



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

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 373342

Doc Description: Kodak I2420 Scanners or Equal (DOT6318C0026)

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-09-22	2017-10-04 13:30:00	CRFQ 0803 DOT1800000028	1

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:

Ready Data
 140 West End Ave
 NY NY 10023
 212 725 3403

10/03/17 09:08:59
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Signature X

FEIN # 133094674 DATE 9/29/17

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation (WVDOT), Information Services, to establish an open-end contract for the purchase of Kodak i2420 or Equal scanners, per attached documents.

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS INFORMATION SERVICE DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM 920 CHARLESTON WV25305-0430 US	DIVISION OF HIGHWAYS INFORMATION SERVICE DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM 920 CHARLESTON WV 25305-0430 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	KODAK I2420 SCANNERS OR EQUAL	300.00000	EA	498.67	149,601

Comm Code	Manufacturer	Specification	Model #
43211711			

Extended Description :
KODAK I2420 SCANNERS OR EQUAL

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 2:00pm EST:	2017-09-27

EXHIBIT A - PRICING PAGE

DELIVERY LOCATION - BUILDING 5, ROOM 920 CHARLESTON, WV 25305

Item Number	Estimated Quantity*	Description	Unit Price	TOTAL
1	300	Kodak i2420 or EQUAL scanners as described in 3.1 including 3 year exchange warranty as described in 3.1.2.1	\$ -	\$ -
Grand Total Cost				\$ -

*An estimated quantity of 300 units will be used for evaluation purposes. This quantity is not guaranteed.

Vendor Name: Ready Data, Inc
 Authorized Representative: Floyd Kee
 Phone: 212 725 3403
 Email: readydata@aol.com

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

- 4.2 Pricing Pages:** Vendor should complete the Pricing Pages by including a Unit Price per scanner. If submitting online in Oasis, the Extended Cost will automatically calculate when the Unit Price is entered. If submitting on paper, the Extended Cost and the Grant Total Cost will automatically calculate when the Unit Price is entered. However, it is the vendors' responsibility to ensure the calculations for their bid is correct before submitting. Prices must include shipping to WVDOH Information Services Division, 1900 Kanawha Blvd E, Building 5 Room 920, Charleston, WV 25305. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Mark.A.Atkins@wv.gov

5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within fifteen (15) working days after orders are received. Vendor shall deliver emergency orders within five (5) working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract items to be unacceptable, the Contract items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2 Failure to comply with other specifications and requirements contained herein.
- 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1 Immediate cancellation of the Contract.
- 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Floyd Brown
Telephone Number: 212 7253403
Fax Number: 212 7253986
Email Address: realitydata@aol.com

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation (WVDOT), Information Services, to establish an open-end contract for the purchase of Kodak i2420 or Equal scanners.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.4 **“Simplex”** means single sided document scanning.
 - 2.5 **“Duplex”** means double sided document scanning.
 - 2.6 **“PDF”** means Portable, Document, Format.
 - 2.7 **“JPG”** Joint Photographic Experts Groups standard for lossy compression for digital images.
 - 2.8 **“TIFF”** means tagged image file format.
 - 2.9 **“BMP”** means a bitmap image.
 - 2.10 **“ISIS”** means image and scanner interface specification which is an industry standard interface for image scanning technology.
 - 2.11 **“TWAIN”** means an applications programming interface and communications protocol that regulates communication between software and digital imaging devices.
 - 2.12 **“USB”** means Universal Serial Bus technology that allows the connection of a electronic device to a personal computer

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

2.13 "DPI" means dots per inch.

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 Kodak i2420 or Equal document scanners.

3.1.1.1 Document scanner must be rated by the manufacturer with a daily duty cycle of a minimum of 5,000 pages per day.

3.1.1.2 Document scanner must have a minimum output resolution of 200/ 300/ 400/ 600/ 1200 dpi.

3.1.1.3 Document scanner must be capable of scanning pages at a minimum speed of 40 ppm (page per minute) simplex /80 ipm (images per minute) duplex, for letter sized, black and white, grayscale and color documents at 300 dpi.

3.1.1.3.1 Document scanner must have a document feeder that can handle a minimum of 75 sheets of 20lb paper.

3.1.1.4 Document scanner must be capable of both simplex and duplex scanning.

3.1.1.5 Document scanner must be capable of scanning in color, grayscale and black/white.

3.1.1.6 Document scanner must have the ability to drop out color for enhanced image quality.

3.1.1.7 Document scanner must be capable of scanning both small (less than 8.5 x 11 inch) documents such as ID cards, small receipts (i.e. gas/credit card) receipts and oversized documents (minimum 8.5 x 14 inches).

3.1.1.8 Document scanner must be capable of reading linear bar codes.

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

- 3.1.1.9** Document scanner at a minimum must include image enhancement capability:
 - 3.1.1.9.1** Deskew,
 - 3.1.1.9.2** despeckle,
 - 3.1.1.9.3** auto crop,
 - 3.1.1.9.4** fixed cropping,
 - 3.1.1.9.5** auto orientation,
 - 3.1.1.9.6** border removal,
 - 3.1.1.9.7** blank page detection and elimination
 - 3.1.1.9.8** hole filling,
 - 3.1.1.9.9** enhanced color adjustment and color management.

- 3.1.1.10** Document scanner must be capable of saving images in the following formats: JPG, single page and multi-page TIFF, BMP, PDF and searchable PDF.

- 3.1.1.11** Documents scanner must include the following scanner drivers: ISIS and TWAIN.

- 3.1.1.12** Document scanners must be Windows 7 and Windows 10 compliant (32 and 64 bit).

- 3.1.1.13** Document scanners must also be compatible with Application Xtender Document Management Systems.

- 3.1.1.14** Document scanners must also include a user interface that allows for direct scanning to a network share and scan to email in the following formats: color PDF, black/white PDF, color JPG, Black-White single TIFF, Multi-page Black-White TIFF, Email Black-White PDF.

- 3.1.1.15** Document scanner interface must allow for push button scanning in the following formats: color PDF, black/white PDF, color JPG, Black-White single TIFF, Multi-page Black-White TIFF, Email Black-White PDF.

- 3.1.1.16** Document scanner must be USB 2.0 and USB 3.0 compatible

CRFQ 0803 DOT1800000028
REQUEST FOR QUOTATION
Kodak i2420 Scanner or Equal

- 3.1.1.17 Vendor must include manufacturer's specifications with the vendor's response. Specifications will be utilized to determine if the product is in compliance with the specifications outlined in this RFQ.
- 3.1.1.18 Consumables for the scanners must be available from multiple commercial sources and also installable by DOT technical staff. This should include but not be limited to feed modules; separation module, feed rollers, etc.
- 3.1.1.19 Equipment provided shall not require the use of proprietary parts and or service.

3.1.2 Document Scanner manufacturer's warranty

- 3.1.2.1 Document scanner must at no charge include a three year, manufacturer's exchange warranty that provides for next business day replacement. When the replacement scanner is received, the defective unit will be boxed and returned to the manufacturer.

3.1.3 Equivalent products.

Alternate bids that are equal to, meet, or exceed the specifications and requirements listed are invited. In order to receive full consideration, such alternate bids must be accompanied by sufficient descriptive literature and/or samples to clearly identify the offer and allow for a complete evaluation.

The use of brand name or equal specifications is for describing the minimum standard of quality, technical performance and installation characteristics required and are not intended to limit or restrict competition.

4. CONTRACT AWARD:

- 4.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall Grand Total cost as shown on the Pricing Pages.