



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
RECMGT11

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 42
304-558-8802

*310105515 304-346-8878
 CORNERSTONE RECORDS MANAGEMENT
 1545 HANSFORD ST
 CHARLESTON WV 25311

VENDOR

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
07/14/2011	NET 30	BEST WAY	DESTINATION	N/A		
BID OPENING DATE: 08/25/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-69		IN COST ENVELOPE
<p>OFF SITE STORAGE AND RECORDS MANAGEMENT</p> <p>REQUEST FOR PROPOSAL (RFP)</p> <p>BLANKET OPEN END STATEWIDE CONTRACT</p> <p>THE STATE OF WEST VIRGINIA PURCHASING DIVISION IS SOLICITING PROPOSALS FOR A BLANKET OPEN END STATEWIDE CONTRACT TO PROVIDE SECURE OFF-SITE STORAGE AND MANAGEMENT FOR STATE GOVERNMENT RECORDS PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON 08/01/2011 AT 10:00 AM IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, EAST IN CHARLESTON, WEST VIRGINIA (BUILDING 15). MORE INFORMATION CONCERNING THE PRE-BID MEETING PLEASE SEE SECTION 1.4 OF THE ATTACHED SPECIFICATIONS.</p> <p>A COMPLETE SCHEDULE OF EVENTS MAY FOUND IN SECTION 1.3 OF THE ATTACHED SPECIFICATIONS.</p> <p>LIFE OF CONTRACT AND OTHER CONTRACT TERMS MAY BE FOUND IN SECTION 5 OF THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 10</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>REQUISITION NO.: RECMGT 11</p>						

RECEIVED
 AUG 20 10:04
 PURCHASING DIVISION
 CHARLESTON WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE Ed Bridgette	TELEPHONE 304-346-8878	DATE 8/15/2011	
TITLE GENERAL MANAGER	FEIN 26-4237101	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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<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 ✓ EA</p> <p>NO. 2 ✓ EA</p> <p>NO. 3 ✓ EA</p> <p>NO. 4 ✓ EA</p> <p>NO. 5 ✓ EA</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 style="text-align: right;"><i>Ed Bridgman</i></p> <p style="text-align: right;">SIGNATURE</p> <p style="text-align: right;">CORNERSTONE RECORDS MANAGEMENT</p> <p style="text-align: right;">COMPANY</p> <p style="text-align: right;">8/15/2011</p> <p style="text-align: right;">DATE</p>						

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<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</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 style="text-align: center;">NOTICE</p> <p>A SIGNED PROPOSAL MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
<p>THE PROPOSAL SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE PROPOSAL. COST PROPOSAL SHOULD BE SEALED IN A SEPARATE ENVELOPE AND CLEARLY LABELED ACCORDINGLY.</p> <p>SEALED RFP</p> <p>BUYER: KRISTA FERRELL FOR FILE 42</p> <p>RFP. NO.: RECMGT11</p> <p>RFP OPENING DATE: 08/31/2011</p> <p>RFP OPENING TIME: 1:30 PM</p> <p>PLEASE NOTE THAT ONLY THE TECHNICA PROPOSAL WILL BE OPENED ON THIS DATE. COST WILL BE OPENED AFTER THE COMPLETION OF THE TECHNICAL EVALUATION. VENDORS WILL BE NOTIFIED OF THE DATE AND TIME OF THE COST OPENING.</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 304-346-8982</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Ed BRIDGETTE</p> <p>-----</p>						

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 Department of Administration
 Purchasing Division
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 Post Office Box 50130
 Charleston, WV 25305-0130

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*310105515 304-346-8878
 CORNERSTONE RECORDS MANAGEMENT
 1545 HANSFORD ST
 CHARLESTON WV 25311

VENDOR

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07/14/2011	NET 30	BEST WAY	DESTINATION	N/A

BID OPENING DATE: 08/25/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ RECMGT11 ***** TOTAL:						<u>IN COST ENVELOPE</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ed Bridgelle</i>	TELEPHONE 304-346-8878	DATE 8/15/2011
TITLE GENERAL MANAGER	FEIN 26-4237101	ADDRESS CHANGES TO BE NOTED ABOVE

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



Fax

RECEIVED
AUG 26 A 9:43
STATE OF WV
Date: 8/26/2011

To: Bio Clerk - Purchasing
Company: STATE OF WV
Fax: 304-558-3970
Phone: _____

From: Ed BRIDGATE - CORNERSTONE RECORDS
Number of Pages, including cover: 5

- Urgent
- For Review
- Please Comment
- Please Reply

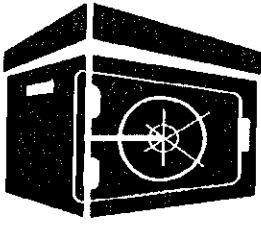
RFP # RECMGT11

SEE ATTACHED.

PLEASE CONFIRM RECEIPT.

THANKS

The information contained in this facsimile message is privileged and confidential, intended only for the use of the party above. If you are not the intended recipient, be aware that any disclosure, copying, distributing, or use of the contents of this telecopied information is prohibited. If you have received this telecopy in error, please notify us by telephone immediately (304-346-8878) and return the original message to us at the above address via the U.S. Postal Service. Thank You.



Cornerstone

RECORDS MANAGEMENT

August 26, 2011

State of West Virginia

Purchasing Division

Bid Clerk

This letter is to acknowledge receipt of Addendum No. 1 for RFQ# RECMGT11.

Thank you.

Ed Bridgette

Ed Bridgette
General Manager
Cornerstone Records Management
1545 Hansford St.
Charleston, WV 25311



State of West Virginia
Department of Administration
Purchasing Division
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RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

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08/25/2011				
BID OPENING DATE: 09/01/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL RFP RECMGT11 AND		
				2.) EXTEND THE TECHNICAL PROPOSAL OPENING DATE		
				TECHNICAL PROPOSAL OPENING DATE IS EXTENDED TO 09/01/11		
				TECHNICAL PROPOSAL OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	IS		962-69		
				OFF SITE STORAGE AND RECORDS MANAGEMENT		

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**TECHNICAL QUESTION
STATEWIDE CONTRACT
RECMGT11**

- Q. Proposal requires invoicing to be completed in arrears. The industry standard is for billing in advance and as such, programs are set up for such. Can this be changed in the RFP to allow billing in advance?**
- A. Statutory guidelines dictate that the State cannot pay for goods or services in advance.**
- Q. Proposal does not address the permanent removal of box pricing in the present contract should the boxes be removed on a permanent basis. That price equates to \$0.50 per cubic foot.**
- A. Each agency will be responsible for the permanent removal of boxes and the specifications of RFP will be altered to reflect this change. See 2.5.9 of the specifications.**

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

RECMGT11

Date:

08/01/2011 at 10:00 am

Project Description:

Off Site Storage for Records Management

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV State Purchasing Division
Firm Address:	2019 Washington St. East Charleston, WV 25305
Representative Attending:	Krista S. Ferrell, Buyer/Supervisor
Phone Number:	304-558-2596
Fax Number:	304-558-4445
Email Address:	krista.s-ferrell@wv.gov

Firm Name:	Central Vault & Storage
Firm Address:	301 Jacobson Dr Boon WV 25824
Representative Attending:	Gene Pope
Phone Number:	504-755-1898
Fax Number:	304-755-1910
Email Address:	g.pope@centralva.com

Firm Name:	DVM Document Service, Inc.
Firm Address:	313 Robinson St. Glen White, WV 25849
Representative Attending:	Ryan + Lonnie Jesse
Phone Number:	304-853-8925
Fax Number:	304-855-1996
Email Address:	ryan_ryan@yahoo.com

Firm Name:	Office of Technology
Firm Address:	Po Box 5010 Charleston, WV 25305
Representative Attending:	Bryan Hoffman
Phone Number:	304-558-8168
Fax Number:	304-558-1251
Email Address:	Bryan.A.Hoffman@wv.gov

Firm Name:	CORNERSTONE RECORDS MGMT.
Firm Address:	1545 WASHINGTON ST. CHARLESTON, WV 25311
Representative Attending:	ED BRAGGIE, JOE POWERS
Phone Number:	304-346-8578
Fax Number:	304-346-8982
Email Address:	edbraggie@cornerstonerecords.com

Firm Name:	Office of Technology
Firm Address:	Bldg. 5, 10th Floor Charleston, WV 25305
Representative Attending:	Linda Harper
Phone Number:	304-957-6837
Fax Number:	304-558-1351
Email Address:	Linda.B.Harper@wv.gov

RESPONSE TO
STATE OF WEST VIRGINIA
PURCHASING DIVISION
REQUEST FOR QUOTE RECMGT11
RECORDS MANAGEMENT

CORNERSTONE RECORDS MANAGEMENT
1545 HANSFORD STREET
CHARLESTON, WV 25311
304-346-8878 (PHONE)
304-346-8982 (FAX)

AUTHORIZED CONTACTS

ED BRIDGETTE

ebridgette@cornerston-rm.com

Ed Bridgette

08/15/2011

JOE POWERS

jpowers@conerstone-rm.com

Joe Powers

8/15/2011

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Attachment A: Vendor Response Sheet

Vendors using the electronic version of this document shall not alter the response requirements contained herein. Responses should follow each requirement detailing how each will be met.

Provide a response regarding the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.

2.3 Qualifications and Experience – Cornerstone Records Management has managed all State records stored off-site under RECMGT94, RECMGT00 and RECMGT07 by Archive Records, Nova Records and, most recently by Cornerstone Records Management. In 1994, the successful completion of 35,000 plus cubic feet of records were moved to our Records Management Facility for the initial RECMGT94 contract. Subsequently, the movement of records for all State agencies has been made in the process of moving thru the RECMGT00 and RECMGT07 contracts. Much needed re-indexing and cross-referencing of these records have provided improvement in the State's document management system throughout our 17 years of records management for the State of West Virginia.

During the RECMGT94, RECMGT00 and RECMGT07 contracts, the following items have been accomplished in the management of the State's records:

- 1. Bar-coding all boxes, providing cost effective, safe tracking and inventory of records.**
- 2. Detailing the data-based indexing that continues to enhance customized reporting while improving record search efforts.**
- 3. Bar coding file retrieval and re-files.**
- 4. Computerized, detailed invoicing by agency with copy or summation to Department of Administration upon request.**
- 5. Installation of state of the art records management software for both the storage and document destruction areas.**
- 6. Scheduling of personnel on call 24 hours a/day, 365 days per/year for pick-up and delivery as necessary.**
- 7. Providing Retention Schedule Maintenance and timely notification requesting permission to destroy prior to confidential shredding.**
- 8. Open communication with all agencies to accomplish requests as necessary.**

Cornerstone Records Management has considered the 17 years of involvement with the State of West Virginia in their records management a privilege and has strived, and continues to do so, to provide the highest quality service possible in this relationship. In 2 recent meetings with the Secretary of Administration, the comment was made that he has never received a complaint concerning our involvement with the State and the business we conduct with them.

2.3.1 The vendor should provide the length of time that he has been in the records storage business and the location.

Vendor Response: Cornerstone Records Management has been involved in the records storage business in West Virginia since 1991, originally as Archive Services. Archive Services was acquired by Nova Records Management in March of 2006. The present acquisition by Cornerstone Records Management took place in June of 2009. There are presently 2 locations utilized by Cornerstone Records Management at 1545 Hansford Street, Charleston, WV, approximately 2000 yards from the State Capital and 1401 Charles Ave., Dunbar, WV, approximately 15 minutes from the State Capital.

2.3.2 The vendor should submit a statement addressing the experience of the vendor in supplying records management, document storage, document retrieval, and document destruction.

Vendor Response: Cornerstone Records Management has been involved with the State of West Virginia in records management, document storage, document retrieval and document destruction since 1994 and involved in the records management business since 1991. We currently employ 12 individuals in our Charleston and Dunbar facilities with over 55 years combined experience in the records management business. We presently serve over 500 customers including government (federal, state, county and city), industrial, legal, medical, banking, insurance and professional organizations. We currently have over 480,000 cubic feet of hard copy records under management with the capacity to store and manage in excess of 750,000 cubic feet of hardcopy records on all-steel shelving.

Our shredding facility was upgraded in 2010 with a state of the art, \$250,000 Weima shredder with the capacity to shred up to 3000 pounds per hour as was our climate controlled Media Vault storage area with a state of the art media computer system and the enhanced environmental system installed.

2.3.3 The vendor should submit a list of federal, state, county, or other governmental entities and major private institutions that are storing records with the bidding vendor. Please specify which of these customers have similar requirements (in processing and number of documents handled annually) to the needs defined in this RFP. If no single customer can be cited whose system incorporates all of the functions needed, provide a list of customers whose systems collectively utilize these functions. For each customer, provide the name, mailing address, telephone number, and e-mail address of a user representative who can be contacted with questions.

Vendor Response: Listing of customers:

1. US District Court 300 Virginia St. East Charleston, WV 25301 Kim Lancaster 304-347-3350
KimLancaster@fd.org
2. Jackson Kelly Law Firm 1600 Laidley St. Charleston, WV 25301 Kathy Hudnall 304-340-1182
kah@JacksonKelly.com
3. Wells Fargo Ins. Services 602 Virginia St. East Charleston, WV 25301 Mike Perdue 304-353-7811
Michael.L.Perdue@wellsfargo.com

4. Spilman Thomas & Battle 300 Kanawha Blvd. East Charleston, WV 25301 Jeff Davis 304-340-3799
jdavis@spilmanlaw.com
5. Toyota Motor Mfg. One Sugar Maple Lane Buffalo, WV 25033 Ayumi Meadows 304-937-7556
Ayumi.Meadows@terna.toyota.com
6. Bowles Rice McDavid Law Firm 600 Quarrier St. Charleston, WV 25301 Allen Duff 304-347-1705
aduff@bowlesrice.com
7. WV Investment Board One Cantley Drive Charleston, WV 25314 John Cole 304-345-2672
john.cole@wvimb.org
8. Electronic Data Systems 3200 Kan. Turnpike So. Charleston, WV 25303 Ted Danford 304-746-5753
john.danford@hp.com
9. State of West Virginia All State Agencies

2.4.1 The Vendor should have the capability to accommodate 125,000 boxes or approximately 150,000 cubic feet for storage of the State's records.

Vendor Response: We presently house the State of West Virginia boxes in our Charleston and Dunbar, WV facilities. We have the capacity to expand from our present 480,000 cubic feet combined customer storage to 750,000 cubic feet as needed. Steel shelving has been erected for this expansion to accommodate future new input as received.

2.4.1.1 The vendor should provide documentation of the vendors' existing operation space capacity and/or written evidence from the owner/leser that the vendor can secure sufficient additional space.

Vendor Response: Cornerstone Records Management has in their combined locations 270,000 cubic feet open for additional box storage as necessary.

2.4.1.2 The vendor should be able to secure an additional 25,000 cubic feet within one year from award of the contract upon written request form the State Purchasing Division.

Vendor Response: Additional space is available in present facilities per previous information supplied.

2.4.1.3 The vendor should provide a storage room for archival storage of microfilm. This room should have an independent circulating system to keep the air as free as possible of pollutants and dust and to prevent the entry of unfiltered air from other parts of the building. The humidity level should be kept within a range of 40 to 50 percent, with an optimum of 30 to 40, to protect the various film bases and the temperature should be less than 70 degrees F (21 degrees C), ideally at 65 degrees. Both the humidity level and temperature should be kept as constant as possible. The vendor should describe the environmental protections for archival storage of microfilm that it will provide.

Vendor Response: We presently house media for the State of West Virginia in our environmentally controlled four hour fire vault meeting archival requirements for temperature and relative humidity. It includes a burglar-rated door for the storage of valuable and sensitive documents. The temperature is maintained at 67 degrees Fahrenheit with the humidity level at 40 percent. The levels are maintained by a

Weathergoose system which has the ability to alert management by both e-mail and cell phone should these conditions vary.

2.4.2 The vendor should describe its records tracking system.

Vendor Response: Cornerstone Records Managements' records tracking system consists of the following:

1. Listing of all agencies storing documents
2. Total inventory and location of each record by agency/sub-agencies or dept., if requested.
3. Billing reports/Invoicing by:
 - a) Storage
 - b) New files indexed
 - c) Retrievals
 - d) Re-files
 - e) Destruction
 - f) Pickups
 - g) Deliveries
 - h) Other Services
4. Inventory list and location of each record including ability to monitor items on dock awaiting re-filing.
5. Status report of each file (retrieved, partial retrieval, accountability of retrieval, permanent removal, destruction and date).
6. Security authorization list with ability to restrict or limit accessibility by individual or code.
7. Audit trail from initial receipt of records through invoicing.
8. Audit trail of all inventory changes.
9. Tracking and monitoring capability for all work performed and/or status of all records.
10. Retention schedules of documents scheduled for destruction as well as certificates of destruction for records destroyed.
11. List of all records destroyed from inception by date and description.
12. Retrieval by agency box number, record center number or by key word (if detailed indexing is used).
13. Daily, monthly and annual activity reports by service for each agency and/or departments, if requested.

2.4.2.1 The vendor should pick up the records within two (2) working days after contact by the agency. The agency will at a minimum contact the vendor by phone using the published number provided in this contract. However, pick-up shall be no longer than one week after contact. The vendor should describe how he plans to handle pick-ups inside and outside the metro Charleston area.

Vendor Response: Cornerstone Records Management guarantees retrieval and delivery within 24 hours of any record requested within 25 miles of the State Capital. Forms are provided by Cornerstone for the authorized individual to fill in and fax via our dedicated fax line. These requests are entered on the day received (3:30PM cut-off) and set up for

retrieval/delivery the following day. Other areas of the state will be serviced by Cornerstone personnel and vehicles and Federal Express where appropriate.

2.4.2.2 With respect to the extent of indexing required, the vendor should be able to provide up to 60 characters per box or per file. The vendor should describe its indexing scheme.

Vendor Response: Cornerstone Records Management to provide the needed characters for indexing of boxes. Our capabilities exceed the States request. Our indexing consists of :

1. Account number
2. Agency name
3. Date of Record
4. Destruction Date
5. Description or subject matter of record; further index by subcategories and recall on subcategories available.
6. Date received by Cornerstone Records Management
7. Accession number

2.4.2.3 If necessary, the vendor may be requested to retrieve documents in a rush or emergency basis which means the vendor will retrieve and deliver the document to the agency in the metro-Charleston area within four (4) hours. The difference between "rush" and "emergency" is a "rush" is during business hours, Monday through Friday, and "emergency" is after hours, weekends, or holidays. The vendor should describe how it will handle rush and emergency requests.

Vendor Response: Retrieval/Delivery of "rush" requests are guaranteed for delivery within 4 hours within in the metro-Charleston area. Cornerstone has personnel on-call 24 hours a day for "emergency" retrieval/delivery. Cornerstone personnel are equipped with mobile phones to enhance response time and efficiency.

2.4.2.4 The agency's retention schedule will note a date of destruction. The vendor should describe how it will remind its customers of the approaching destruction date, how it will seek approval for destruction, and how it will certify that the destruction has taken place.

Vendor Response: Cornerstone Records Management, on a quarterly basis, will query a listing of containers based on destruction dates provided by State agencies pertaining to their retention schedule. This list is then forwarded to the authorized user along with an instruction form (attached) for that specific agency for review or changes and approval. Once approval has been received, a pre-destruction work order is produced and forwarded to this same authorized user for review and final approval sign-off. Once approval is received, containers are pulled and mover to our shredding facility and destroyed at that time. A Certificate of Destruction will be returned to the authorized person once complete showing a description of items destroyed and date of destruction along with the agency name the records were received from.

2.4.3 The State will choose a vendor to provide a facility that will protect all documents from disaster as defined in West Virginia State Code 5A-8-3 which states: "Disaster" means any occurrences of fire flood, storm, earthquake, explosion, epidemic, riot, sabotage, or other conditions of extreme peril resulting in substantial damage or injury to persons or property within this State, whether such occurrence is caused by an act of God, nature man, including any enemy of the United States.

Vendor Response: Cornerstone Records Management centers currently meet the requirements of protecting all documents from disaster as defined by West Virginia Code 5A-8-3.

2.4.3.1 Flooding. The vendor should explain if its facility is in the flood plain and if so, what procedures are in place to protect the State's records in case of flood.

Vendor Response: Cornerstone's Charleston, WV facility is out of the 100 year flood plain. It utilizes steel shelving ranging from 1 ½" – 4" above floor level. The Dunbar, WV facility is on the edge of the 100 year flood plain with no records stored at or below flood stage. Steel shelving at this location ranges from the 1 1/2" – 3" above floor level.

2.4.3.2 Fire and Smoke Detection. The vendor should describe how its facility is equipped to respond to fire and smoke detection, i.e., smoke detectors, fire alarms, communication ties with the fire department, etc., and certify that all application building codes and industry standards for this type of facility are met.

Vendor Response: Cornerstone utilizes the ADT PKG Focus 200 Plus w/both battery back-up and cell phone back-up systems for both of its facilities. This monitors both security and fire along with fire suppression systems throughout both facilities through ADT's 24 hr. per/day monitoring program. Contact is made by ADT with local Fire and Police departments should trouble occur in any of these areas. Cornerstone personnel are on-call 24 hours a/day to handle any alarm occurrences as they are contacted by ADT.

2.4.3.3 Temperature and Humidity. The vendor should describe the temperature and humidity controls at its facility.

Vendor Response: Cornerstone Records Management Vault description on temperature and humidity have been describe in vendor response 2.4.1.3. Box storage temperature and humidity is based on ambient temperatures.

2.4.3.4 Storage Locations. Records should be kept at least one to one and a half inches off the floor with the optimum of three inches. Records should be stored away from windows, steam, sewer or water pipes. The vendor should explain how these issues will be handled.

Vendor Response: Both the Charleston and Dunbar, WV records facilities, as per 2.4.3.1, comply with distances required for shelving. Neither facility contains windows and,

steam, sewer or water pipes are either not in proximity of stored records or do not exist in either location.

2.4.3.5 Pests, Mold and Mildew. The vendor should describe its prevention techniques.

Vendor Response: Cornerstone Records Management contracts with Orkin to inspect our facilities on a regular basis as a pest control preventive maintenance program. Mold or mildew has not been an issue with the storage of containers at either facility. Boxes are inspected at the time of pull for any irregularities in cosmetic and structural integrity.

2.4.3.6 Sunlight and Ultraviolet (UV) light – Light fades and discolors paper. The vendor should describe how they insure this will not happen.

Vendor Response: Neither of our records centers have windows which eliminate the possibility of sunlight or ultraviolet light affecting the records.

2.4.4 Many of the State records are confidential and must only be viewed by authorized parties. The vendor's facility must be secured to allow access to those approved to retrieve/view documents for their respective agency.

Vendor Response: Cornerstone Records Management requires authorization lists from each agency with the State of West Virginia. Only those individuals listed will have the ability to request retrieval or delivery of any of the agencies records or have the ability to view records at a Cornerstone facility. Only one secured entry is utilized by all non-Cornerstone personnel to enter/exit the facility. This is monitored at all times by Cornerstone personnel.

2.4.4.1 The vendor should describe the physical layout and organization of their facility and describe the safeguards proposed that will ensure a secure location.

Vendor Response: As described in previous items in list, Cornerstone's facilities are secured by ADT security systems along with an electronically secured gate and fencing surrounding the parking area of the facility. Entry to our facilities are limited to authorized persons and then, only to our reception area for receipt of their record/records. Only one secured entry is available to non-Cornerstone personnel in accessing this area. A sign-in/departure sheet is utilized and stored for record of all individuals arriving/departing our facilities. The sign-in/departure sheet lists individual name, company represented, date and time of arrival and departure. Numbered Cornerstone badges are given to each visitor for verification of arrival and departure. Records are stored throughout facilities by location codes for security purposes with no customers container inventory located in any one given area. As all records are considered confidential which are stored in our facilities, all Cornerstone personnel must sign a Confidentiality Agreement and undergo an NCIC background check as a condition of employment.

2.4.4.2 The vendor should describe its security procedures for visitors going beyond the security doors.

Vendor Response: Only Cornerstone personnel are authorized in the records center. Pre-notice or appointments must be made by those individuals wishing to review records. An audit room is available in our reception area for small quantity reviews. For larger reviews, a mezzanine area is available and located in our records center where individuals authorized to review their material would be escorted by Cornerstone management. Again, these individual/individuals must be on the authorized list for that specific agency or organization before this process is begun. For prospective customers or auditors who request a tour of the facility, prior notice/appointments must be made for this process. Cornerstone Management accompanies these individual/individuals throughout the process of the tour.

2.4.4.3 The vendor should describe its procedures when a customer comes to the Records Center to retrieve records. The sign-in information should include at a minimum Name, Agency, Date, Time, and Container sought. The vendor should also describe how it verifies the person requesting access is authorized to retrieve documents and how the vendor verifies that the documents retrieved are the records requested.

Vendor Response: As described in previous responses, all visitors are required to sign in with Name, Agency, Date and time of arrival/departure. Container/file numbers are not listed on sign-in sheet as this would compromise the secure numbering system and allow viewing of a secure document description. The purpose of the visit; ie, retrieval, delivery, container/file number, individual's name, etc., is listed on the work order produced for that specific customer's needs.

Verification of the requesting individual is checked through authorization lists required from each agency. Verification by Driver's License is utilized as a final security check. Forms are provided to each agency/organization for requesting containers or files as needed. The information on these forms designates the container or file needed for that specific task by the secured numbering system for each. These files/containers are verified through the agency/organization's inventory list and assigned to that specific work order per the submitted request form.

2.4.5 The vendor should describe its plan of action for the transition from the old vendor to the new vendor.

Vendor Response: Not applicable, however, Cornerstone Records Management will work with the new vendor, should there be one, to ensure a smooth transition.

2.4.6 The current boxes used by the State are Box Style – Dye Cut Carton; Inside Dimensions: 16"W x 12"L x 10"H; Paper Combination: 69-26-69; Strength – edge crush test of 44 pounds/inch; gross weight limit of 95 pounds. The vendor may suggest specifications for future storage boxes needed for effective records management; however, the vendor will be expected to move existing records in existing boxes or furnish boxes as needed at no additional or separate cost to the agencies. The vendor should describe its preferred box style and size.

Vendor Response: As the current boxes being utilized by the State of West Virginia are supplied by Cornerstone Records Management and, should Cornerstone retain the contract for records storage, this becomes a non-issue.

2.4.7 The vendor will be expected to supply the Department of Administration with agency reports showing the agencies storing documents in the facilities during that month and listing the total amount of cubic feet of storage for each agency.

The vendor may be requested to provide billing reports showing all billing activity for each state agency in a month and management reports detailing all retrievals of documents during that month and who retrieved them along with any other activity between the vendor and any state agency. The vendor should provide samples of these types of reports.

Vendor Response: Agency inventory lists based on cubic feet will be supplied to the Department of Administration as requested.

Billing reports as stated above are supplied on a monthly basis at this time. This invoicing contains information pertaining to cubic foot storage, files inputted, retrieved, re-files, destruction, pick-ups/deliveries and permanent removal as utilized during that specific month. (See attachment)

Reports will be submitted as requested by the Department of Administration.

Attachment B: Mandatory Specification Checklist

2.5.1 The Vendor must provide a secure storage facility for existing records in a metro Charleston area location. Vendor location must be within a 25 mile radius of State Capitol Complex.

2.5.2 The Vendor must be able to accommodate 150,000 boxes or approximately 180,000 cubic feet. Please describe the size of your proposed facility.

2.5.3 All Records Center employees must undergo an NCIC (national) background check as a condition of employment, as well as industry-standard privacy training.

2.5.4 All storage procedures must follow industry standard guidelines established by the Association of Records Managers and Administrators (ARMA). ARMA has published guidelines for records management – ANSI/ARMA 8-200-5 Retention Management for Records and Information.

2.5.5 The vendor is required to offer records management services to all state agencies statewide.

2.5.5.1 The vendor is responsible for the pick-up of boxes statewide within one week after contact.

2.5.5.2 The vendor is required to index all received documents from state agencies and furnish monthly documentation to the Purchasing Division and the Office of Technology that explain the indexing system and describes the location of all documents by agency. Please provide a sample in your response of this indexing report.

2.5.5.3 The vendor is responsible for retrieving any document in storage and delivering it to requesting agency within 24 hours of request as long as the agency location is in the metro Charleston area.

2.5.5.4 Documents must be destroyed by a crosscut shredder for paper. Microfilm must be shredded to 1/35" strip or smaller. Please describe the equipment available for to meet this requirement.

2.5.5.5 The vendor must bill each state agency storing records at the facility monthly in arrears. These bills must be according to the prices and categories contained in this RFP and the vendor's response. When the vendor must ship the materials to the agency location, the costs for postage will be billed as a pass-through charge. The vendor should provide the percentage if they plan to charge a processing fee.

2.5.5.6 If requested by any agency, the vendor must retrieve, fax, and re-file up to 25 single-sided pages. This task must be completed within twenty-four (24) working hours of the agency request or if requested as a rush, within four (4) working hours.

2.5.6 The successful vendor will be responsible for moving all boxes from the existing location to the new location within 60 days after award if a new vendor is chosen.

2.5.6.1 The current vendor will provide each agency with a list of documents currently in storage. Each agency will have a minimum time of two (2) weeks to remove all documents in storage or be billed for services rendered by the new vendor. The agency will continue to pay the old vendor until the new vendor picks up the agency's boxes.

2.5.6.2 The new vendor and the old vendor will meet to develop mutually agreed upon schedules for pick-up of the agency boxes.

2.5.6.3 The selected vendor shall be responsible for the pick-up and organization of all documents remaining in storage at the current vendor's location and other agency facilities.

2.5.6.4 The successful vendor will move existing records in existing boxes or furnish boxes as needed at no additional or separate cost. The successful vendor will repackage as needed at no additional or separate cost.

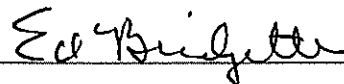
2.5.7 The vendor shall take sole and complete liability for all physical documents currently in storage and any document placed in storage while the vendor is under contract with the State of West Virginia.

2.5.8 The vendor must maintain the confidentiality of any record or document deemed "confidential" by West Virginia State or Federal law from the time it is placed in storage continuing through the destruction of the document.

I certify that the proposal submitted meets or exceeds all the mandatory specifications of this Request for Proposal. Additionally, I agree to provide any additional documentation deemed necessary by the State of West Virginia to demonstrate compliance with said mandatory specifications.

Cornerstone Records Management

Ed Bridgette – General Manager



Phone – 304-346-8878 Fax – 304-346-8982

August 15, 2011



RE: **DESTRUCTION OF RECORDS**

Date:

Enclosed for your approval is a list of boxes archived with Cornerstone Records which have expired retention dates. **PLEASE REVIEW THIS LIST CAREFULLY AND RETURN PROMPTLY!**

If you wish to retain a box, mark through the current retention date and enter the new date to the right.

If you want the box to become permanent (never destroyed), indicate so by marking through the date and write **PERMANENT** to the right.

If the box is to be destroyed, write "**D**" to the right.

After reviewing, please return to Cornerstone Records with an "authorized" signature and a fax number. (An authorized signature is required.)

Once the form is returned to Cornerstone Records, a destruction work order will be made and the boxes for destruction will be entered to that work order.

Cornerstone Records will then fax the work order back to you for review. If corrections are needed please make them and fax back to Cornerstone Records. If boxes on the work order are correct, initial each page and sign off at the bottom of the work order and fax back to Cornerstone Records at (304) 346-8982.

The date of this report is **not** the destruction date. **NO RECORDS ARE DESTROYED UNLESS AUTHORIZED BY THE CLIENT.** If we do not receive a response within thirty days, this report is void.

Please do not hesitate to contact us at (304) 346-8878 with any questions or other concerns.

INVOICE

Aect: 7SWVBEP
 SWV/BUREAU OF EMPLOY PROGRAMS/BILLI
 BUREAU OF EMPLOYMENT PROGRAMS
 112 CALIFORNIA AVENUE
 CHARLESTON WV 25305
 Attn: LARRY CHANCEY

Invoice No. 6064450
 Date: 6/30/2011
 Terms: Net 30 Days
 Account PO#: RECMGT07
 Accounting Ref: 505-SWVBEP

		RATE	QTY	TOTAL
STORAGE: 6/1/2011 through 6/30/2011				
1.0 cubic foot box	([REDACTED] 30 days)	[REDACTED]	3.00	[REDACTED]
1.2 cubic foot box	([REDACTED] 30 days)	[REDACTED]	5,389.20	[REDACTED]
2.4 cubic foot box	([REDACTED] 30 days)	[REDACTED]	7.20	[REDACTED]

			5,399.40	[REDACTED]
TRACKING: 6/1/2011 through 6/30/2011				
File Management	(0.0000/30 days)	[REDACTED]	596.00	[REDACTED]

				[REDACTED]
SERVICES				
New Input - [REDACTED]		[REDACTED]	27	[REDACTED]
Add Filefolder		[REDACTED]	1	[REDACTED]
Retrieve Filefolder	WO #01009692 6/27/2011	[REDACTED]	1	[REDACTED]
Box Retrieval - Per CuFt [REDACTED]	WO #01010129 6/28/2011	[REDACTED]	1	[REDACTED]
Pick-up and Delivery Container	WO #01006184 6/14/2011	[REDACTED]	27	[REDACTED]
Pick-up and Delivery Container	WO #01010129 6/28/2011	[REDACTED]	1	[REDACTED]
Pick-up and Delivery Filefolder	WO #01009692 6/27/2011	[REDACTED]	1	[REDACTED]
Fuel Surcharge	WO #01006184 6/14/2011	[REDACTED]	27	[REDACTED]
Fuel Surcharge	WO #01009692 6/27/2011	[REDACTED]	1	[REDACTED]
Fuel Surcharge	WO #01010129 6/28/2011	[REDACTED]	1	[REDACTED]

				[REDACTED]
OTHER SERVICES				
Rush Retrieval per CuFt [REDACTED]	WO #01010129 6/28/2011	[REDACTED]	1.00	[REDACTED]
Rush Retrieval - File [REDACTED]	WO #01009692 6/27/2011	[REDACTED]	1.00	[REDACTED]

				[REDACTED]
PRIORITY SERVICES				
Next Day Pickup and Delivery	WO #01006163 6/14/2011	[REDACTED]	1.00	[REDACTED]
Next Day Pickup and Delivery	WO #01006184 6/14/2011	[REDACTED]	1.00	[REDACTED]
Rush Pickup and Delivery	WO #01009692 6/27/2011	[REDACTED]	1.00	[REDACTED]
Rush Pickup and Delivery	WO #01010129 6/28/2011	[REDACTED]	1.00	[REDACTED]

				[REDACTED]

INVOICE

Acct: 7SWVBEP
SWV/BUREAU OF EMPLOY PROGRAMS/BILLI
BUREAU OF EMPLOYMENT PROGRAMS
112 CALIFORNIA AVENUE
CHARLESTON WV 25305
Attn: LARRY CHANCEY

Invoice No. 6064450
Date: 6/30/2011
Terms: Net 30 Days
Account PO#: RECMGT07
Accounting Ref: 505-SWVBEP

MATERIALS

Container Barcode Labels

WO #01006163 6/14/2011

RATE

QTY

TOTAL

[REDACTED]

15

[REDACTED]

[REDACTED]

Total Amount Due [REDACTED]

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

West Virginia Code §6A-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 owed 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 instrumentally established by a county or municipality; any separate corporation or instrumentally 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

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

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Novu Records Management, LLC

Authorized Signature: [Signature] Date: 8/3/11

State of Pennsylvania

County of Montgomery to-wit:

Taken, subscribed, and sworn to before me this 3rd day of August, 2011

My Commission expires August 4, 2013

AFFIX SEAL HERE

NOTARY PUBLIC Bernadette A. Hoffman

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Bernadette A. Hoffman, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires Aug. 4, 2013
Member, Pennsylvania Association of Notaries

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: CORNERSTONE RECORDS MANAGEMENT Signed: Ed Briggler
Date: 08/15/2011 Title: GENERAL MANAGER

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