



State Capitol Complex
1900 Kanawha Blvd. East
Building 3 | Suite 100
Charleston, WV 25305



(304) 558-2200



WVtourism.com

REQUEST FOR EXPRESSION OF QUOTATION FOR PROMOTIONAL ITEMS

Written Questions Received and Answers Prepared by the Department of Tourism (WVDT)

QUESTION 1

We also wanted to know how to best present if we needed to substitute items or note if the materials are slightly different than noted in the list!

Please submit a document with the name and item specifications from the pricing sheet, as well as an image of each item that is being substituted.

QUESTION 2

Does the pricing page reflect the amount you order per year?

The Pricing Page contains a list of the sample Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only and is used solely for estimating the costs of Vendor's bids. The Vendor should allow for variation in types of items, artwork, sizes and quantity between orders based on Tourism's current promotional needs. The Vendor will propose price adjustments as needed with each order placed due to specific order specifications and volumes. Tourism has the sole discretion to approve or deny individual order prices.

QUESTION 3

Do you purchase the quantity listed on the pricing page, or is that the total amount you order? If you only order part of the total quantity each time, the price will vary depending on the quantity.

The Pricing Page contains a list of the sample Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only and is used solely for estimating the costs of Vendor's bids.

QUESTION 4

How long is this contract?

This contract will be open-ended, and will have a one-year term and may be renewed by the written agreement of the Vendor and Tourism for four additional terms.

QUESTION 5

Can you send us the pricing from the most recent awarded vendor?

This is the first time our Department will have a contract of this kind, so there's no information on past vendors available. Historically, three quotes have been requested on an project-to-project basis.



State Capitol Complex
1900 Kanawha Blvd. East
Building 3 | Suite 100
Charleston, WV 25305



(304) 558-2200



WVtourism.com

REQUEST FOR EXPRESSION OF QUOTATION FOR PROMOTIONAL ITEMS

Written Questions Received and Answers Prepared by the Department of Tourism (WVDT)

QUESTION 6

How much do you spend on promotional products per year?

Within the last 12 months we have purchased approximately \$50,000 in promotional materials.

QUESTION 7

I see you only allow 10 business days for delivery. Our price is much more competitive if we can get the items overseas. You will save so much money. It usually takes 30-35 days. Can we provide two prices: one for 10 business days and one for 30-35 days?

We can accept both prices, but please note that we are only comparing pricing for 10 business days between vendors for this request for quotation.

QUESTION 8

I do not see any quantities listed to quote the items. How many should I quote per item?

Please refer to the pricing page for quote specifications.

QUESTION 9

Delivery Time: Is the 10 business days for delivery firm, or is there flexibility with the lead times for delivery? Depending on the items and quantities ordered, lead times for production and shipping can vary.

While we aim for a 10-business-day delivery timeframe, there may be some flexibility based on production and shipping schedules on a project-to-project basis. However, for the purposes of this process, please price product that can be provided within the timeframe outlined in the request for quotation.

QUESTION 10

Pricing Sheet: Should the prices we submit only include the list price of the item, or should setup charges and freight charges be included in the unit prices submitted on the price sheet?

Please include set up charges. Freight charges may fluctuate based on shipping rates.



State Capitol Complex
1900 Kanawha Blvd. East
Building 3 | Suite 100
Charleston, WV 25305



(304) 558-2200



WVtourism.com

REQUEST FOR EXPRESSION OF QUOTATION FOR PROMOTIONAL ITEMS

Written Questions Received and Answers Prepared by the Department of Tourism (WVDT)

QUESTION 11

Pricing Sheet: We have the capability to offer different pricing depending on the lead time for shipping. Longer lead times for higher quantity orders often results in better pricing. Are we able to submit pricing for short and long lead times, or should we only submit pricing for the fastest delivery?

We can accept both prices, but please note that we are only comparing pricing for 10 business days between vendors for this request for quotation.

QUESTION 12

In addition to the pricing sheet, are any other documents or information required to be submitted?

An authorized signature sheet needs to be submitted with the pricing sheet. The winning bidder will need to register with the West Virginia Secretary of State's Office, but it is not required for the submission.

QUESTION 13

Are any item samples required to be delivered with this bid, or only if requested by Tourism after the RFQ is awarded?

No samples are required before the RFQ is awarded.

QUESTION 14

What is the current order process? How many people will order from the vendor?

The WVDT will establish a workflow once the bid has been awarded and share more information with the awarded vendor.

QUESTION 15

What is the expected order frequency? Number of orders, quantity of items per week or month?

Orders will vary based on project needs.



State Capitol Complex
1900 Kanawha Blvd. East
Building 3 | Suite 100
Charleston, WV 25305



(304) 558-2200



WVtourism.com

REQUEST FOR EXPRESSION OF QUOTATION FOR PROMOTIONAL ITEMS

Written Questions Received and Answers Prepared by the Department of Tourism (WVDT)

QUESTION 16

What is the intended use for the stickers? Are the stickers die cut or kiss cut?

Historically our sticker orders have been die cut, but this may vary based on the project.

QUESTION 17

It is stated in the RFQ that WV will make payment in arrears, does WV intend this to be once product is purchased and warehoused or once product is ordered by team for delivery to WV?

Payment will be made once product has been received by the West Virginia Department of Tourism.

QUESTION 18

Under ordering, WV states: "The Vendor shall provide estimates based on the specifications and quantity desired for each order. Estimates must be approved in writing by the Secretary of Tourism or her designee before production begins". Can you please clarify this? Are the items pre-selected and approved, then warehoused at the estimated annual quantities or is it the intent of WV to order ad hoc based on previous quotes?

Orders will be placed on an as-needed basis. The selected vendor will not be expected to pre-order or warehouse items for future orders.

QUESTION 19

Are the quantities presented a typical order or estimated annual quantities?

The Pricing Page contains a list of the sample Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only and is used solely for estimating the costs of Vendor's bids. The Vendor should allow for variation in types of items, artwork, sizes and quantity between orders based on Tourism's current promotional needs. The Vendor will propose price adjustments as needed with each order placed due to specific order specifications and volumes. Tourism has the sole discretion to approve or deny individual order prices.

QUESTION 20

Is the intent to have one provider or one by potential category, print vs. promotional items, if the pricing indicates a need?

This Request for Quotation is for an open-ended contract to provide promotional items such as those outlined in the sample order on the pricing sheet. The contract will not be exclusive.