayed by affixing to front fork of
motorcycle or driver's side of the rear bumper.

Sharing of permits or other unauthorized use may
result in a \$100 fine.

Parking meter violations, no parking zones, and
handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians
in crosswalks are strictly enforced.

Place adhesive side against surface. Rub any blisters
to edge of permit until they disappear. Do not use
water or apply to cold or wet surface. Apply to clean,
grease and wax-free surface.

11



Permit must be displayed by affixing to front fork of
motorcycle or driver's side of the rear bumper.

Sharing of permits or other unauthorized use may
result in a \$100 fine.

Parking meter violations, no parking zones, and
handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians
in crosswalks are strictly enforced.

Place adhesive side against surface. Rub any blisters
to edge of permit until they disappear. Do not use
water or apply to cold or wet surface. Apply to clean,
grease and wax-free surface.

11



Permit must be displayed by affixing to front fork of
motorcycle or driver's side of the rear bumper.

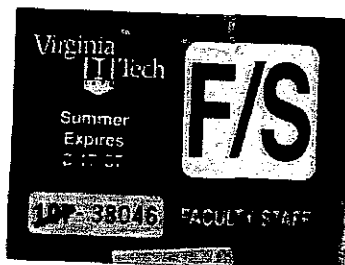
Sharing of permits or other unauthorized use may
result in a \$100 fine.

Parking meter violations, no parking zones, and
handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians
in crosswalks are strictly enforced.

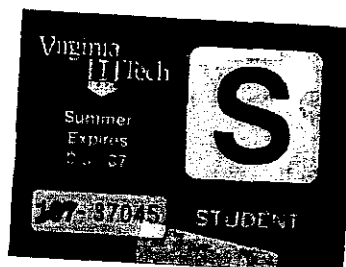
Place adhesive side against surface. Rub any blisters
to edge of permit until they disappear. Do not use
water or apply to cold or wet surface. Apply to clean,
grease and wax-free surface.

11



Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.
Sharing of permits or other unauthorized use may result in a \$100 fine.
150
Parking meter violations, no parking zones, and handicap spaces strictly enforced.
State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.
Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Source: Virginia Tech



Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.
Sharing of permits or other unauthorized use may result in a \$100 fine.
150
Parking meter violations, no parking zones, and handicap spaces strictly enforced.
State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.
Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Source: Virginia Tech

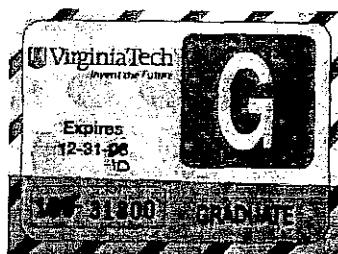


Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.
Sharing of permits or other unauthorized use may result in a \$100 fine.
150
Parking meter violations, no parking zones, and handicap spaces strictly enforced.
State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.
Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Source: Virginia Tech



111



111

Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.

Sharing of permits or other unauthorized use may result in a \$100 fine.

15-D
Parking meter violations, no parking zones, and handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.

Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Permit, Virginia & Lee ©



111

Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.

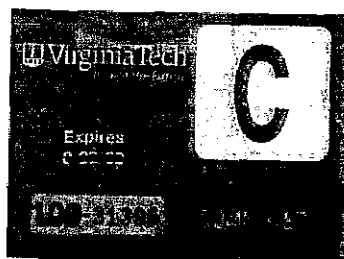
Sharing of permits or other unauthorized use may result in a \$100 fine.

15-D
Parking meter violations, no parking zones, and handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.

Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Permit, Virginia & Lee ©



Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.

Sharing of permits or other unauthorized use may result in a \$100 fine.

15-D
Parking meter violations, no parking zones, and handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.

Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Permit, Virginia & Lee ©



Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.

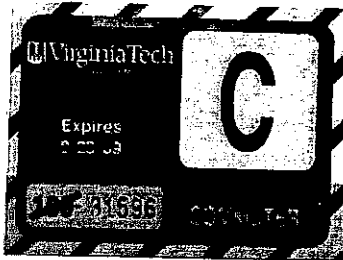
Sharing of permits or other unauthorized use may result in a \$100 fine.

15-D
Parking meter violations, no parking zones, and handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced.

Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Permit, Virginia & Lee ©



Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.

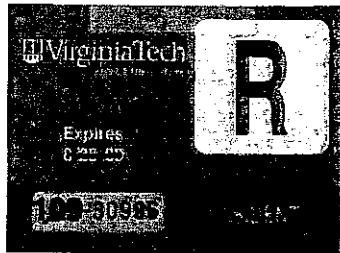
Sharing of permits or other unauthorized use may result in a \$100 fine.

150
Parking meter violations, no parking zones, and handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced!

Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Model Number 1100 C



Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.

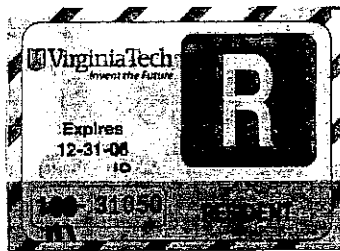
Sharing of permits or other unauthorized use may result in a \$100 fine.

150
Parking meter violations, no parking zones, and handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced!

Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Model Number 1100 C



Permit must be displayed by affixing to front fork of motorcycle or driver's side of the rear bumper.

Sharing of permits or other unauthorized use may result in a \$100 fine.

150
Parking meter violations, no parking zones, and handicap spaces strictly enforced.

State laws requiring drivers to yield to pedestrians in crosswalks are strictly enforced!

Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Model Number 1100 C



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Place adhesive side against surface. Rub any blisters to edge of permit until they disappear. Do not use water or apply to cold or wet surface. Apply to clean, grease and wax-free surface.

Model Number 1100 C

INVITATION FOR SEALED BID # 0012300B THIS IS NOT AN ORDER

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PURCHASING DEPARTMENT (0333)
270 SOUTHGATE CENTER
BLACKSBURG, VA 24061

DATE February 21, 2011	BID RETURN DATE AND HOUR	BID OPENING DATE AND HOUR March 8, 2011 3PM
---------------------------	--------------------------	--

BIDDERS ADDRESS

Weldon, Williams & Lick, Inc.
711 N A Street
Ft Smith AR 72901-2121

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:



Robert Snuffer
Buyer Specialist
E-MAIL ADDRESS: bsnuffer@vt.edu
TELEPHONE NUMBER (540) 231-5557
FAX NUMBER (540) 231-9628
AFTER HOUR MESSAGES (540) 231-6221

COMMODITY: Parking Permits SEE ATTACHED

SPECIAL INSTRUCTIONS

1. **SEALED BID** responses should be returned in the furnished envelope.
2. Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department, see "Facsimile Bids" of the attached General Terms and Conditions.
3. Responses must be submitted on this form and the attachment (s) provided.
4. Responses should be signed below.
5. Responses will be received in the Virginia Polytechnic Institute and State University, Purchasing Department (0333), 270 Southgate Center, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
7. **DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.**
8. Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
9. **Bidders must take cognizance of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at <http://www.eva.state.va.us/> and submit prices accordingly.**

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT http://www.purch.vt.edu/html/docs/terms/GTC_BID_080409.pdf THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number) Weldon, Williams & Lick, Inc.		FEDERAL TAXPAYER NUMBER (ID#) 	DELIVERY DATE <i>See pricing page 15</i>
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
BILLING NAME (Company name as it appears on your invoice) Weldon, Williams & Lick, Inc.		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
PURCHASE ORDER ADDRESS Weldon, Williams & Lick P.O. Box 168 Fort Smith AR 72902-0168		PAYMENT ADDRESS Weldon, Williams & Lick P.O. Box 168 Fort Smith AR 72902-0168	
CONTACT NAME/TITLE (PRINT) Christine Baker, Customer Service Rep.		SIGNATURE (IN INK) 	DATE 3-3-11
E-MAIL ADDRESS sales@wwlinc.com	TELEPHONE NUMBER 1-479-783-4113	TOLL FREE TELEPHONE NUMBER 1-800-242-4995	FAX NUMBER 1-479-783-7050
*BUSINESS CLASSIFICATION <input checked="" type="checkbox"/> LARGE <input type="checkbox"/> SMALL		<input type="checkbox"/> MINORITY-OWNED <input type="checkbox"/> WOMEN-OWNED	
*Business Classification definitions can be viewed at http://www.purch.vt.edu/Vendor/class.html			
*Is your Classification certified by the Virginia Dept of Minority Business Enterprise? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide Certification Number:			
*For assistance with certification questions, please visit: http://www.dnbe.state.va.us/swamcert.html			

Attachment C
Price Schedule
(to be completed by the contractor)

Hangtags	Qty.	Permit Numbers	Color Scheme	Exp. Date	Price/1000	Total Price
F/S 1 Year	7,000	111-00001 through 111-07000	Orange with White type	8/12/2011	\$758.00	\$5,306.00
F/S Fall Semester	600	111-07001 through 111-07600	White with Orange type, candy striped	12/31/2010	\$758.00	\$454.80
F/S Spring Semester	700	111-07601 through 111-08300	Maroon with White type, candy striped	8/12/2011	\$758.00	\$530.60
NCR 1 Year	200	NCR11-0001 through NCR11-0200	Orange with White type	8/12/2011	\$758.00	\$151.60
NCR Fall Semester	50	NCR11-0201 through NCR11-0250	White with Orange type, candy striped	12/31/2010	\$758.00	\$37.90
NCR Spring Semester	50	NCR11-0251 through NCR11-0300	Maroon with White type, candy striped	8/12/2011	\$758.00	\$37.90
R 1 Year	3,500	111-08301 through 111-11800	Orange with White type	8/26/2011	\$758.00	\$2,653.00
R Fall Semester	800	111-11801 through 111-12600	White with Orange type, candy striped	12/31/2010	\$758.00	\$606.40
R Spring Semester	1,200	111-12601 through 111-13800	Maroon with White type, candy striped	8/26/2011	\$758.00	\$909.60
C 1 Year	8,500	111-13801 through 111-22300	Orange with White type	8/26/2011	\$758.00	\$6,443.00
C Fall Semester	2,500	111-22301 through 111-24800	White with Orange type, candy striped	12/31/2010	\$758.00	\$1,895.00
C Spring Semester	2,500	111-24801 through 111-27300	Maroon with White type, candy striped	8/26/2011	\$758.00	\$1,895.00
G 1 Year	2,500	111-27301 through 111-29800	Orange with White type	8/26/2011	\$758.00	\$1,895.00
G Fall Semester	800	111-29801 through 111-30600	White with Orange type, candy striped	12/31/2010	\$758.00	\$606.40
G Spring Semester	800	111-30601 through 111-31400	Maroon with White type, candy striped	8/26/2011	\$758.00	\$606.40
Bicycle Permits	1,500	BI10-0001 through BI10-1500	Orange with White type	None	\$1,070.00	\$1,605.00
Retiree Permits	1,500	RET 10-0001 through RET10-1500	White with Blue type	10/15/2013	\$1,320.00	\$1,980.00
Total	34,700					\$27,613.60
Bumpers	Qty.	Permit Numbers	Color Scheme	Exp. Date		
F/S 1 Year	200	111-31401 through 111-31600	Orange with White type	8/12/2011	\$2,990.00	\$598.00
F/S Fall Semester	50	111-31601 through 111-31650	White with Orange type, candy striped	12/31/2010	\$2,990.00	\$149.50
F/S Spring Semester	50	111-31651 through 111-31700	Maroon with White type, candy striped	8/12/2011	\$2,990.00	\$149.50
R 1 Year	50	111-31701 through 111-31750	Orange with White type	8/26/2011	\$2,990.00	\$149.50
R Fall Semester	50	111-31751 through 111-31800	White with Orange type, candy striped	12/31/2010	\$2,990.00	\$149.50
R Spring Semester	50	111-31801 through 111-31850	Maroon with White type, candy striped	8/26/2011	\$2,990.00	\$149.50
C 1 Year	200	111-31851 through 111-32050	Orange with White type	8/26/2011	\$2,990.00	\$598.00
C Fall Semester	50	111-32051 through 111-32100	White with Orange type, candy striped	12/31/2010	\$2,990.00	\$149.50
C Spring Semester	50	111-32101 through 111-32150	Maroon with White type, candy striped	8/26/2011	\$2,990.00	\$149.50

G 1 Year	100	111-32151 through 111-32250	Orange with White type	8/26/2011	\$2,990.00	\$299.00
G Fall Semester	50	111-32251 through 111-32300	White with Orange type, candy striped	12/31/2010	\$2,990.00	\$149.50
G Spring Semester	50	111-32301 through 111-32350	Maroon with White type, candy striped	8/26/2011	\$2,990.00	\$149.50
Student Summer	50	111-32351 through 111-32400	Maroon with White type	8/12/2011	\$2,990.00	\$149.50
F/S Summer	50	111-32401 through 111-32450	Maroon with White type	8/12/2011	\$2,990.00	\$149.50
Total	1,050					\$3,139.50
Hangtag						
Carpool Permits	Qty.	Permit Numbers	Color Scheme	Exp. Date		
F/S 1 Year	100	CP11-00001 through CP11-00100	White with Grey type	8/12/2011	\$758.00	\$75.80
F/S Fall Semester	30	CP11-00101 through CP11-00130	White with Grey type, candy striped	12/31/2010	\$758.00	\$22.74
F/S Spring Semester	30	CP11-00131 through CP11-00160	Grey with White type, candy striped	8/12/2011	\$758.00	\$22.74
C/G 1 Year	350	CP11-00161 through CP11-00510	White with Black type	8/26/2011	\$758.00	\$265.30
C/G Fall Semester	200	CP11-00511 through CP11-00710	White with Black type, candy striped	12/31/2010	\$758.00	\$151.60
C/G Spring Semester	200	CP11-00711 through CP11-00910	Black with White type, candy striped	8/26/2011	\$758.00	\$151.60
Total	910					\$689.78
CAPS scratch off Dailies**	60,000	CK-00001 through CK-60000	Orange Background	8/26/2011	\$154.00	\$9,240.00
Daily Scratch off permits	10,000	DL-00001 through DL10000	Maroon Background	12/31/2011	\$701.39	\$7,013.90
Total	70,000					\$16,253.90
Deliver permits before July 1, 2011						
				Grand Total		\$47,696.78

*actual estimated quantity shown in ()

**colors are subject to change

***expiration dates are subject to change

These Prices are F.O.B. Destination with the most economical surface transportation allowed

SHIPMENT FROM FORT SMITH CAN BE
MADE IN 30-35 WORKING DAYS AFTER
WE RECEIVE FINAL OK TO GO TO PRESS



Weldon, Williams & Lick, Inc.

Shipping Address: 711 North A Street 72901-2121

Mailing Address: P.O. Box 168 72902-0168

Fort Smith, Arkansas, U.S.A.

479-783-4113 800-242-4995 Fax 479-783-7050

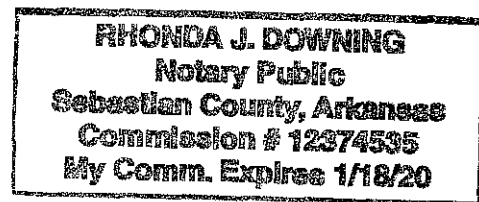
www.wwlinc.com

NOTARIZED NO SUBLET STATEMENT

All pre-press work, plate-making, printing, numbering, coating, die cutting, slitting, packaging, electronic data conversion, imprinting, fulfillment, shipping and distribution are done on our own premises in Fort Smith, Arkansas, with absolutely no portion being sublet.

Christine Baker

Christine Baker
Customer Service Representative



STATE OF ARKANSAS)
COUNTY OF SEBASTIAN)

Subscribed and sworn to before me this day, Thursday, March 03, 2011.

Rhonda J. Downing

Rhonda J. Downing, Notary Public
My Commission Expires: 1/18/20



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EVIDENCE OF CAPACITY

Material & Waste Handling

Slitter/Rewinder 40"	(1)
52" Sheeter	(1)

Floor Space (Sq. Ft.)*

Manufacturing	170,600
Office	17,100
Warehouse	71,300

**Our offices, production and storage areas, are in two sprinklered, electronically monitored facilities.
Communications between the facilities is via redundant, broadband connections.*

Self Contained Waste Collection System

Compactor/Baler	(1)
Shredder	(1)

Building

Air Compressors 60 HP	(3)
Backup Generator 750 KVA	(2)

Prepress and Press Equipment

Offset:

Heidelberg 2-Color Press	(4)
Heidelberg 5-Color Press	(1)

Specialty Presses:

Screen Print - 14" x 24"	(1)
Flexographic 7" 6-Color	(1)
Flexographic 16" 10-Color	(1)
Flexographic 17" 11-Color	(2)
Flexographic 20" 10-Color	(1)
Auto Screen Press/UV Dryer	(1)

Computer Printers:

Sheetfed Laser Printer 70 PPM	(3)
110 PPM	(2)
Digital Color Press	(6)
Continuous Form Laser to 110 PPM	(3)
Inline Inkjet Heads Single Character	(20)
Broad Array	(4)

Letterpress:

New Era Presses	(8)
C&P and Job Presses	(8)
Kluge Presses	(7)
Heidelberg (large)	(4)
Heidelberg (small)	(2)

Electronic Prepress:

Mac Work Stations	(18)
Mac Scanners	(4)
Mecca Work Stations	(2)
Proofing Printers	(8)

CTPs:

Offset CTP 19" x 25"	(2)
Flexo CTP	(1)

Bindery Equipment

Folder, up to 22" x 28"	(1)
Padding, Hot Melt	(1)
Cutting Machines, Sizes to 40	(9)
Hydraulic Clicker Die Cutter	(2)
Stitching/Stripping machine	(1)
Stitchers	(10)
Tag Stringers, Whirlwind	(3)
Slitters - 20	(4)
Perforator, Up to 22" x 25"	(1)
Shrinkwrap	(4)
Automatic Die Cutter	(2)

Magnetic Card Encoder	(1)
Coater w/Air Dry System	(1)
Paper Drills	(2)
Sheet Laminator	(3)
Corner Cutter	(4)
PMC Die Cutter	(1)
Strip Packaging-Baggers	(5)
Tape Applicator	(2)
Manual Re-roll	(4)
Automatic Re-roll	(1)
Wire Binder	(1)



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WW&L QUALIFICATIONS AND EXPERIENCE

This year marks Weldon, Williams & Lick's 113th year of business. The experience we bring to the table is unsurpassed.

Throughout a given year, we will produce over 9,000 custom orders. Every job we handle is unique for that specific customer – with no two jobs ever exactly the same. We process the ticketing, parking, fulfillment, and more, for literally hundreds of colleges, professional sports organizations, government entities, fairs, rodeos, fine art groups, and many other producers of major and small events. Our experienced staff can help you with any and all of your printing needs.

Production of your products would be at our plant in Fort Smith, Arkansas. All pre-press work, printing, numbering, coating, die cutting, foil stamping, slitting, packaging, electronic data conversion, imprinting, fulfillment, shipping and distribution are done on our own premises, with absolutely no operations being sublet. Because of our long-standing experience in producing high face value printing, WW&L is uniquely equipped to offer you complete security.

Our product diversification has led to market growth in many areas, such as college parking stickers, state validation stickers, ski lift tickets, game and fish stamps, tickets for screen process coating, lithography, flexography, and computerization.

A significant and critical advantage to choosing WW&L as your printer, is our investment in production-scheduling software. To our knowledge, we are the only ticket printing company that has invested in and is using project-scheduling software. This eliminates guessing and late shipments associated with guessing. We are able to meet your expectations and assure you of on-time delivery, provided that art, data, and other components arrive as agreed on.

Another significant advantage is our backup plan and backup power supply. It is critical that your printer have a backup plan and adequate capacity to produce your job. WW&L's equipment redundancy provides the capability to transfer a job to a secondary piece of equipment, ensuring that your job will be completed on time. Our back-up power supply enables us to continue the production process on schedule should the power go down for any length of time.

Weldon, Williams & Lick provides quality customer service, unique security features, custom design, seamless ticket fulfillment solutions, and more. We have the knowledge and resources to successfully produce and complete your printing projects, and will do everything possible to respond to your project needs. Your satisfaction is our goal.

At WW&L, we know what is needed for each job.

We are experienced in handling major contracts for printing and fulfillment.

We have the equipment and flexibility to meet your requirements.

We continually upgrade our equipment and technology, replace obsolete equipment, and refine and revise our production processes.



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PermitDirect® REFERENCES

Duke University – Chuck Landis – 919-684-2816

Florida State University – Hunter Hughes – 850-644-5278

Indiana University Purdue at Indianapolis – Carol Pferrer – 317-274-5812

Montclair State University – Amanda Deo – 973-655-6861

Northern Virginia Community College – Layla Albayati - 703-764-7763

Oklahoma State University – Jan Cook-Hernandez – 405-744-4321

San Jose State University – Lisa Rocha – 408-924-6567

Texas A&M University – Peter Lange – 979-458-2040

University of Arkansas – Gary Smith – 501-575-3304

University of Kansas – Donna Hultine – 785-864-5220

University of Maryland at Baltimore – Deanna Jenkins – 410-706-6603

University of Michigan – Becky Seiser – 313-647-3615

University of New Mexico – Clovis Acosta – 505-277-9675

University of North Carolina – Karen Cheek – 919-962-7144

University of North Texas – Barry Moore – 940-565-3015

University of Tennessee at Knoxville – Mary Lynn Holloway – 865-974-6031

University of Texas at Austin – Bobby Stone – 512-471-5717

Vanderbilt Medical Center – Bethany Rosen – 615-936-1215

Vanderbilt University – Lance Hale or Tracy Owens – 615-343-0643



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PARKING REFERENCES

Cities		
City of Boston One City Hall Rm 224 Boston MA 02201 Kathy Ellis 617-635-3663	City of Corpus Christi 1501 Chaparral St Corpus Christi TX 78401 Derek Herzog 361-826-4188 Michele Thomas 361-826-3494	City of New Orleans Dept of Safety & Permits 1300 Perdido St Rm 7E01 New Orleans LA 70112 Robert Polk 504-658-7170
City of Rehoboth Beach 229 Rehoboth Ave Rehoboth Beach DE 19971 Greg Ferrese 302-227-4641	City of Santa Monica Transportation Mgmt Division 1717 4 th Street Ste 150 Santa Monica CA 90401 Angela Craddock 310-458-8291	City of Seattle Commuter Services 700 5 th Ave Ste 3700 Seattle WA 98104-5043 Fe Trias 206-684-7582
Transits		
Dallas Area Rapid Transit 1501 Pacific Ave Dallas TX 75202 Dwight Mymbs 214-749-3101	Metra 547 W Jackson Blvd 3 rd Floor Chicago IL 60661-5737 Sharon Austin 312-322-6513	
Regional Transit Authority 130 Nestor Street Nashville TN 37210 Jill Hunt 615-862-6142	Veolia Transportation Inc. (RTA) 2817 Canal Street New Orleans LA 70119 Shulond Meyer 504-248-3853	
Universities		
Emory University Parking Office 1701 Lowergate Dr Atlanta GA 30322-1025 Adele Clements 404-727-3104	Indiana University - Purdue Parking & Transportation 1004 West Vermont Street Indianapolis IN 46202-5185 Carol Pferrer 317-274-5812	Northwestern University Athletics Parking 1501 Central Street Evanston IL 60208-3630 Carrie Forsman 847-491-8686
Northwestern University University Police Parking 1819 Hinman Ave Evanston IL 60208-1320 John Coleman 847-491-3319	Rutgers The State University Louis Brown Athletic Center 83 Rockafeller Rd Piscataway NJ 08854-8053 McK Williams 732-445-7873	Texas A&M University Parking & Transportation 702 University Dr E - TAMU 1250 College Station TX 77843-1366 Debbie Hoffman 979-862-2548
University of Arkansas Parking & Transit 155 Razorback Rd Fayetteville AR 72701 Debbie Wood 479-575-7929	University of Kentucky 721 Press Ave Lexington KY 40508-0571 Anna Brown 859-257-5757 Don Thornton 859-257-6319	University of Massachusetts Parking Services 51 Forrestry Way Amherst MA 01003-6510 Ann Morissette 413-545-6581
University of Michigan 777 North University Ave Ann Arbor MI 48104-1611 Becky Seiser 734-647-3615	University of New Mexico 1621 Central NE Albuquerque NM 87106 Clovis Acosta 505-277-9675	University of North Carolina Dept. of Public Safety 205 Manning Drive Chapel Hill NC 27599-1600 Karen Cheek 919-962-7144



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www.wwline.com

THE WW&L GUARANTEE

Weldo, Williams & Lick prides itself on meticulous attention to quality, accuracy, and accountability. We have a department specifically for verifying the accuracy of your products.

We have on-site department supervisors and plant managers to oversee every aspect of production and distribution.

We ship using traceable means so that shipments can be tracked immediately.

We ship your products in double-walled corrugated boxes securely sealed with security tape. This tape shows immediate evidence of tampering by means of a permanent adhesive and an identifiable printed mark on the tape, that would show evidence if it were taped over.

We label all inside cartons to show quantity printed, beginning and ending numbers, and the name of the product and date of the event.

Any breaks in continuous feed stock are noted on the boxes and a marker is placed inside the box at the position of the break.

WW&L guarantees that your custom products:

*Will be furnished with
no missing or
duplicate numbers.*

*Will be packaged in
correct numerical
sequence according to
your specifications.*

*If stickers, will adhere
for a minimum of one
year when properly
applied.*

*Will remain in legible
condition for a minimum of
one year when printed with
our fade-resistant inks.*

*If hangtags, will maintain
shape with minimal curl for a
minimum of one year when
hung from a rearview mirror.*



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www.wwlinc.com

WW&L Quality Control

Long before the current rage for "total quality" started, Weldon, Williams & Lick was already employing quality processes and controls in order to best serve our customers. We pride ourselves on meticulous attention to quality, accuracy, and accountability.

At WW&L, we have a department specifically for verifying the accuracy of our customers' products, and on-site department supervisors and plant managers to oversee every aspect of production and distribution.

We guarantee you will receive exactly what you order, no missing or duplicate numbers, and the finished job will be to your satisfaction. A certified manifest is furnished, showing the exact number of permits printed and shipped to you and/or to your customers.

Any issues regarding service, product quality, or performance are documented and evaluated to determine how and why the deficiency occurred. This information is distributed to the proper department supervisor who is responsible for investigating the problem and implementing a solution. The results are reviewed and approved by management. The new processes are then documented and put into practice with continual review and revision as needed by the department supervisor.

Providing the best possible service and quality is what we are all about. Advanced training for employees, continually improving processes, state of the art technology, and quality control procedures are all part of our ongoing goal of meeting our customers' needs 100%.

Some examples are noted below:

- *Plant wide use of Pantone Matching System for colors.*
- *Calibration and fingerprinting of presses and prepress equipment to ensure color consistency.*
- *Industry-leading production scheduling software.*
- *Use of the best technology available in digital proofing.*
- *Use of the best technology available for production of plates and mounting.*
- *Computer controlled registration and inks using state of the art pressroom equipment.*
- *Digital presses.*
- *Proofreading at every stage of production.*
- *Manual verification of the completed job.*
- *Barcode verification of ticket fulfillment.*



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SECURITY AT WW&L

DESCRIPTION

Our entire production and storage facilities are in two sprinklered and electronically monitored facilities. Communication between the facilities is via redundant, broadband connections. Entrances are guarded against unauthorized entry by electronic recording turnstiles, cameras and an alarm system. We have available on our premises complete vault storage for any spoiled sheets, strike sheets and samples, and if you wish, you or your personnel could witness their destruction. All paper, plates, artwork and foil that are not shipped to you are destroyed on our premises. Nothing leaves our facilities unless shipped to a customer, or shredded or destroyed in some manner.

We have 58 video cameras strategically placed at outside entrances, employee parking lots, and inside work areas. All entrance and exit movement, work areas, and the perimeter of our facilities, can be viewed at all times. Our cameras operate 24 hours a day, seven days a week. If any fire door or window is opened, an alarm is set off.

WW&L employees are fully bonded and trained to be security conscious and are issued an electronic RFID badge that includes a picture ID. For an employee to enter our facilities, they first must scan their badge at a location on the outside of each entrance. The badge sends a signal to our alarm system that releases the door lock just long enough for the employee to open and enter the door. Once through the outer doors, the employee must go through an inside turnstile. Like the outer doors, these inside turnstiles are also electronically badge-actuated. Again, the alarm system releases the turnstile just long enough for a person to enter and then it locks back down. No one can enter or leave our facilities without scanning their badge at a turnstile. This entry and exit information – the badge number, date, time, and name of the person – is recorded and stored into daily reports that are kept by us for a period of five years.

Visitors are required to log in at the front door entrance where an identifying badge is issued if they are entering our facility. The badge number and name of the person are recorded, and without this badge, the ability to enter or exit our facilities is not possible. In addition, all visitors must be escorted by an employee while in our facilities, and must relinquish their badge before leaving.

Our shipping docks are also very secure with all outside and inside warehouse doors being electronically controlled. The large inside warehouse doors are kept closed except when loading a truck and are “see-through” so that any activity outside of the doors can be viewed. Package couriers, if in our plant for an extended amount of time, are required to be issued an ID badge and to wear a special vest to identify them as a visitor.

CONCLUSION

Because of our long-standing experience in producing high face value printing, WW&L is uniquely equipped to offer you complete security. We would be pleased to have your Security Officer or other designated individual tour our facilities to review and approve our security procedures.



*Meeting your Custom Security
Printing needs Since 1898.*

March 3, 2011

Via Federal Express SOS

Virginia Polytechnic Institute and State University
Attn: Robert Snuffer, Buyer Specialist
Purchasing Dept (0333)
270 Southgate Center
Blacksburg VA 24061

Re: RFP No. 0012300B
Due March 8, 2011 by 3:00 PM

Dear Mr. Snuffer:

Thank you for the opportunity to bid on the printing of your parking permits. Enclosed is our pricing with the requested information and samples. Please let us know if you need anything else.

Cordially,

Christine Baker
Customer Service Representative

CB/rjd
Enclosure(s)

Weldon, Williams & Lick, Inc.

Shipping Address 711 North A Street 72901 - 2121

Mailing Address P.O. Box 168 72902 - 0168

Fort Smith, Arkansas, U.S.A.

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