



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 06-27-2024

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CCT 0702 7812 TAX1800000001 17	<b>Procurement Folder:</b>	290212
<b>Document Name:</b>	Remittance Processing System	<b>Reason for Modification:</b>	CO - 12 Renew contract for year 7 - 6/8/24 - 6/7/25
<b>Document Description:</b>	CO - 12 Renew contract for year 7 - 6/8/24 - 6/7/25		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2017-09-29
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-06-07

VENDOR			DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000198702		<b>Requestor Name:</b>	Nora M Adams
FAIRFAX IMAGING INC			<b>Requestor Phone:</b>	304-558-8699
550 N REO ST STE 202			<b>Requestor Email:</b>	nora.m.adams@wv.gov
TAMPA	FL	33609		
US				
<b>Vendor Contact Phone:</b>	703-802-1220	<b>Extension:</b>		
<b>Discount Details:</b>				
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>	
#1	No	0.0000	0	
#2	Not Entered			
#3	Not Entered			
#4	Not Entered			

**24**  
 FILE LOCATION

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV 25339-1748 US	REVENUE DIVISION TAX DIVISION OF REVENUE CENTER  1001 LEE ST E, STE 2 CHARLESTON WV 25301-1725 US

6-27-24 66

<b>Total Order Amount:</b>	\$2,266,256.00
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara H Pauline</i> 6/27/2024 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 6-28-24 ELECTRONIC SIGNATURE ON FILE
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6/28/2024

**Extended Description:**

Change Order

Change Order No. 12 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: June 8, 2024 through June 7, 2025

Change in contract value is as follows:

Original Contract Total:	\$1,545,742.00
Change Order No. 01:	\$ 1,200.00
Change Order No. 02:	\$ 0.00
Change Order No. 03:	\$ 128,000.00
Change Order No. 04:	\$ 30,000.00
Change Order No. 05:	\$ 75,342.00
Change Order No. 06:	\$ 57,680.00
Change Order No. 07:	\$ 78,475.00
Change Order No. 08:	\$ 81,746.00
Change Order No. 09:	\$ 2,388.00
Change Order No. 10:	\$ 85,160.00
Change order No. 11:	\$ 88,726.00
Change Order No. 12:	\$ 91,797.00

New Contract Total \$ 2,266,256.00

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43211700	1.00000	LS	594520.000000	\$594,520.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Computer data input devices

**Extended Description:**

Integrated, imaged-based remittance processing and data capture system as described in the specifications including hardware and software.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86132100	1.00000	LS	875880.000000	\$875,880.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Installation and Training

**Extended Description:**

Installation and training as described in the specifications.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112201	1.00000	LS	75342.000000	\$75,342.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** 1st Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43211700	1.00000	LS	1200.000000	\$1,200.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Ethernet Cards for IBML scanners

**Extended Description:**

Ethernet Cards for IBML scanners

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81110000	1.00000	LS	128000.000000	\$128,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Computer services

**Extended Description:**

Forms programmed and configured to be processed for 2018 Annual changes. Scope includes, Configuration of form recognition, configuration for form data capture, form workflow, and output generation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81110000	1.00000	LS	30000.000000	\$30,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Computer services

**Extended Description:**

Add the 2019 Business Registration Forms.

There will be no vendor version of these forms.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112201	1.00000	LS	75342.000000	\$75,342.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** 2nd Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81110000	1.00000	LS	57680.000000	\$57,680.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Computer services

**Extended Description:**

Add the 2019 Annual Changes.

Breakdown of cost is as follows: Change order total is \$119,600 minus 20 percent for FreeForm and \$38,000 for Agency doing the IFP conversion. New total for this change order is \$57,680.00

Cost of Changes: \$119,600

Less 20 percent due to FreeForm \$23,920

Less

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112201	1.00000	LS	78475.000000	\$78,475.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** 3rd Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112201	1.00000	LS	81746.000000	\$81,746.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** 4th Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	43230000	2.00000	EA	995.000000	\$1,990.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** IBML Off Line Admin License

**Extended Description:**

IBML Off Line Admin License

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81111503	2.00000	EA	199.000000	\$398.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Annual Maintenance

**Extended Description:**

Annual Maintenance

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	81112201	1.00000	LS	85160.000000	\$85,160.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** 5th Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	81112201	1.00000	LS	88726.000000	\$88,726.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** 6th Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	81112201	1.00000	LS	91797.000000	\$91,797.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** 7th Year Maintenance & Support

**Extended Description:**



Larry Pack  
Acting Secretary of Revenue

Matthew Irby  
State Tax Commissioner

STATE TAX DEPARTMENT

May 2, 2024

Fairfax Imaging Inc.  
Attn: Michael D. Minter  
2005 Pan Am Circle, Suite 110  
Tampa, FL 33607

Dear Mr. Minter

The West Virginia State Tax Division would like to "renew" their contract with Fairfax Imaging Inc. for an additional year. If you agree and approve, the date of service for this renewal will be June 8, 2024 through June 7, 2025.

Please sign below in acceptance of the renewal of this contract for one year at the same terms and conditions as the original contract. Pricing for Year 7 shall be as follows: Hardware (image trac 6400 Scanner): \$55,050.00; Software (Quick Modules 5.0): \$36,747.00 for a total of

~~\$92,449.00.~~ **\$91,797.00**

Upon acceptance, please return documents via email to [nora.m.adams@wv.gov](mailto:nora.m.adams@wv.gov) or via U.S. Mail at WV State Tax Division, Attn: Operations Division PO Box 11748, Charleston WV 25301-1748.

If you have any questions or need additional information, please contact me at (304) 558-8699.

Sincerely,

*Nora Adams*

Nora Adams, Procurement Specialist  
Operations Division

Accepted by: MICHAEL MINTER

Company Name: FAIRFAX IMAGING INC.  
Signature: Michael Minter

Title: VP, SALES & MARKETING

Date: 5-21-2024

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>6/27/2024</u>	Agency: TAX
Solicitation No. <u>CCT TAX18*01</u>	Procurement Officer Submitting Requisition: Nora Davis
	Requisition No. CCT TAX18*01
	PF No.: 290212

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature:  \_\_\_\_\_



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**Business Organization Detail**

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**FAIRFAX IMAGING, INC.**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/5/2013		4/5/2013	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	892W0
<b>Charter State</b>	VA	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	2005 PAN AM CIR DR STE 110 TAMPA, FL, 33607
<b>Mailing Address</b>	550 N. REO STREET SUITE 202 TAMPA, FL, 33609 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	550 N. REO STREET SUITE 202 TAMPA, FL, 33609 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
<b>President</b>	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
<b>Secretary</b>	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
<b>Treasurer</b>	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
FAIRFAX SOFTWARE	TRADENAME	3/9/2020	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	Date filed
2024	
2023	
2022	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 27, 2024 — 8:01 AM

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Important Reqs and Certs Update Show Details  
Mar 1, 2024

Planned Maintenance Schedule Show Details  
May 21, 2024



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e.g. 1006102002  
"fairfax imaging, inc" X

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