



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
 PEI090009

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

MATTHEW RUTH
 M.O.R. Imaging
 1205 Escondido Drive
 Garland, Tx. 75043

SHIP TO

PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/11/2009				

BID OPENING DATE: 06/23/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
------	----------	-----	---------	-------------	------------	--------

<p>ADDENDUM NO. 2</p> <p>THIS ADDENDUM IS ISSUED TO:</p> <p>1.) ANSWER TECHNICAL QUESTION SUBMITTED PRIOR TO THE DEADLINE. **NOTE: QUESTION 27 WILL BE ANSWERED BY SUBSEQUENT ADDENDUM.</p> <p>2.) EXTEND THE BID OPENING DATE: BID OPENING DATE IS EXTENDED TO: 06/23/2009 BID OPENING TIME REMAINS: 1:30 PM</p> <p>***** END ADDENDUM NO. 2 *****</p>						
0001	1	EA		915-58	# 0.0165/mise	# 1822.71
MICROFILM COVERSION TO DIGITAL FORMAT SERVICES						
***** THIS IS THE END OF RFQ PEI090009 ***** TOTAL:						# 1822.71

RECEIVED

2009 JUN 23 A 10:15

PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Matthew Ruth</i>	TELEPHONE (972) 240-4284	DATE 06/22/09
TITLE PRESIDENT/OWNER	FEIN 20-4537648	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

RFQ#: PEI090009
Addendum No. 2
Technical Questions and Answers

Question 1: What is the required index format: comma/pipe delimited, etc?

Answer: Comma

Question 2: What is the required image resolution: 300dpi?

Answer: Yes

Question 3: Is the film duplex?

Answer: Yes

Question 4: What length are the film rolls?

Answer: 215

Question 5: Where is the index information found on each document; is it in a consistent place?

Answer: Yes/Yes

Question 6: Can vendor have access to database? Is all index information contained in database?

Answer: Yes/Yes

Question 7: Do the forms change format through the years?

Answer: Yes

Question 8: What is the average number of pages per document?

Answer: Various, two to three is most common.

Question 8: Must all indexing be conducted in the U.S.?

Answer: Yes

Question 9: What is the project turnaround time?

Answer: No specific date has been set.

Question 10: Are the rolls 16mm or 35mm?

Answer: 35mm

Question 11: What is the estimated number of rolls to be scanned?

Answer: 9

Question 12: What is the estimated number of frames per roll?

Answer: 15,700

Question 13: Is the film 100' or 215' in length.

Answer: 215'

Question 14: Is the film Silver Original or Diazo Duplicate?

Answer: Silver Original

Question 15: Is the film blipped? Is so at page level or document level?

Answer: Yes it is blipped. Page Level

Question 16: What is the required resolution (200dpi or 300dpi) and file format (tif or pdf)?

Answer: 300dpi/tif

Question 17: What is the overall condition of the film? How old are the rolls?

Answer:

Good (clean, sharp images) Average age < 10 years

Fair (some scratches) Average age 10 to 20 years

Poor (poor quality) Average age > 20 years

Question 18: What is the image polarity on the film? Check one:

Answer:

Positive (clear background/opaque characters)

Negative (opaque background/clear characters)

Question 19: Is the film in cartridges?

Answer: Yes

Question 20: Is the positioning of documents on the film consistent?

Answer: No

Question 21: Are documents on the film skewed?

Answer: Yes

Consistent Skewed

Question 22: If yes, what percentage are skewed?

Answer: 95%

Question 23: What are the indexing requirements? If at document level or page level please define the indexing requirements in detail.

Answer: The indexing requirements should be appended to the RFQ.

Question 24: Does a database exist with any or all of the index values?

Answer: Yes

Question 25: If yes, can that database be used in the conversion?

Answer: Yes

Question 26: Does the database link to the roll & frame numbers?

Answer: Yes, It doesn't go the exact frame.

Question 27: Are quality acceptance standards for document imaging already established for this project?

Answer: To be answered by subsequent addendum.

Question 28: I think I know what "Double Blind" indexing is, but I would like to be told exactly what that process is.

Answer: Double Blind indexing is when the operator is required to enter a defined set of data twice prior to the process being allowed to continue. Both entries must match to ensure they are correct. This is very similar to a company having a web page that asked that you enter your e-mail address twice to ensure accuracy. The main field that PEIA would want double blind entry would be the social security number.

Question 29: While I could do the conversion in-house, I could get you a much better price if I could send it to an outsource connection I have in another state. They have done most of our conversion work in the past because they are better equipped and can do it for less and faster than I can. They would convert the images to tif format and I would index them here and Ftp them to you. So my question is, if they meet all requirements, am I allowed to outsource the conversion and save you some money?

Answer: PEIA is not opposed to the successful vendor sub-contracting the work as long as the vendor understands that the quality of the work and the delivery deadlines, etc. remain the responsibility of the vendor. It should also be remembered that the images to be converted are Protected Health Information (PHI) under the definition of the Federal HIPPA Act and the vendor would be responsible for the security and confidentiality of the images and must ensure that the sub-contractor complies with the privacy rules imposed under that law.



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
 PEI090009

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

MATTHEW RUTH
M.O.R. Imaging
1205 Goldenrod Drive
Garland, Tx 75043

SHIP TO

PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/26/2009				

BID OPENING DATE: 06/16/2009 BID OPENING TIME 01:30PM

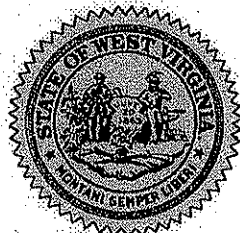
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO ADD THE TECHNICAL SPECIFICATIONS OMITTED FROM THE ORIGINAL RFQ IN ERROR.						
***** END ADDENDUM NO. 1 *****						
0001	1	EA		915-58	<i>#0.0165/imase</i>	<i>#1822.71</i>
MICROFILM COVERSION TO DIGITAL FORMAT SERVICES						
***** THIS IS THE END OF RFQ PEI090009 ***** TOTAL:						<i>#1822.71</i>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Matthew Ruth</i>	TELEPHONE <i>(972) 240-4284</i>	DATE <i>06/22/09</i>
TITLE <i>PRESIDENT/OWNER</i>	FEIN <i>26-4537648</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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

STATE OF WEST VIRGINIA
PUBLIC EMPLOYEES INSURANCE AGENCY



Copyright © 1994, 1995 Compton's NewMedia, Inc. All Rights Reserved.
No Credit

**REQUEST FOR QUOTATIONS
FOR
MICROFILM CONVERSION TO A
DIGITAL FORMAT**

May 22, 2009

Request for Quotations

For

MICROFILM CONVERSION TO A DIGITAL FORMAT

Background and Scope of Work

The West Virginia Public Employees Insurance Agency (PEIA) is the State agency that provides group health and life insurance for state, county and municipal employees. Coverage is provided for more than 210,000 West Virginians active and retired members.

The PEIA has historically used a variety of storage mediums to retain an accurate record of its members medical and life insurance enrollments, coverage changes, etc. Microfilm was used for many years and is still relied upon daily to retrieve life insurance information that is needed upon the death of a PEIA member. The records retained in this medium are cumbersome to recall and are becoming subject to deterioration with age. It is also increasingly difficult to maintain the microfilm reader equipment as parts and skilled repairmen are becoming hard to locate.

PEIA is now in a business conversion that will include a Custom Relations Management (CRM) program allowing all PEIA documents, third-party administrator functions, member telephone call activities, medical and life insurance changes to be recalled by the PEIA Customer Service Representative (CSR) instantly in a digital format. The historical documents retained in microfilm must be converted to a digital format to allow for their integration into the CRM system.

PEIA is a covered entity and is governed by the rules set forth in the Federal Health Insurance Portability and Accountability Act (HIPAA). The information retained on the microfilm to be converted is considered to be Protected Health Information (PHI) and must be secured against unauthorized disclosure.

The successful vendor will be expected to convert 8 microfilm cartridges containing approximately 110,467 images. The vendor should be aware that the images are not numbered, but are blips only. All film images are the same size blip. The majority of the images are multi-page of a doc type CV.

Basic Bidder Qualifications:

The Bidder must be able to meet the following qualifications.. Vendors unable to meet all these qualifications will not be considered for award.

- Must be able to convert microfilm cartridges to a .TIF format;
- Can provide double-blind indexing for 100% quality control in matching the images with the PEIA database in conformity with the index data design in Appendix A;
- Provide for visual quality on converted images;
- Can perform auto-cropping, de-speckling and de-skewing of images;
- Can deliver the converted images to the PEIA via a secure FTP site.
- Provide at least three (3) references for previously performed work of a comparable size and function with a contact person and telephone number.

Cost Estimate

Work to be Performed	Price per image	Total Price
Scanning, processing, fix, convert and QC 110,467 Images	<u>\$ 0.0165/image</u>	<u>\$1822.71</u>

Appendix A

Multiple and single page documents index info:

Field name	Data Type	Field Length	Field Format
SSNUM	SSN	11	NNN-NN-NNNN
LASTNAME	TEXT	VARIABLE 1-35	ALPHA NUMERIC
FIRNAME	TEXT	VARIABLE 1-15	ALPHA NUMERIC
MIDINIT	TEXT	VARIABLE 1-12	NOT REQUIRED
DOCTYPE	USER-DEFINED LIST	43	"SEE LIST BELOW"
RECEIVED DATE	DATE	10	MM-DD-YYYY
SCANDATE	DATE	10	YYYY-MM-DD



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
PEI090009

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**KRISTA FERRELL
 304-558-2596**

VENDOR
 RFQ COPY
 TYPE NAME/ADDRESS HERE
*Matthew Ruth
 M.O.R. IMAGING
 1205 Goldenrod Drive
 GARLAND, TX 75043*

SHIP TO
 PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850

DATE PRINTED 05/21/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **06/16/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		915-58	<i>#0.0165/imaging</i> SERVICES	<i>\$1822.71</i>
<p>REQUEST FOR QUOTATION OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA PUBLIC EMPLOYEES INSURANCE AGENCY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH AN OPEN END CONTRACT FOR MICROFILM CONVERSION TO A DIGITAL FORMAT PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS WEDNESDAY, JUNE 3, 2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Matthew Ruth</i>	TELEPHONE <i>(972) 240-4284</i>	DATE <i>06/22/09</i>
TITLE <i>President/owner</i>	FEIN <i>26-4537648</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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



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
PEI090009

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Matthew Roth
M.O.R. Imaging
1205 Goldsboro Drive
Garland, Tx. 75043

SHIP TO

PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/21/2009				

BID OPENING DATE: **06/16/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 <i>YES</i>.....</p> <p>NO. 2 <i>YES</i>.....</p> <p>NO. 3 <i>N/A</i>.....</p> <p>NO. 4 <i>N/A</i>.....</p> <p>NO. 5 <i>N/A</i>.....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p><i>M.O.R. Imaging</i>..... SIGNATURE</p> <p><i>M.O.R. Imaging</i>..... COMPANY</p> <p><i>1205 Goldsboro Drive, Garland, Tx. 75043</i></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Matthew Roth</i>	<i>(972) 240-4284</i>	<i>06/22/09</i>	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
<i>President/owner</i>	<i>26-4537648</i>		

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



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
PEI090009

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

SUPPLIER

RFQ COPY
 TYPE NAME/ADDRESS HERE
Matthew Ruth
M.D.R. Imagines
1205 Goldenrod Drive
Garland, TX 75043

SHIP TO

PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/21/2009				

BID OPENING DATE: **06/16/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
					DATE	
					REV. 11/96	
					EXHIBIT 3	
					LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.	
					UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.	
					RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.	
					CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.	

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Matthew Ruth</i>	(972) 240-4284	06/22/09	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
President	26-4537648		

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



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
PEI090009

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Matthew Ruth
M.D.P. Insurance
205 Goldenrod Drive
Garland, Tx. 75043

SHIP TO

PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/21/2009				

BID OPENING DATE: **06/16/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Matthew Ruth</i>	(972) 240-4284	06/22/09
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>President/owner</i>	26-4537648	

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



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
PEI090009

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Matthew Rubin
M. O. R. Imaging
1205 Goldenrod Drive
Garland, TX. 75043

SHIP TO

PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
05/21/2009				

BID OPENING DATE: **06/16/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REV. 04/11/2001</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</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: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: PEI090009</p> <p>BID OPENING DATE: 06/16/2009</p> <p>BID OPENING TIME: 1:30 PM</p>						

SIGNATURE <i>Matthew Rubin</i>				SEE REVERSE SIDE FOR TERMS AND CONDITIONS	
TITLE <i>President/owner</i>		FEIN <i>26-4537648</i>		TELEPHONE <i>(972) 240-4284</i>	DATE <i>06/22/09</i>
ADDRESS CHANGES TO BE NOTED ABOVE					

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



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
PEI090009

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

*Matthew Ruth
 M.D.R. Imaging
 1205 Goldenrod Drive
 Coalfield, Tx 75043*

SHIP TO

**PUBLIC EMPLOYEES INSURANCE
 AGENCY
 BUILDING 5
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0710 558-7850**

DATE PRINTED 05/21/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
-----------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **06/16/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- <i>(972) 240-4284</i> ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- <i>MATTHEW RUTH</i> -----						
***** THIS IS THE END OF RFQ PEI090009 *****						<i># 1822.71</i>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Matthew Ruth</i>	TELEPHONE <i>(972) 240-4284</i>	DATE <i>06-22-09</i>
TITLE <i>PRESIDENT/OWNER</i>	FEIN <i>26-4537648</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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

MOR Imaging
1205 Goldenrod Drive
Garland, TX 75043
Office / Fax: 972.240.4284

•
•
•
•
•
•
•
•
•
•

MOR Imaging

June 22, 2009

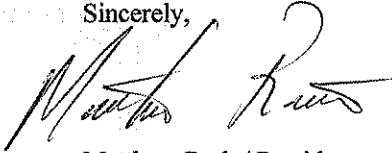
Attn: Krista Ferrell
Dept. of Administration
Purchasing Div., Bldg #15
2019 Washington St., E
Charleston, WV 25305-0130

Dear Ms Ferrell:

Enclosed are the names of verifiable references as requested per bid instructions.

- 1) Derek Jenkins, 972.492.0930 ext 20
- 2) Dewey Hartley, 657.292.0510
- 3) Brian Loeb, 713.975.7453

Sincerely,



Matthew Ruth / President
MOR Imaging

•••••