



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.



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About



Welcome, Lu Anne Cottrill

Procurement

Budgeting

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Solicitation Response(SR)

Dept: 0803


ID: ESR09111800000001206

Ver.: 1

Function: New

Phase: Final

Modified by batch , 09/12/2018

Header  4

General Information

Contact


Default Values

Discount

Document Information

Procurement Folder: 480133


Procurement Type: Central Purchase Order

Vendor ID: 000000162583 

Legal Name: INFORMATION MANAGEMENT SERVICES

Alias/DBA: DOCUMENT IMAGING SPECIALISTS LLC

Total Bid: \$68,000.00

Response Date: 09/11/2018 

Response Time: 13:05

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT1900000014

Published Date: 8/31/18

Close Date: 9/12/18

Close Time: 13:30

Status: Closed

Solicitation Description: EASTMAN PARK 

Apply Default Values to Commodity Lines

View Procurement Folder



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

State of West Virginia  
Solicitation Response

Proc Folder : 480133

Solicitation Description : EASTMAN PARK MICROGRPAHICS IMAGELINK i9620 OR EQUAL

Proc Type : Central Purchase Order

| Date issued | Solicitation Closes    | Solicitation Response        | Version |
|-------------|------------------------|------------------------------|---------|
|             | 2018-09-12<br>13:30:00 | SR 0803 ESR09111800000001206 | 1       |

**VENDOR**

000000162583

INFORMATION MANAGEMENT SERVICES

DOCUMENT IMAGING SPECIALISTS LLC

Solicitation Number: CRFQ 0803 DOT19000000014

Total Bid : \$68,000.00

Response Date: 2018-09-11

Response Time: 13:05:56

Comments: IMS has over 25 years of experience with Microfilm and Microfilm Equipment. We are quoting service from the manufacturer's preferred provider, Kodak Alaris.

**FOR INFORMATION CONTACT THE BUYER**

Crystal Rink  
(304) 558-2402  
crystal.g.rink@wv.gov

Signature on File

FEIN #

DATE

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

| Line | Comm Ln Desc                                  | Qty     | Unit Issue | Unit Price      | Ln Total Or Contract Amount |
|------|---|---------|------------|-----------------|-----------------------------|
| 1    | EASTMAN PARK MICROGRAPHICS<br>IMAGELINK i9620 | 1.00000 | EA         | \$38,500.000000 | \$38,500.00                 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 45121800  |              |               |         |

Extended Description : MICROFILM CAPTURE EQUIPMENT AND SOFTWARE

| Line | Comm Ln Desc              | Qty     | Unit Issue | Unit Price     | Ln Total Or Contract Amount |
|------|---------------------------|---------|------------|----------------|-----------------------------|
| 2    | INSTALLATION AND TRAINING | 1.00000 | EA         | \$1,250.000000 | \$1,250.00                  |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 45121800  |              |               |         |

Extended Description : INSTALLATION AND TRAINING

| Line | Comm Ln Desc                                 | Qty     | Unit Issue | Unit Price      | Ln Total Or Contract Amount |
|------|--|---------|------------|-----------------|-----------------------------|
| 3    | EXTENDED FOUR YEAR<br>WARRANTY FOR MICROFILM | 1.00000 | EA         | \$28,250.000000 | \$28,250.00                 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81111818  |              |               |         |

Extended Description : EXTENDED FOUR YEAR WARRANTY PARTS & LABOR

**Comments:** Through Kodak Alaris

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DOT1900000014**

**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 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.

Information Management Services

Company

Janet W. Stepien

Authorized Signature

9/11/18

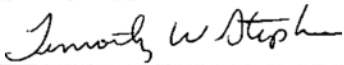
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Tim Stephens  
\_\_\_\_\_  
(Name, Title)  
Managing Partner  
\_\_\_\_\_  
(Printed Name and Title)  
4460 Emmas CT  
\_\_\_\_\_  
(Address)  
614-845-1050 / Fax 614-868-9069  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
tstephens@imsimaging.com  
\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** 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.

Information Management Services  
\_\_\_\_\_  
(Company)  
 Timothy W Stephens - Managing Partner  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Timothy W Stephens - Managing Partner  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

9/11/2018  
\_\_\_\_\_  
(Date)

614-845-1050  
\_\_\_\_\_  
(Phone Number) (Fax Number)

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

**Information Management**  
Name of Contracting Business Entity: Services Address: 4460 Emmes CT  
Hilliard, OH 43026  
Name of Authorized Agent: Timothy W Stephens Address: Above  
Contract Number: \_\_\_\_\_ Contract Description: \_\_\_\_\_  
Governmental agency awarding contract: \_\_\_\_\_

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

☐ Check here if none, otherwise list entity/individual names below.

Kodak Alaris

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

☐ Check here if none, otherwise list entity/individual names below.

Timothy W Stephens

Michael J Iadarola

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

☒ Check here if none, otherwise list entity/individual names below.

Signature: [Signature] Date Signed: 9/11/2018

**Notary Verification**

State of Ohio, County of Franklin

I, Timothy W Stephens, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 11<sup>th</sup> day of September, 2018

[Signature]  
Notary Public, State of Ohio  
My Comm. Expires 05-08-2021

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Information Management Services

Authorized Signature: Timothy W. Stephens

Date: 9/11/2018

State of Ohio

Timothy W. Stephens

County of Franklin to-wit:

Taken, subscribed, and sworn to before me this 11<sup>th</sup> day of September, 2018

My Commission expires 05/08/2021, 20  



BENTINA LONG  
Notary Public, State of Ohio  
My Comm. Expires 05-08-2021

NOTARY PUBLIC

[Signature]  
Purchasing Affidavit (Revised 01/19/2018)