



November 9, 2009

Shelly Murray,

HOV Services (HOVS) is pleased to present the State of West Virginia Department of Administration, Purchasing Division, the enclosed bid for the Division of Culture & History RFQ # DCH09100 and its addendum #1. HOVS has chosen to bid these equal (we know to be superior) products that follow:

Where the Division of Culture & History solicited a Zeutschel OP 500 Archive Writer we are bidding a **SMA 51 Archive Writer** that is equivalent or superior to the OP 500 in every specification listed in the RFQ and are providing the following reference sites that are using this equipment:

State of Utah Archives
Brian Carpenter - Micrographics Manager bcarpenter@utah.gov

State of Missouri Secretary of State (Archives)
Bruce Meister - Micrographics Manager bruce.meister@sos.mo.gov

These men have asked that you please e-mail them for a good time to discuss the product.

Where the Division of Culture & History solicited a Mekel Mach V Microfilm Scanner we are bidding a **Wicks & Wilson 8850 Microfilm ScanStation** that is equivalent or superior to the Mach V in every specification listed in the RFQ. Wicks & Wilson is the world's leading Microfilm and Microfiche scanner manufacture and has thousands of units installed worldwide.

Included you will find specification sheets on these products that clearly shows that they meet or exceed all the required specifications. Also included are all filled out and signed bid documents along with our quote for \$126,000.00 for both units which includes all hardware, software, training for operation, shipping, and installation.

I look forward to working with you and a favorable award to HOVS.

Sincerely,

Dan Filipek
Product Sales Manager
HOV Services
Office: (585) 225-0659
Cell: (585) 615-5895
Fax: (585) 427-2731
dan.filipek@hovservices.com

HOV Services, LLC
1305 Stephenson Highway ◊ Troy, Michigan 48083

RECEIVED
2009 NOV 10 A 10:03
PURCHASING DIVISION
STATE OF WV



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
DCH09100

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

RFQ COPY
 TYPE NAME/ADDRESS HERE

**HOV SERVICES / DAN FILIPEK
 12200 KILN COURT
 BELTSVILLE, MD 20705**

DIVISION OF CULTURE & HISTORY

**CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
10/08/2009				

BID OPENING DATE: **11/04/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		939-54		
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF CULTURE & HISTORY, IS SOLICITING BIDS FOR AN ARCHIVE WRITER AND MICROFILM SCANNER FOR THE CULTURAL CENTER LOCATED ON THE CAPITOL COMPLEX IN CHARLESTON, WV.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 10/21/2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</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 RFQ OPENING DATE AND IN ANY FORMAT.</p> <p>ARCHIVE WRITER / MICROFILM SCANNER</p> <p>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.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dan Filipek</i>	TELEPHONE (855) 225-0659	DATE 11/9/09
TITLE <i>Product Sales Manager</i>	FEIN 38-3384800	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.
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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

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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



State of West Virginia
 Department of Administration
 Purchasing Division
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Request for Quotation

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VENDOR

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 12200 KILN COURT
 BELTSVILLE, MD 20705**

SHIP TO

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 CULTURAL CENTER
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 25305-0300 558-0220**

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10/08/2009				

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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: SHELLY MURRAY</p> <p>RFQ. NO.: DCH09100</p> <p>BID OPENING DATE: 11/04/2009</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: FAX# (585) 427-2731</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Daniel Filipek</i>	TELEPHONE <i>(585) 225-0659</i>	DATE <i>11/9/09</i>
TITLE <i>Product Sales Manager</i>	FAX <i>38-3384800</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ DCH09100 ***** TOTAL:						<u>\$126,500⁰⁰</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: Daniel Filipek TELEPHONE: (585) 825-0659 DATE: 11/9/09
 TITLE: PRODUCT SALES MANAGER FEN: 38-3384800 ADDRESS CHANGES TO BE NOTED ABOVE

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

SMA 51

Specifications for the Zeutschel OP 500 Archive Writer, or equivalent

Microfilm writer capable of writing digital images to standard 35 mm or 16 mm microfilm. *MEETS*

Must be able to process all standard formats including tiff, tiff lzw, jpeg, jpeg2, pdf, gif, bmp, etc. *MEETS*

Equipment must be at least 81 mega pixels capable of representing E size images at 200 dpi, D size images at 300 dpi, and C size images at 400 dpi. *MEETS*

Equipment must be capable of producing bi-tonal, grayscale and color images *MEETS*

Pricing must include hardware, software, and training for operation as well as shipping and installation costs. *INCLUDED.*

WICKS: WILSON 8850

Specifications for the Mekel Mach V Microfilm Scanner, or equivalent

The scanner must be a roll microfilm scanner capable of scanning both 16mm and 35 mm microfilms up to and including 1000 foot rolls. MEETS

The system must provide 100% image capture. The need to reload and rescan film is completely eliminated. All and any editing can be done without reloading the film. MEETS

Speed is not compromised by using grayscale and image enhancement features. Image enhancement is completed in the hardware. Full optical scanning of a 100 foot roll will take 6 minutes with standard images and reduction ratios. MEETS

The scanning path should be direct camera, film and light source all in line. MEETS

Scanner must use a scanning array of over 8000 pixels. MEETS

The Scanner must be capable of handling varying film density in real time across the film. MEETS

The Scanner must include a film cleaner feature which cleans your film while the film is moving into the scanner and before the images are scanned. MEETS

Scanner should use an external PC not one integrated within. MEETS

Image detection should include dual leading edge, dual trailing edge, and up to three levels of blips. BETTER IT DOES UP TO FOUR LEVELS OF BLIPS

Image manipulation and enhancement produced through a processing board not software. Therefore no slow downs when working with difficult images or when scanning both bi-tonal and grayscale images simultaneously. There must be a dual view to display both grayscale and bi-tonal images simultaneously. MEETS

Full roll scanning with automatic image detection on the fly is a requirement. The scanner must have a "go to" frame function for specialized quality control. Image output options include: TIFF, JPEG, PDF, BMP and more. MEETS

Pricing must include all hardware, software, and training for operation as well as shipping and installation costs. INCLUDED

Request for Quotation
DCH09100
Bidding Return Sheet

Zuetschel: Op500 Archive Writer, Microfilm Plotter
(Or equal) SMA 51

\$ 91,500⁰⁰

Mekel: Mach V High Quality, Microfilm Scanner
(Or equal) Wicks: WILSON 8850

\$ 35,000¹⁸

Total Cost*

\$ 126,500⁰⁰

*Includes all hardware, software, training for operation, shipping, and installation.

Rev. 09/08

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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,
 Bidder is a partnership, association or corporation resident vendor and 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 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor 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,
 Bidder is a 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; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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 75% of the employees or Bidder's 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; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

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.

Bidder: HOY SERVICES

Signed: Daniel Whitaker

Date: 11/9/09

Title: PRODUCT SALES MANAGER

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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 owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

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

Vendor's Name: HOY SERVICES
Authorized Signature: Daniel D. Felipe Date: 11/9/09



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

**Request for
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 304-558-8801

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TYPE NAME/ADDRESS HERE

VENDOR

HOV SERVICES / DAN FILIPEK
 12200 KILN COURT
 BELTSVILLE, MD 20705

BUYER

DIVISION OF CULTURE & HISTORY

CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED:	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
10/29/2009				

BID OPENING DATE: 11/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 10/21/2009.						
THE BID OPENING DATE IS EXTENDED:						
FROM: 11/04/2009						
TO : 11/12/2009						
ATTACHMENT: QUESTIONS AND RESPONSES						
0001	1	LS	939-54			
ARCHIVE WRITER / MICROFILM SCANNER						
EXHIBIT 10						
REQUISITION NO.: DCH09100						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. 'S: 1						
<i>Daniel Filipek</i>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Daniel Filipek</i>	TELEPHONE (585) 225-0659	DATE 11/9/09	
TITLE PRODUCT SALES MANAGER	FEIN 38-3384800	ADDRESS CHANGES TO BE NOTED ABOVE	

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 CULTURAL CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0300 558-0220

DATE PRINTED 10/29/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/12/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 1					
NO. 2					
NO. 3					
NO. 4					
NO. 5					
<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 style="text-align: center;">  SIGNATURE HOV SERVICES COMPANY 11/9/09 DATE </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TELEPHONE (555) 225-0659 DATE 11/9/09

TITLE PRODUCT SALES MANAGER 38-3384800 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:
DCH09100

PAGE:
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY
304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

HOV SERVICES / DAN FILIPEK
12200 KILN COURT
BELTSVILLE, MD 20705

SHIP TO

DIVISION OF CULTURE & HISTORY
CULTURAL CENTER
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0300 558-0220

DATE PRINTED 10/29/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/12/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- END OF ADDENDUM NO. 1 -----						
***** THIS IS THE END OF RFQ DCH09100 ***** TOTAL:						<u>\$126,500⁰⁰</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Daniel Filipek</i>	TELEPHONE (585) 225-0659	DATE 11/9/09
TITLE PRODUCT SALES MANAGER	FAX 38-3384800	ADDRESS CHANGES TO BE NOTED ABOVE

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

DCH09100

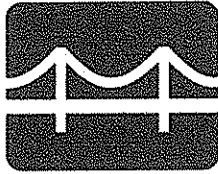
ADDENDUM NO. 1

Question #1 Would the state consider outsourcing the digital conversion of their microfilm?

Response: It was the decision of the Records Management and Preservation Board to purchase this equipment because the Project will be conducted on site at the county courthouses where the records are currently stored. Since many of these records are the only preservation copies of these county records many counties will not allow the records to be taken off site for scanning.

Question #2 Would you accept a partial bid in reference to this RFQ?

Response: No the package must be bid as specified.



HOV Services
Exceed Expectations

HOV Services, LLC
Products Division
12200 Kiln Court
Beltsville, MD 20705
Phone: (585) 225-0659
Fax: (585) 427-2731
Cell: (585) 615-5895

Please Fax All Purchase Orders Directly to 585 - 427-2731

Quoted to

Name :	Shelly Murray
Company :	DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST
Address :	BUILDING 15 CHARLESTON, WV 25305-0130
Phone :	(304) 558-8801
Email :	shelly.l.murray@wv.gov

Quoted from

Sales Rep. :	Dan Filipek
Division :	Products Division
Direct Phone :	(585) 225-0659
Fax :	(585) 427- 2731
Quotation # :	11022009WVDCH001
Date :	November 2, 2009
Email :	dan.filipek@hovservices.com

Part Number	Description	Quantity	Unit Price	Extended
Wicks & Wilson 8850 Microfilm ScanStation				
WWL-8850TK	Wicks & Wilson 8850 16/35mm Microfilm ScanStation: includes 8850 Scanner - 100-600 dpi scanner - Incorporating NVIDIA® CUDA™ GPU Image Processing technology - Virtual Scan Software -Windows XP Pro, PC Workstation, 20" LCD Flat Screen Monitor, PDF file creation & simultaneous bitonal / grayscale and strip scanning capture capabilities. Virtual Scanstation QA Software, Installation, training, and shipping.	1	\$35,000.00	\$35,000.00
SMA-51	SMA 51 Archive Writer / Digital-to-Analog Converting System for 16 and 35 mm Roll Film. This Turnkey System includes delivery, installation, 2-day training for any number of people, all hardware and software, and a one year on-site manufacturers warranty.	1	\$91,500.00	\$91,500.00
			Total	\$126,500.00

Notes:

1. Quote Valid for 30 Days from Issue Date.
2. Purchase Terms: HOV Services requires receipt of purchase order, full payment due Net 30 days with credit approval.
3. Delivery Terms 1 to 2 weeks ARO.
4. Delivery FOB Destination

PRODUCT INFORMATION

SMA 51



**Digital-to-Analog
Converting System
for 16 and 35 mm Roll Film**

SMA Electronic Document GmbH Södeler Weg 2 D-61200 Wölfersheim

Phone +49 6036 98930 10 Fax +49 6036 98930 20 mail@sma-edocument.com www.sma-edocument.com

TECHNICAL DATA SHEET

SMA 51

Digital-to-Analog Converting System utilizing 16 and 35 mm microfilm

Long-Term Storage on Microfilm

Save your essential data which are subject to long-term archiving requirements with minimum effort and very cost effective on the proven media microfilm.

The SMA 51 produces an analog backup of your digital business documents. There is no more need for migration of your electronic archive as microfilm is totally soft- and hardware independent.

Microfilm, produced properly and kept under right conditions, has a life expectancy of 500 years. In addition it is fake proof against viruses or worms and cannot be manipulated by hackers.

Versatile

The SMA 51 can handle all kinds of image files such as TIFF, JPEG, PDF, DOC, XLS, etc. in bitonal, greyscale or color. The converting process is quick, reliable and provides excellent image quality. The original document size can vary from as small as a postcard up to large maps and drawings. After the files are transferred to the system it will work unattended.

The system includes a PC workstation and operating software which manages the downloaded files. Communication with the PC takes place via standard interface.

The Quad-Mode allows you to split any image into quarters. This is very useful for originals which cannot be viewed at once anyway such as A0 (E-Size) engineering drawings.

High Productivity

The SMA 51 is the fastest 16/35 mm converting system in the world.

Cost-Effective

The fact that the SMA 51 utilizes standard camera microfilm makes it very cost-effective and does not force the user to buy proprietary consumables.

Conversion also on Microfiche

For converting image files back to microfiche please ask for the **SMA 105**. This product has an online processor which allows you to develop the film right after exposure.

TECHNICAL SPECIFICATIONS

Optical Resolution

This depends very much on the physical size of the original documents as well as the reduction ratio it is being converted with. In addition the Quad-Mode doubles the resolution and the 9-Mode even exposes 81 million pixels.

Converting Speed

Maximum converting speed is 7200 images per hour. Depending on the type of image and the physical size of the files, the type of film (16 or 35 mm) and if you use simplex or duplex mode the conversion speed varies.

Data Import

Via standard interface through PC workstation which is provided. Special import tools can be programmed according to special requirements.

Connection

System can be integrated in any network environment via standard LAN connection.

Software Features

Possibility to expose one, two or three level blips, consecutive numbers or the image file name below each frame. Polarity can be reversed by a mouse-click. Exposure time and shutter speed are standard parameters which can be adjusted by a fingertip. The software can be adapted to various needs. Individual programming is optional available.

Utilized Film

Any standard microfilm can be utilized (6 μ m, 10 μ m und 13 μ m). A special cartridge for 300 meter film rolls can be provided on request.

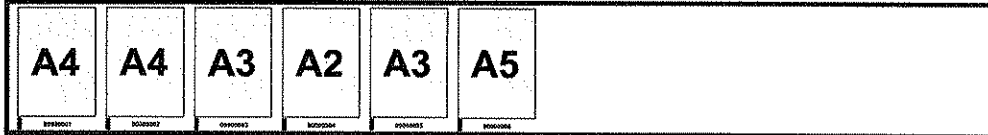
Dimensions & Weight

W: 120 cm D: 90 cm H: 105 cm
80 kg (including PC and Monitor)

TECHNICAL DATA SHEET

The SMA 51 offers the following cameras. The last scheme demonstrates the Quad-Mode.

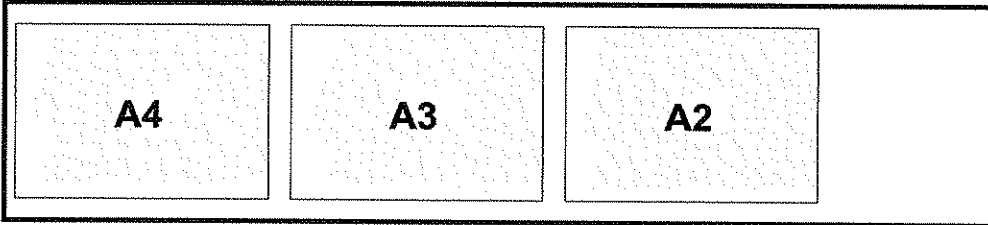
16 mm



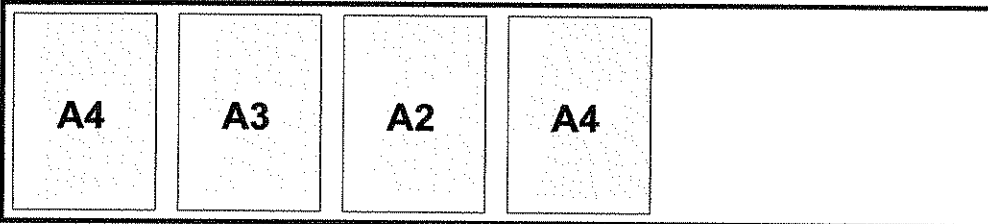
16 mm A3/A4



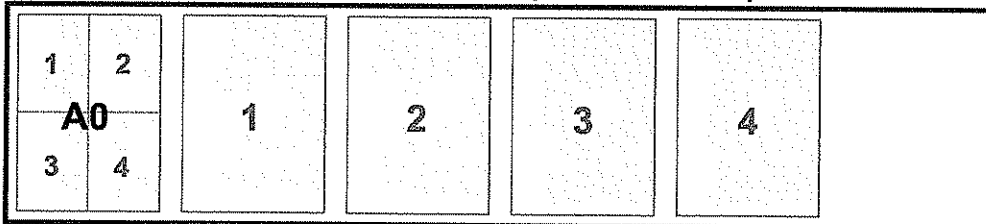
35 mm landscape



35 mm portrait



Splitting of large documents (Quad-Mode)





8850

Roll Film Scanstation

Introducing the 8850 Scanstation, the new generation of production microfilm scanning technology from Wicks and Wilson.

The unique design offers an innovative new approach to production microfilm digitisation. Digital files are created quickly and simply from all formats of roll film.

Maximum productivity, minimum effort.



Wicks and Wilson Limited
Electronic Imaging and Micrographics

8850 Scanstation

Incorporating the latest in digitisation and image processing technology, the 8850 has been designed by Wicks and Wilson to automatically capture greyscale and bitonal images from 16 and 35mm microfilm at the highest possible quality. Our all new illumination and optical path, completely new camera system and unique image processing algorithms give unparalleled imaging results from all types and formats of roll film.

Given the innovative technical advances within the 8850, careful attention has been paid to making the operation of the scanner as simple as possible. By keeping the user interface clear and automating many of the key tasks, the time taken to train an operator to run the scanner has been minimised; ensuring reliable operation for maximum productivity.

Key Features

- Automated image location using document edge or intelligent detection of up to four levels of bllp code. Images extracted either as fixed size (for constant sized frames on the film) or auto-size (for varying frame sizes). All location and extraction settings are configured using on-screen graphical wizards, reducing set-up time.
- A full suite of image processing tools including intelligent thresholding, gamma correction and auto white balance for consistent imaging results throughout the film. Single-pass dual-thresholding to efficiently compensate for density differences between top and bottom film tracks on duplex films.
- Job set-up feature allows all imaging and scanning configuration parameters to be quickly saved for future use.
- New and improved software interface increases productivity by providing instant on-screen feedback of any changes to imaging parameters without the need to rescan.
- Real-time view on principal monitor of film being scanned, with simultaneous display of extracted frames on second monitor.
- Fully compatible with the new Virtual Scanstation software from Wicks and Wilson; the fully-featured offline QA package that dramatically enhances workflow, accuracy and productivity.

Operation as easy as...



Microfilm

16mm or 35mm, spool or cartridge, positive or negative, simplex or duplex. The 8850 is designed to scan them all.

1

Load film

Straight through loading path means that film is loaded easily. Precision tensioning arms are automatically deployed once film is in position.

2

Scanner set-up

Simply enter the required reduction ratio and resolution into the Scanfilm software to instantly configure the scanner. The fixed optics design minimises operator intervention.

3

Film set-up

The imaging parameters are automatically set from a sample section of film. The size and location of the images to be extracted are then set using the on-screen graphical wizards.

Scan

The images on the microfilm are now ready to be automatically digitised and saved in the location and format of your choice.

Technical Essentials

- New 12-bit camera system designed by Wicks and Wilson's engineers to specifically address the challenges of microfilm digitisation.
- Unique many-core parallel processing architecture that harnesses the power of the latest nVIDIA™ graphics cards to run Wicks and Wilson's cutting-edge image processing algorithms; a first for any microfilm scanner.
- Custom built lens provides greater resolving power across all film types.
- All new illumination system including holographic diffusion for superior results every scan.
- Anti-static brushes designed for indirect cleaning capability to minimise unnecessary contact with the microfilm.

Product Specifications

8850 Roll Film Scanstation

	8850 Scanstation
Resolution	100 - 600 dpi
Reduction ratio (fixed focus)	16mm 7.5x to 50x (variable) 35mm 7.5x to 36x (variable)
Check print capability	Yes
Scaling accuracy	± 1%
Film types	16/35mm spools, 16mm cartridge (M-type, C-clip), positive/negative, silver/vesicular/diazo, simplex/duplex, COM, portrait (cine)/landscape (comic)
Spool size	30m (100ft), 64m (215ft) thin base, 300m (1,000ft)*
Film transport	Servo controlled DC motor with anti-static brush cleaning system
Bitonal output file format	TIFF (G3 or G4, single or multi-page), CALS, PDF* (single or multi-page)
Greyscale output file format	JPEG, BMP, JPEG 2000, RAW TIFF, PDF* (single or multi-page)
Agency approvals	CE, TÜV, UL, cUL
RoHS compliance	Yes
Size (WxDxH)	440mm x 593mm x 348mm (17.5" x 23.5" x 13.75")
Weight	29kg (64lbs)
Power requirements	120/230 Volts, 2/1 Amps
PC connection	Dedicated PCI Express X1 interface card supplied (full height slot required)
Operating system	Windows XP Professional, SP3
Controller PC specification	Please see WWL website for current PC requirements, www.wwl.co.uk
Graphics card specification	High performance nVIDIA™ graphics card required, please see WWL website for current requirement, www.wwl.co.uk

* Available option

Wicks and Wilson Limited, Morse Road, Basingstoke, Hampshire, RG22 6PQ, United Kingdom

Telephone: +44 (0)1256 842211 Fax: +44 (0)1256 840997

Email: sales@wwl.co.uk Web: www.wwl.co.uk

Wicks and Wilson Limited pursues a policy of continuous product improvement and reserves the right to change these specifications without notice.

