



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 187835

Doc Description: Addendum 1 - Maintenance and Support for Imaging System

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-04-12	2016-04-21 13:30:00	CRFQ 0203 CPR1600000001	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

IMAGE SERV LLC
 2345 CHESTERFIELD AVE
 CHARLESTON WV 25304
 304-414-2222

04/20/16 09:55:59
 \WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Linda Harper
 (304) 558-0468
 linda.b.harper@wv.gov

Signature X FEIN # 43-1971994 DATE 04-18-16

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum 1 issued to publish the vendor questions with responses and modify the wording on the pricing page per the attached documentation.
 No other changes

INVOICE TO		SHIP TO	
CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV24304 US		CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	License fee plus first year maintenance and support	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81112200			

Extended Description :
 Year one (1) license renewal fee for all items listed on Exhibit A Pricing Page plus first year maintenance and support

INVOICE TO		SHIP TO	
CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV24304 US		CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Year Two (2) Optional Renewal Fee	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81112200			

Extended Description :
 Year Two (2) Optional Renewal Fee

INVOICE TO		SHIP TO	
CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV24304 US		CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Year Three (3) Optional Renewal Fee	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81112200			

Extended Description :

Year Three (3) Optional Renewal Fee

INVOICE TO		SHIP TO	
CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV24304 US		CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Year Four (4) Optional Renewal Fee	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81112200			

Extended Description :

Year Four (4) Optional Renewal Fee

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Question Deadline 5:00 PM EST	2016-04-08

CPR160000001	Document Phase Final	Document Description Addendum 1 - Maintenance and Support for Imaging System	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

IMAGESERV LLC
(Company)

Michael G. Ornt MANAGING PARTNER
(Authorized Signature) (Representative Name, Title)

304-414-2222 04-18-16
(Phone Number) (Fax Number) (Date)

**REQUEST FOR QUOTATION
ApplicationXtender Support**

**EXHIBIT A
PRICING PAGE**

Items as listed in Section 4

#	Item	QTY
1	ApplicationXtender Server v.7 - 25 concurrent users	2
2	AX Workflow Manager "or equal" - 5 concurrent users	10
3	AX Workflow Manager Server	1
4	AX Workflow Manager Forms	1
5	AX xPlore Full Text Server	1
6	AX xPlore Full Text - 5 Concurrent users	10
7	AX OCR Server	1
8	AX Connector - 25 Concurrent users	2
9	Captiva Enterprise Server/Adv. Recog. 1M PPY	1
10	Captiva Enterprise Server/Adv. Recog. 100K PPY	5
11	Captiva Attended Client	3
12	Captiva ScanPlus Module Standard	1
13	ApplicationXtender Server - 5 Concurrent users Test/Dev	1
14	AX Workflow Manager - 5 Concurrent users Test/Dev	1
15	AX Workflow Manager Server	1
16	AX Workflow Manager Forms	1
17	AX Connector - 5 Concurrent users Test/Dev	1

Year one (1) license fee for all items listed on Exhibit A Pricing Page plus first year maintenance and support

Price: \$ 56,400.⁰⁰

Year Two (2) Optional Renewal Fee

Price: \$ 56,400.⁰⁶

Year Three (3) Optional Renewal Fee

Price: \$ 56,400.⁰⁶

Year Four (4) Optional Renewal Fee

Price: \$ 56,400.⁰⁰

***TOTAL COST \$ 225,600.⁰⁰**

Award will be based on TOTAL COST over all four (4) years. Renewal options will be initiated by the Agency, agreed to by the Vendor, and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

Appendix B: Policy Understanding and Acknowledgment

Policy Information Security

State of West Virginia Office of Technology

Policy No: WVOT-PO1001 Issue Date: 01/13/2010 Revised: 07/04/2015 Page 13 of 18

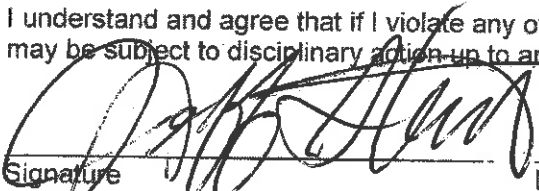
INFORMATION TECHNOLOGY POLICIES ACKNOWLEDGMENT

From West Virginia Office of Technology
Office of Information Security and Controls

I have read, understand, and agree to abide by the following West Virginia Office of Technology Information Technology Policies:

- Information Security Policy (WVOT-PO1001)
- Acceptable/Unacceptable Use of State-Provided Technology (WVOT-PO1001, Appendix A)

I understand and agree that if I violate any of the provisions of any of these policies I may be subject to disciplinary action up to and including termination.


Signature _____ Date 04-18-16

JEFFERY W STREET
Printed Name


Signature Supervisor _____ Date 04-18-16

MAUREEN A. O'Rourke
Printed Name of Supervisor

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CPR1600000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

IMAGE SERD LLC
Company
Margaret A. O'Rourke
Authorized Signature
04-18-16
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012

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 Vendor Preference, if applicable.

1. **Application is made for 2.5% 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;
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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% 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% vendor preference for the reason checked:**
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. **Application is made for 5% 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% 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% 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.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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) rescind the contract or purchase order; 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.

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: ImageServ LLC

Signed: 

Date: 04-18-16

Title: Managing Partner

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

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: ImageServ LLC
Authorized Signature: *[Handwritten Signature]* Date: 04-18-16

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 18th day of April, 2016

My Commission expires July 23 2020, 20

AFFIX SEAL HERE

NOTARY PUBLIC

Andrea M. Good

