



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

# Request for Quotation

RFQ NUMBER  
**BEP07059**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUTCH CHITTUM  
 304-558-8806**

**\*919142208 304-414-2222**  
**IMAGESERV LLC**  
**1116 SMITH STREET #205**  
**CHARLESTON WV 25301**

**BUREAU OF EMPLOYMENT PROGRAMS**  
**UC CONTRIBUTIONS- 5102**  
**ROOM 507**  
**112 CALIFORNIA AVENUE**  
**CHARLESTON, WV**  
**25305-0112 558-2634**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/06/2007				

BID OPENING DATE: **06/28/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	3	EA		205-41	20,104. <sup>00</sup>	60,312. <sup>00</sup>
<p>OPTICAL CHARACTER READERS AND SCANNERS</p> <p>PROVIDE THREE (3) SCANNERS PER THE ATTACHED SPECIFICATIONS.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATION IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(X) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORA-</p>						

RECEIVED  
 2007 JUN 27 P 3:48  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304 414 2222** DATE: **06-25-07**

TITLE: **MANAGING PARTNER** FEIN: **43 1971994** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>TION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-            QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN            WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING            THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP            INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL,            PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDO            WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE            OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4)            YEARS IMMEDIATELY PRECEDING THE DATE OF THIS            CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR            WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS            A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH            HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF            BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE            FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS            CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE            REASON CHECKED:</p> <p>(X) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT,            DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST            75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID            ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN            THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY            PRECEDING SUBMISSION OF THIS BID;            OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A            MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A            NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY            WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE            OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM            OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT,            DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST</p>						

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<p>75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <i>Maurice J. G. [Signature]</i>  <b>IMAGE SERV LLC</b></p>						

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BID OPENING DATE: **06/28/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>DATE: <u>June 25, 2007</u></p> <p>SIGNED: <u>[Signature]</u></p> <p>TITLE: <u>MANAGING PARTNER</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: BUTCH CHITTUM 44</p>						

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RFQ. NO.: <b>BEP07059</b> BID OPENING DATE: <b>06/28/2007</b> BID OPENING TIME: <b>1:30 P.M.</b>  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <b>304-414-2233</b> ----- CONTACT PERSON (PLEASE PRINT CLEARLY): <b>MAUREEN O'TOOLE</b> -----  ***** THIS IS THE END OF RFQ    BEP07059 ***** TOTAL:      _____						

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**BEP07059**  
**REQUEST FOR QUOTATION**  
**STATE OF WEST VIRGINIA**  
**BUREAU OF EMPLOYMENT PROGRAMS**

The Purchasing Division of the WV Department of Administration, on behalf of WORKFORCE West Virginia, Bureau of Employment Programs, is requesting quotations from qualified vendors for the purchase, provision inclusive of travel or any other expense, installation, and the implementation of 3 scanners, equal to or better than a Bowe Bell & Howell Spectrum 8120 DB Scanner. No separate reimbursement will be made to the vendor for travel or any other expense. Quotations shall include ALL costs associated with the installation and implementation of the scanners; this shall include materials, professional services, personnel travel, and any other costs associated with this project.

**RESPONSE TO THIS RFQ WILL NOT GUARANTEE AN AWARD.**

A Notice to Proceed establishing the date for work to commence will be issued to the successful vendor. Installation shall begin and be completed at the agency's site within 30 days of receipt of Notice to Proceed at the following location:

WORKFORCE West Virginia  
Bureau of Employment Programs  
5<sup>th</sup> Floor  
112 California Avenue  
Charleston, WV 25305

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## **DESCRIPTION OF SERVICES REQUESTED**

### **I. GENERAL INFORMATION**

#### **Overview of Request**

The purpose of this Request for Quotation is to acquire three (3) scanners, replacing existing Bell & Howe (2) 8125 & (1) 8000 scanners. More regarding our current networking environment can be found in the following section.

Complete installation and implementation services are included as part of this RFQ.

**Only single vendor solutions with software end to end will be considered.**

#### **Current Environment**

WORKFORCE West Virginia currently maintains a customized OnBase imaging system. Documents are scanned into this system via (2) Bell & Howe 8125 & (1) 8000.

Various paper colors, weights from 16 pound standard paper to 110 pound card stock, and various size documents from 2.6" x 2.6" to 11.7" x 17" may be scanned into the imaging system.

### **II. TASK REQUIRED**

#### **2.0 General Requirement**

The purpose of this Request for Quotation is to acquire 3 new scanners that will handle the various paper weights and sizes identified above.

The vendor will be totally responsible for on-site delivery, installation, implementation, and for the transition of the scanners to WORKFORCE West Virginia staff. This will include changing of any standard scanner settings to accept the various paper color, weight, and size being scanned into the system.

All shipping and delivery charges shall be the responsibility of the vendor. Delivery must be inside to the 5<sup>th</sup> floor of 112 California Ave., Charleston, WV 25305.

#### **2.1 Testing**

Vendor will be responsible for testing the installed equipment. All test results will be documented in writing by the vendor and will be verified and accepted by the WORKFORCE West Virginia staff.

Testing will minimally consist of the following:

1. 40 continuous hours of the scanners being fully operational and correctly functioning in production environment.
2. Scanning various paper color, weight and sizes of documents.

**REQUEST FOR QUOTATION**

WORKFORCE West Virginia

BEP07059

- 
3. Other testing activities performed as deemed appropriate by the WORKFORCE West Virginia staff.

Test results will be documented in writing, presented to the WORKFORCE West Virginia staff for review, and subject to their written approval.

**2.2 Documentation and Implementation**

Upon completion of installation and vendor testing, the vendor will be required to provide documentation. Before WORKFORCE West Virginia staff will accept the deliverables of this contract and approve invoices for payment, the vendor must present documentation for approval.

Documentation will include the following items:

1. Hardware configuration documentation
2. Software configuration details.
3. Operations and user maintenance documentation.

**2.3 Maintenance/Warranty**

The successful vendor must provide a three-year maintenance/warranty for any or all licensed software and hardware, regardless of the manufacturer's warranties. While the three-year cost will be used for evaluation purposes, the Agency will add the maintenance/warranty on an annual basis. The first year would be added via change order upon acceptance of the equipment. Additional years will be added upon mutual written agreement of the parties. Cost, if any, associated with maintenance/warranty service must be indicated in the pricing tables and must include all parts, labor, hardware and software upgrades, software Help Desk services, travel or any other expenses. No separate reimbursement will be made the vendor for any expenses.

**2.4 Scanner Specifications**

1. Scanners must be able to scan documents from 2.6" x 2.6" up to 11"x 17" in duplex.
2. Must be rated to scan a minimum 120 pages per minute; letter size, simplex, in black and white.
3. Must be a high volume scanner with a daily duty cycle of a maximum of 60,000 scans.
4. Must offer an optical resolution of 600 dpi.
5. Must support TWAIN, ISIS, and ImageControls drivers.
6. Must include Kofax VRS 4.1 or equal onboard in firmware to digitally compensate for poor quality documents and make damaged or difficult to read documents legible.
7. Must include Kofax Adrenaline 650i board and cable or equal.
8. Must have a document feeder with a capacity of minimum 500 sheets.
9. Must have ultrasonic double-feed detection with ignore by size.
10. Must be compliant with Section 508 of the U.S. Rehabilitation Act so users with any form of impairment can operate the scanner.
11. Scanner must interface via SCSI 3.
12. Multi-feed with auto-resolve for acceptable double feeds, i.e. a post-it note on a scanned document.



**2.5 Vendor Requirements**

1. Vendor must provide thirty (30) minute call back, and next day on site support. Vendor must provide on-site training.

**III. MANDATORY REQUIREMENTS PRIOR TO COST EVALUATIONS**

1. Vendor must provide documentation, that they are certified by the manufacturer to sell, service and install the products bid.
2. Vendor must provide three (3) qualified references, which should be submitted with the bid.
3. The State shall have full and free use of all systems, products, and/or deliverables supplied by this contract.

**IV. CALENDAR OF EVENTS**

**Quotation Calendar of Events**

Release of the RFQ..... 06/08/2007

Bid Opening Date..... 06/28/2007

**Note: Any vendor bidding an "or equal" item, may, at the request of the spending agency, be required to demonstrate that the item they bid, is equal to or better and performs equal to or better than the brand name item listed in the bid. The time and place of the demonstration will be determined by the spending agency, and the vendor will bear all costs involved with the demonstration.**

BEP07059

PRICING SHEET

BID OPENING: 06/28/2007 1:30 P.M.

Equipment Cost

Proposed Scanner	Cost Per Scanner	Number of Scanners	Total Cost
<i>Example:</i> a. Acme - Model IAB2	\$XX,XXX.XX	X 3	\$XX,XXX.XX
Bell & Howell 8120 DB	20,104. <sup>00</sup>	3	\$ 60,312. <sup>00</sup>

Annual Maintenance Cost (less warranty) - Support, parts and all supplies except paper during business hours

Base = 90,000 documents per quarter
<i>Example:</i>
a. Acme - model IAD2 - \$XXX.XX
1. YEAR 1 - 3 SCANNERS - 0 3471. <sup>00</sup>
2. YEAR 2 - 3 SCANNERS - \$ 8931. <sup>00</sup>
3. YEAR 3 - 3 SCANNERS - \$ 8931. <sup>00</sup>

REFERENCES: WV HOUSING DEV. FUND JERRY GRAYMAN 340-7960  
 WES HEALTHCARE GROUP RANDY WILLIAMS 523-0746  
 WORKFORCE WV DAN BELT 558-3679

Grand Total 81,645.<sup>00</sup>

ATTACHMENT  
P.O.# BEP07059

This agreement constitutes the entire agreement between the parties, and there are no other terms and conditions applicable to the licenses granted hereunder.

Agreed

Maureen Q. C. [Signature] 4/25/2007  
Signature Date

\_\_\_\_\_  
Signature Date

MANAGER'S PARTNER  
Title

\_\_\_\_\_  
Title

IMAGESCAN LLC  
Company Name

\_\_\_\_\_  
Agency-Division

WV-96  
Rev. 5/94

## AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **ARBITRATION** - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOURPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:  
STATE OF WEST VIRGINIA

Spending Unit: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

VENDOR

Company Name: IMAGE SERV LLC

Signed: Maura J. O'Hara

Title: MANAGING PARTNER

Date: 06/25/2007

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

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

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: IMAGE SERV LLC  
Authorized Signature: Maureen J. O'Neil Date: 06/25/2007

**THE BIG  
PICTURE.**

**CERTIFICATE OF RECOGNITION**

**BÖWE BELL+HOWELL recognizes the performance of,  
ImageServ LLC**

**as a Superstar Level Partner in  
The Big Picture VAR Program**



Sophia Marchi  
Director of Sales, North America



**BÖWE BELL+HOWELL**