



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.

Header 13

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1784513

Procurement Type: Central Purchase Order

Vendor ID: 000000193364

Legal Name: CROWLEY MICROGRAPHICS INC

Alias/DBA:

Total Bid: \$196,070.00

Response Date: 10/17/2025

Response Time: 10:19

Responded By User ID: crowley

First Name: Matthew

Last Name: McCabe

Email: mattm@thecrowleycompany.

Phone: 240-215-0224

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2600000004

Published Date: 10/17/25

Close Date: 10/21/25

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 1 Three Commercial Document Scanners (OT26009)

Total of Header Attachments: 13

Total of All Attachments: 13



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

State of West Virginia
Solicitation Response

Proc Folder: 1784513
Solicitation Description: Addendum No 1 Three Commercial Document Scanners (OT26009)
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-10-21 13:30	SR 0231 ESR10172500000002624	1

VENDOR
000000193364
CROWLEY MICROGRAPHICS INC

Solicitation Number: CRFQ 0231 OOT2600000004
Total Bid: 196070
Response Date: 2025-10-17
Response Time: 10:19:08
Comments:

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor		
Signature X	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	4.1.1 Item 1: INOTEC 601CD Scanner or Equal	1.00000	EA	39215.000000	39215.00

Comm Code	Manufacturer	Specification	Model #
43211711			

Commodity Line Comments: the Inotec 601CD meets and exceeds all specifications

Extended Description:

4.1.1 Contract Item 1: INOTEC 601CD Scanner or Equal
Unit Price must include Scanner, Onsite installation, calibration, and training

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	4.1.4 Item 4: - 5-Year Service Agreement for Item 1	1.00000	EA	20000.000000	20000.00

Comm Code	Manufacturer	Specification	Model #
84101503			

Commodity Line Comments:

Extended Description:

Contract Item 4: Service Agreement - 5-Year Service Agreement for Contract Item 1
Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	4.1.2 Item 2: OS C A1 Overhead Scanner or Equal	1.00000	EA	69990.000000	69990.00

Comm Code	Manufacturer	Specification	Model #
43211711			

Commodity Line Comments: the Zeuschel OS C A1 meets or exceeds all specifications

Extended Description:

4.1.2 Contract Item 2: OS C A1 Overhead Scanner or Equal
Unit Price must include Scanner, Onsite installation, calibration, and training

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	4.1.5 Item 5: - 5-Year Service Agreement for Item 2	1.00000	EA	26000.000000	26000.00

Comm Code	Manufacturer	Specification	Model #
84101503			

Commodity Line Comments:

Extended Description:

4.1.5 Contract Item 5: Service Agreement - 5-Year Service Agreement for Contract Item 2
Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	4.1.3 Item 3: ROWE Scan450i or Equal	1.00000	EA	26390.000000	26390.00

Comm Code	Manufacturer	Specification	Model #
43211711			

Commodity Line Comments: the ROWE 850i meets or exceeds all specifications

Extended Description:

4.1.3 Contract Item 3: ROWE Scan450i or Equal

Unit Price must include Scanner, Onsite installation, calibration, and training

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	4.1.6 Item 6: - 5-Year Service Agreement for Item 3	1.00000	EA	6475.000000	6475.00

Comm Code	Manufacturer	Specification	Model #
84101503			

Commodity Line Comments:

Extended Description:

4.1.6 Contract Item 6: Service Agreement - 5-Year Service Agreement for

Contract Item 3

Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	4.1.7 Item 7: Installation and Calibration	1.00000	EA	4000.000000	4000.00

Comm Code	Manufacturer	Specification	Model #
81111809			

Commodity Line Comments:

Extended Description:

4.1.7 Contract Item 7: Installation and Calibration for Contract Items 1-3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	4.1.9 Item 8: In-Person Training	1.00000	EA	4000.000000	4000.00

Comm Code	Manufacturer	Specification	Model #
86101802			

Commodity Line Comments:

Extended Description:

4.1.9 Contract Item 8: In-Person Training for

Contract Items 1-3.

Re: CRFQ 0231 OOT2600000004

From Welch, Toby L <toby.l.welch@wv.gov>

Date Fri 10/17/2025 9:34 AM

To Robert Harris <RobertH@TheCrowleyCompany.com>

Caution: This email originated from outside The Crowley Company. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Good morning,

The amendment was to publish the pre bid sheet. There was no other changes to the pricing pages or specs. If you could just acknowledge the amendment papers with your submission that would be all we would need.

thanks

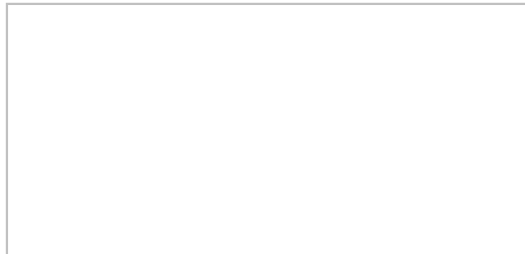
Toby L Welch

Senior Buyer

Purchasing Division

304-558-8802 | Toby.L.Welch@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Oct 17, 2025 at 9:26 AM Robert Harris <RobertH@thecrowleycompany.com> wrote:

Toby, we all ready submitted a response, do I nee to re-due the pricing sheet (versoion 2) or can I just sign the Adement papaers and add them as an attachement?

I look forward to your response this morning,

Robert Harris III

Business Development Manager

The Crowley Company

LA, DC and London Metro Areas

5111 Pegasus Court, Suite M

Frederick, MD 21704

434-944-7612 Direct

240-215-0224 Office

240-215-0234 fax

roberth@thecrowleycompany.com

<http://www.thecrowleycompany.com>

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The Crowley Company is a world leader in still media digitization and archival preservation solutions. Crowley provides a wide variety of production scanners, digitization services and support services.

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SOLICITATION NUMBER: CRFQ OOT2600000004

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

Addendum No 1 is issued for the following reasons:

- 1) To publish a copy of the mandatory pre-bid sign in sheet.

--no other changes--

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Pre-Bid Sign-In Sheet

Solicitation Number: CRFQ OOT2600000004

Date of Pre-Bid Meeting: September 30, 2025 11:00AM

Location of Prebid Meeting: 902 Bullitt Street Charleston, WV

Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.

Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.

For further verification, please also provide a business card if possible.

<u>Firm Represented:*</u>	<u>Rep Name (Printed):</u>	<u>Firm Address:</u>	<u>Telephone #:</u>	<u>Fax #:</u>	<u>Email:</u>
Crowley Micrographics DBA The Crowley Company	ROBERT HARRIS	5111 REGASUS COURT FREDERICK MD 21704	240-215-0224 cell 434-944-7622	240-215-0234	ROBERT H @ The Crowley Company, c
Ricoh	Steve Perry	109 Gleneside Blvd Richmond, VA	614-310- 3696	NA	steve.perry@ ricoh-usa.com

**One Vendor Per Representative - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.*

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ OOT26*004

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)

☒ Addendum No. 1	☐ Addendum No. 6
☐ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ 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.

Crowley Micrographics
DBA The Crowley Company

Company

R Harris III

Authorized Signature

10-17-2025

Date

**State of West Virginia
Centralized Request for Quote
Office Equip.**

Proc Folder: 1784513 Doc Description: Three Commercial Document Scanners (OT26009)			Reason for Modification:
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-18	2025-10-21 13:30	CRFQ 0231 OOT2600000004	1

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

Vendor Customer Code:	000000193364		
Vendor Name :	Crowley Micrographics DBA: The Crowley Company		
Address :			
Street :	5111 Pegasus Court Suite M		
City :	Frederick		
State :	MD	Country :	United States
		Zip :	21704
Principal Contact :	Robert Harris		
Vendor Contact Phone:	434-944-7612	Extension:	

Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

DATE 10-15-2025

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 the West Virginia Office of Technology (WVOT) to establish a one-time contract for three (3) specialized scanners with support and maintenance per the attached documents.

*A mandatory pre-bid meeting will be held at the following:

Dept of Administration Records Mgt Warehouse

902 Bullitt Street

Charleston WV 25301 9/30/25 @ 11:00 a.m.

Vendors must sign in **

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.1 Item 1: INOTEC 601CD Scanner or Equal	1.00000	EA	\$39,215.00	\$39,215.00

Comm Code	Manufacturer	Specification	Model #
43211711	Inotec	601CD	t601cd00

Extended Description:

4.1.1 Contract Item 1: INOTEC 601CD Scanner or Equal

Unit Price must include Scanner, Onsite installation, calibration, and training

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.4 Item 4: - 5-Year Service Agreement for Item 1	1.00000	EA	\$20,000.00	\$20,000.00

Comm Code	Manufacturer	Specification	Model #
84101503	Inotec/Crowley SCAMAX 6x1CD / 1 Yr Onsite, Includes (1) PMVisit / CM-6x1-1YRONSITE-1PM		

Extended Description:

Contract Item 4: Service Agreement - 5-Year Service Agreement for Contract Item 1

Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.2 Item 2: OS C A1 Overhead Scanner or Equal	1.00000	EA	\$62,990.00	\$62,990.00

Comm Code	Manufacturer	Specification	Model #
43211711	Zeuschel	OS C A1	HX-4772

Extended Description:

4.1.2 Contract Item 2: OS C A1 Overhead Scanner or Equal

Unit Price must include Scanner, Onsite installation, calibration, and training

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.5 Item 5: - 5-Year Service Agreement for Item 2	1.00000	EA	\$26,000.00	\$26,000.00

Comm Code	Manufacturer	Specification	Model #
84101503	Zeuschel/Crowley	Onsite Maintenance Contract-OS C1	ZE-HX-OSC1-5YEAR

Extended Description:

4.1.5 Contract Item 5: Service Agreement - 5-Year Service Agreement for Contract Item 2

Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	4.1.3 Item 3: ROWE Scan450i or Equal	1.00000	EA	\$26,390.00	\$26,390.00

Comm Code	Manufacturer	Specification	Model #
43211711	ROWE	850i 60"	RM3500/01/03/001

Extended Description:

4.1.3 Contract Item 3: ROWE Scan450i or Equal

Unit Price must include Scanner, Onsite installation, calibration, and training

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	4.1.6 Item 6: - 5-Year Service Agreement for Item 3	1.00000	EA	\$6,475.00	\$6,475.00

Comm Code	Manufacturer	Specification	Model #
84101503	ROWE/Crowley	Onsite Maintenance Contract-850i	CM-MAINT

Extended Description:

4.1.6 Contract Item 6: Service Agreement - 5-Year Service Agreement for
Contract Item 3

Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	4.1.7 Item 7: Installation and Calibration	1.00000	EA	\$4,000.00	\$4,000.00

Comm Code	Manufacturer	Specification	Model #
81111809	Crowley	Installation - Level 2 - up to two days on-site	CM-INSTALL-LV2

Extended Description:

4.1.7 Contract Item 7: Installation and Calibration for Contract Items 1-3.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	4.1.9 Item 8: In-Person Training	1.00000	EA	\$4,000.00	\$4,000.00

Comm Code	Manufacturer	Specification	Model #
86101802	Crowley	Training - Level 2 - up to two days on-site	CM-TRAIN-LV2T

Extended Description:

4.1.9 Contract Item 8: In-Person Training for
Contract Items 1-3.

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendors must Sign in. meeting begins at 11:00 a.m.	2025-09-30
2	Questions are due by 3:00 p.m.	2025-10-10

	Document Phase	Document Description	Page 7
OOT2600000004	Draft	Three Commercial Document Scanners (OT26009)	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain **mandatory** provisions identified by the use of the words "**must**," "**will**," and "**shall**." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PRE-BID MEETING: The item identified below shall apply to this Solicitation.

☐ A pre-bid meeting will not be held prior to bid opening

☒ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

Department of Administration's Records Management Warehouse
902 Bullitt Street
Charleston, WV 25301

September 30, 2025 @ 11:00 a.m.

All Vendors submitting a bid must attend the **mandatory** pre-bid meeting. Failure to attend the **mandatory** pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions **must be submitted on or before the date listed below and to the address listed below to be considered.** A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: Friday October 10, 2025 @ 3:00 p.m.

Submit Questions to: Toby L Welch
2019 Washington Street, East Charleston, WV 25305
Fax: (304) 558-3970
Email: Toby.L.Welch@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids or modification of bids via email.

Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Toby L Welch

SOLICITATION NO.: CRFQ OOT2600000004

BID OPENING DATE: TUESDAY OCTOBER 21, 2025

BID OPENING TIME: 1:30 p.m.

FAX NUMBER: 304-558-3970

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division 2019 Washington Street East

Charleston, WV 25305-0130

Fax: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery or via delivery by mail).

Bid Opening Date and Time: 10/21/25 @ 1:30 p.m.

Bid Opening Location:

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand **shall** clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items **may** be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6.2, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

12. REGISTRATION: Prior to Contract award, the apparent successful Vendor **must** be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

13. UNIT PRICE: Unit prices **shall** prevail in cases of a discrepancy in the Vendor's bid.

14. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

16. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.7.

17. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

18. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1- 5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

19. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3.”

20. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.

21. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

22. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. **Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid.** Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☐ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☒ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☒ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: 1,000,000 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: 1,000,000 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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.

(Printed Name and Title) Robert Harris Business Development Manager

(Address) 5111 Pegasus Court Suite M Frederick MD 21704

(Phone Number) / (Fax Number) (O)240-215-0224/(D) 434-944-7612/ (f) 240-215-0234

(email address) roberth@thecrowleycompany.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Crowley Micrographics Inc. DBA The Crowley Company.
(Company)

(Signature of Authorized Representative)
Robert Harris

(Printed Name and Title of Authorized Representative) (Date)
(o)240-215-0224 (D)434-944-7612 (f) 240-215-0234

(Phone Number) (Fax Number)
roberth@thecrowleycompany.com
(Email Address)

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

SPECIFICATIONS

1 PURPOSE AND SCOPE: The West Virginia Purchasing Division is soliciting bids on behalf of the Office of Technology to establish a contract for the one-time purchase of **THREE (3)** specialized scanners and an extended maintenance agreement for the West Virginia Department of Administration's Records Management Warehouse located at 902 Bullitt Street, Charleston, WV.

2. CURRENT ENVIRONMENT: WVOT currently operates one (1) high-volume scanner in conjunction with **Scanmax software** using **SCAMAX Scan+ V3.5.18.8**, tied to **dongle license no. 2030486**. All proposed scanners must be **fully compatible** with existing Scanmax software environment without requiring custom coding, third-party middleware, or additional licensing. Devices must be supported under **SCAMAX Scan+ V3.5.18.8 or later**.

Agency Responsibilities: The Agency shall be responsible for providing and maintaining all necessary network infrastructure, system integrations, cabling, and electrical connections required to support the installation and operation of the scanners.

- ☐ Vendors shall not include costs or services for these items in their proposals.
- ☐ Vendors shall coordinate with Agency IT staff to ensure proper connectivity and installation but will not be responsible for performing Agency-owned infrastructure work

3. 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" means Commercial scanner or related products as more fully described by these specifications.

2.2 "Pricing Page" means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.

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.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

4. GENERAL REQUIREMENTS:

4.1 Mandatory Contract Item Requirements: Contract Items must meet or exceed the mandatory requirements listed below.

4.1.1 Contract Item 1: INOTEC 601CD Scanner or Equal

- 4.1.1.1 Performs duplex scanning
- 4.1.1.2 Min 120 ppm scan rate in color duplex mode
- 4.1.1.3 Handles documents up to A3 size.
- 4.1.1.4 Supports an optical resolution of 600 dpi (output).
- 4.1.1.5 ADF capacity minimum of 750 sheets
- 4.1.1.6 PDF document output
- 4.1.1.7 Must include onsite installation, calibration, and training
- 4.1.1.8 Must be compatible with Scanmax software
- 4.1.1.9 Minimum of 5-Year Warranty

4.1.2 Contract Item 2: OS C A1 Overhead Scanner or Equal

- 4.1.2.1 RGB line camera sensor (3-channel, CMOS technology)
- 4.1.2.2 Scan area of 842 x 615 mm
- 4.1.2.3 42 bit color | output 24 bit color, 14 bit gray scale | output 8 bit gray scale, 1 bit b/w | output 1 bit b/w
- 4.1.2.4 Resolution up to 600 ppi
- 4.1.2.5 Scan speed: 3,8 sec./300 ppi
- 4.1.2.6 Auto focus: ca 50 mm
- 4.1.2.7 Optical Zoom
- 4.1.2.8 Perfect Book – 3D scan technology

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

4.1.2.9 Parallel scanning and saving process based on 64-bit technology

4.1.2.10 No UB/IR radiation

4.1.2.11 Must include onsite installation, calibration, and training

4.1.2.12 Must have Omni Scan Stitching Software

4.1.2.13 Must be compatible with Scanmax software

4.1.2.14 Minimum 5-Year Warranty

4.1.3 Contract Item 3: ROWE Scan450i or Equal

4.1.3.1 Maximum width of 60 inches

4.1.3.2 2400 x 1200 dpi

4.1.3.3 9600 dpi maximum resolution

4.1.3.4 Unlimited scan length

4.1.3.5 Must be compatible with Scanmax software

4.1.3.6 Must include onsite installation, calibration, and training

4.1.3.7 Minimum 5-Year Warranty

4.1.4 Contract Item 4: Service Agreement – 5-Year Service Agreement for Contract Item 1

4.1.4.1 The awarded vendor shall provide a comprehensive service and maintenance agreement for a period of five (5) years, beginning only after installation and in-person training are completed and accepted by the agency.

4.1.4.2 Service Agreement must provide next business day on-site service and/or repair by a manufacturer-authorized representative. Vendor must provide documentation of manufacturer-authorized certification prior to contract award.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

- 4.1.4.3 Vendor must provide telephone and email support during normal business hours (Monday-Friday 8:00 am – 5:00 pm ET)
- 4.1.4.4 The agreement must cover full coverage for all parts, software, labor, travel and on-site service related to the scanners. The vendor shall be responsible for all costs necessary to maintain scanners in full working condition throughout the agreement term.
No additional charges, fees, or exclusions (including consumables and normal wear and tear) shall be permitted.
All costs must be included in the vendor's fixed price submission.
- 4.1.4.5 Vendor shall provide all software/firmware updates and patches released by the manufacturer during the agreement period.
- 4.1.4.6 Preventative maintenance shall be performed according to the manufacturer's recommended schedule, at no additional cost to the agency.
- 4.1.4.7 No exclusions from normal wear and tear shall be permitted. Vendor shall provide replacement consumables at no additional cost to the Agency.
- 4.1.4.8 Any exclusions (e.g. deliberate misuse, catastrophic events outside normal operating conditions) must be explicitly listed in the proposal and approved by the agency.
- 4.1.4.9 Vendor shall maintain detailed service records, and provide quarterly service reports to the agency, including all service calls, parts replaced, response times, and preventative maintenance performed.
- 4.1.4.10 Vendor must include remote troubleshooting, diagnosis, and support for all covered scanners. Support shall be available during regular business hours, 8:00 AM to 4:00 PM EST, Monday through Friday, excluding State holidays
- 4.1.4.11 The agency shall retain all defective media components (e.g. hard drives, SSDs, or other storage devices) replaced under this agreement for data security purposes.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

4.1.5 Contract Item 5: Service Agreement – 5-Year Service Agreement for Contract Item 2

- 4.1.5.1 The awarded vendor shall provide a comprehensive service and maintenance agreement for a period of five (5) years, beginning only after installation and in-person training are completed and accepted by the agency.
- 4.1.5.2 Service Agreement must provide next business day on-site service and/or repair by a manufacturer-authorized representative. Vendor must provide documentation of manufacturer-authorized certification prior to contract award.
- 4.1.5.3 Vendor must provide telephone and email support during normal business hours (Monday-Friday 8:00 am – 5:00 pm ET)
- 4.1.5.4 The agreement must cover all parts, software, labor, travel and on-site service related to the scanners.
- 4.1.5.5 Vendor shall provide all software/firmware updates and patches released by the manufacturer during the agreement period.
- 4.1.5.6 Preventative maintenance shall be performed according to the manufacturer's recommended schedule, at no additional cost to the agency.
- 4.1.5.7 No exclusions from normal wear and tear shall be permitted.
- 4.1.5.8 Any exclusions (e.g. deliberate misuse, catastrophic events outside normal operating conditions) must be explicitly listed in the proposal and approved by the agency.
- 4.1.5.9 Vendor shall maintain detailed service records, and provide quarterly service reports to the agency, including all service calls, parts replaced, response times, and preventative maintenance performed.
- 4.1.5.10 Vendor must include remote troubleshooting, diagnosis, and support.
- 4.1.5.11 The agency shall retain all defective media components (e.g. hard drives, SSDs, or other storage devices) replaced under this agreement for data security purposes.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

4.1.6 Contract Item 6: Service Agreement – 5-Year Service Agreement for Contract Item 3

- 4.1.6.1 The awarded vendor shall provide a comprehensive service and maintenance agreement for a period of five (5) years, beginning only after installation and in-person training are completed and accepted by the agency.
- 4.1.6.2 Service Agreement must provide next business day on-site service and/or repair by a manufacturer-authorized representative. Vendor must provide documentation of manufacturer-authorized certification prior to contract award.
- 4.1.6.3 Vendor must provide telephone and email support during normal business hours (Monday-Friday 8:00 am – 5:00 pm ET)
- 4.1.6.4 The agreement must cover all parts, software, labor, travel and on-site service related to the scanners.
- 4.1.6.5 Vendor shall provide all software/firmware updates and patches released by the manufacturer during the agreement period.
- 4.1.6.6 Preventative maintenance shall be performed according to the manufacturer's recommended schedule, at no additional cost to the agency.
- 4.1.6.7 No exclusions from normal wear and tear shall be permitted.
- 4.1.6.8 Any exclusions (e.g. deliberate misuse, catastrophic events outside normal operating conditions) must be explicitly listed in the proposal and approved by the agency.
- 4.1.6.9 Vendor shall maintain detailed service records, and provide quarterly service reports to the agency, including all service calls, parts replaced, response times, and preventative maintenance performed.
- 4.1.6.10 Vendor must include remote troubleshooting, diagnosis, and support.
- 4.1.6.11 The agency shall retain all defective media components (e.g. hard drives, SSDs, or other storage devices) replaced under this agreement for data security purposes.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

4.1.7 Contract Item 7: Installation, and Calibration for Contract Items 1-3.

- 4.1.7.1** All three scanners must be installed during the same scheduled timeframe, though shipments may occur separately.
- 4.1.7.2** The awarded vendor shall communicate all necessary technical requirements (e.g., cabling, monitors, electrical outlets, network connections) to the agency prior to delivery.
- 4.1.7.3** The awarded vendor shall coordinate all delivery and installation scheduling in advance with the agency to ensure staff availability.
- 4.1.7.4** The awarded vendor shall complete installation of all the units and provide in-person training for designated staff at the time of installation.
- 4.1.7.5** The maintenance agreement shall not begin until installation and training are fully completed and accepted by the agency.

4.1.8 Acceptance Testing and Validation

- 4.1.8.1** Vendor must demonstrate that the proposed scanner(s) operates seamlessly with Scanmax software and functions with the existing dongle license.
- 4.1.8.2** Validation shall occur in a controlled test environment or during an onsite acceptance demo prior to production use.
- 4.1.8.3** Vendor must conduct a **live demonstration** showing that scanners meet or exceed all performance requirements.
- 4.1.8.4** If equipment fails validation, the vendor shall be responsible for all corrective actions, including replacement, reconfiguration, or removal at no additional cost.
- 4.1.8.5** Final acceptance is contingent on successful completion of the demo/validation test.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

4.1.9 In-Person Training for Contract Items 1-3

4.1.9.1 Vendor must provide in-person training for WVOT staff on the operation, maintenance, and troubleshooting of the scanners.

4.1.9.2 Training shall cover both end-user operation and basic administrative/maintenance tasks

4.1.9.3 Training shall be provided for 1–2 designated Agency staff.

4.1.9.4 Training must be delivered in multiple sessions over 2–4 business days, with the format allowing for hands-on practice, Q&A, and progressive learning.

4.1.9.5 Vendor shall provide all required training materials (manuals, guides, digital references) at no additional cost.

4.1.9.6 Upon completion, staff must demonstrate proficiency in scanner operation and routine maintenance tasks.

5 CONTRACT AWARD:

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

5.2 Pricing Page: Vendor must complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in Vendor's bid 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.

5.2.1 Vendors must include Model Number and Manufacturer's Data Sheet with their bid submission.

5.2.2 Manufacturers Data Sheet to support vendor's product should be submitted with bid response. Vendors must identify those sections where it is demonstrated that the product meets the required specifications.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

6 PAYMENT:

6.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7 DELIVERY AND RETURN:

7.1 Shipment and Delivery: Vendor shall ship the Contract Items after being awarded this Contract and receiving a purchase order or notice to proceed and once all three items are available. Vendor shall deliver the Contract Items within 45 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 902 Bullitt Street, Charleston, WV 25301.

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

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

7.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

7.4 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 the 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 full credit or refund for the purchase price, at the Agency's discretion.

7.5 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.

REQUEST FOR QUOTATION
Commercial Document Scanners (OT26009)

8 VENDOR DEFAULT:

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

8.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

8.1.2 Failure to comply with other specifications and requirements contained herein.

8.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

8.1.4 Failure to remedy deficient performance upon request.

8.2 The following remedies shall be available to the Agency upon default.

8.2.1 Immediate cancellation of the Contract.

8.2.2 Immediate cancellation of one or more release orders issued under this Contract.

8.2.3 Any other remedies available in law or equity.



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

State of West Virginia
Centralized Request for Quote
Office Equip.

Proc Folder: 1784513			Reason for Modification:
Doc Description: Three Commercial Document Scanners (OT26009)			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-18	2025-10-21 13:30	CRFQ 0231 OOT2600000004	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000193364
Vendor Name : Crowley Micrographics Inc. DBA: The Crowley Company
Address :
Street : 5111 Pegasus Court Suite M
City : Frederick
State : MD **Country :** United States **Zip :** 21704
Principal Contact : Robert Harris
Vendor Contact Phone: 434-944-7612 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X *R Harris III*

FEIN# 52-1172395

DATE 10-15-2025

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 the West Virginia Office of Technology (WVOT) to establish a one-time contract for three (3) specialized scanners with support and maintenance per the attached documents.

*A mandatory pre-bid meeting will be held at the following:

Dept of Administration Records Mgt Warehouse

902 Bullitt Street

Charleston WV 25301

9/30/25 @ 11:00 a.m.

Vendors must sign in **

INVOICE TO

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR

CHARLESTON

WV

US

SHIP TO

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E

CHARLESTON

WV

US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.1 Item 1: INOTEC 601CD Scanner or Equal	1.00000	EA	\$39,215.00	\$39,215.00

Comm Code	Manufacturer	Specification	Model #
43211711	Inotec	601CD	t601cd00

Extended Description:

4.1.1 Contract Item 1: INOTEC 601CD Scanner or Equal

Unit Price must include Scanner, Onsite installation, calibration, and training

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.4 Item 4: - 5-Year Service Agreement for Item 1	1.00000	EA	\$20,000.00	\$20,000.00

Comm Code	Manufacturer	Specification	Model #
84101503	Inotec/Crowley	SCAMAX 6x1CD, 1 Yr Onsite, Includes (1) PMVisit	CM-6x1-1YRONSITE-1PM

Extended Description:

Contract Item 4: Service Agreement - 5-Year Service Agreement for Contract Item 1

Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.2 Item 2: OS C A1 Overhead Scanner or Equal	1.00000	EA	\$62,990.00	\$62,990.00

Comm Code	Manufacturer	Specification	Model #
43211711	Zeuschel	OS C A1	HX-4772

Extended Description:

4.1.2 Contract Item 2: OS C A1 Overhead Scanner or Equal

Unit Price must include Scanner, Onsite installation, calibration, and training

INVOICE TO			SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.5 Item 5: - 5-Year Service Agreement for Item 2	1.00000	EA	\$26,000.00	\$26,000.00

Comm Code	Manufacturer	Specification	Model #
84101503	Zeuschel/Crowley	Onsite Maintenance Contract - OS C1	ZE-HX-OSC1-5 YEAR

Extended Description:

4.1.5 Contract Item 5: Service Agreement - 5-Year Service Agreement for Contract Item 2

Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

INVOICE TO			SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	4.1.3 Item 3: ROWE Scan450i or Equal	1.00000	EA	\$26,390.00	\$26,390.00

Comm Code	Manufacturer	Specification	Model #
43211711	ROWE	850i 60"	RM3500/01/03/001

Extended Description:

4.1.3 Contract Item 3: ROWE Scan450i or Equal

Unit Price must include Scanner, Onsite installation, calibration, and training

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	4.1.6 Item 6: - 5-Year Service Agreement for Item 3	1.00000	EA	\$6,475.00	\$6,475.00

Comm Code	Manufacturer	Specification	Model #
84101503	ROWE/Crowley	Onsite Maintenance Contract-850i	CM-MAINT

Extended Description:

4.1.6 Contract Item 6: Service Agreement - 5-Year Service Agreement for Contract Item 3

Quantity of one: Maintenance Agreement for Scanner from Contract Item 1. 5 years, must include parts, materials, and labor

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	4.1.7 Item 7: Installation and Calibration	1.00000	EA	\$4,000.00	\$4,000.00

Comm Code	Manufacturer	Specification	Model #
81111809	Crowley	Installation- Level 2 - up to two days onsite	CM-INSTALL-LV2

Extended Description:

4.1.7 Contract Item 7: Installation and Calibration for Contract Items 1-3.

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	4.1.9 Item 8: In-Person Training	1.00000	EA	\$4,000.00	\$4,000.00

Comm Code	Manufacturer	Specification	Model #
86101802	Crowley	Training - Level 2 - up to two days onsite	CM-TRAIN-LV2T

Extended Description:
 4.1.9 Contract Item 8: In-Person Training for
 Contract Items 1-3.

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendors must Sign in. meeting begins at 11:00 a.m.	2025-09-30
2	Questions are due by 3:00 p.m.	2025-10-10

	Document Phase	Document Description	Page 7
OOT2600000004	Final	Three Commercial Document Scanners (OT26009)	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Crowley Micrographics Inc.
DBA The Crowley Company
5111 Pegasus Court Suite M
Frederick MD.21704
240-215-0224

10-15-2025

solicitation CRFQ 0231 OOT2600000004



Inotec 601CD Scanner



Zeutschel OS C A1



ROWE 850i

The Inotec 601CD, Zeutschel OS C A1 with OmniScan Software, and ROWE 850i scanners meet or exceed all requirements set forth in the solicitation CRFQ 0231 OOT2600000004.

Please see attached brochures for all product specifications.



The Crowley Company
5111 Pegasus Court - Suite M
Frederick, MD 21704
(240) 215-0224 fax: (240) 215-0234
www.thecrowleycompany.com

Quotation



Date: 10/15/2025
Quotation #: WV-ROWE
Quotation valid until: 11/14/2025
Prepared by: Robert Harris
roberth@thecrowleycompany.com

Bill to: DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
Charleston WV 25305

Ship To: DEPARTMENT OF ADMINISTRATION
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
Charleston WV 25305

Equipment / Consolidated Quote				
Qty	Part No.	Description	Unit Cost	Total Cost
1.00	RM3500/01/03/001	ROWE Scan 850i 55" -40 Large Format Scanner - Scan width: 55" (1397 mm) -Original width: 63,2" (1606 mm) - Original Thickness: up to 2 mm with flexible material - Optical Resolution: 2400 x 1200 ppi - SuperSpeed USB 3.0 interface with TWAIN driver	18,605.00	\$ 18,605.00
1.00	RM3500/04/00/003	Upgrade of scan width of 55" to 60" - Scanbreite: 60" (1524 mm) Vorlagenbreite: 63,2" (1606mm)	5,480.00	\$ 5,480.00
1.00	RM3500/03/00/002	ROWE Scan 850i KIT 40 B/W + COLOR Scan Module - b/w + color scanning - Scan Speed (400 dpi turbo): b/w 17.0 m/min, color 2.75 m/min	Included	Included
1.00	RM3000/06/00/002	ROWE ScanManager SE - Twain + Edit + Scan + Copy - includes ROWE ScanManager TWAIN , LT and additional Scan-to-Copy, Multiprint, Multitasking, calibration, 1 printer driver for inkjet printer and all drivers for ROWE printers, etc.	1,205.00	\$ 1,205.00
1.00	RM3500/04/00/004	ROWE Scan 850i API Interface for the connection of the ROWE Scan 850i with 3rd party software	750.00	\$ 750.00
1.00	CM-MAINT	5 Year onsite Maintenance Contract, Includes software Support	6,475.00	\$ 6,475.00
1.00	CM INSTALL LV1	Installation Level 1 "up to" one day on site	600.00	\$ 600.00
1.00	CM TRAIN LV1	Training Level 1 "up to" one day on site	600.00	\$ 600.00
1.00	CM-FREIGHT	Shipping and Handling	350.00	\$ 350.00
TOTAL				\$ 34,065.00

Terms

Payment Terms: 1/2 down with order, net delivery or Net 30 days.
FOB: Destination. Freight is prepaid and billed.
Delivery within 2-4 weeks of receipt of payment or valid purchase order.

Notes

Quoted prices are USD.

THANK YOU FOR YOUR BUSINESS!



The Crowley Company
5111 Pegasus Court - Suite M
Frederick, MD 21704
(240) 215-0224 fax: (240) 215-0234
www.thecrowleycompany.com

QUOTATION



DIGITIZATION PRODUCTS

Date: 10/15/2025
Quotation #: WVNOTE601
Quotation valid until: 12/14/2025
Prepared by: Robert Harris

Bill to: DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
Charleston WV 25305

Ship To: DEPARTMENT OF ADMINISTRATION
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
Charleston WV 25305

Equipment / Consolidated Quote				
Qty	Part No.	Description	Unit Cost	Total Cost
1.00	T601cd00	Inotec SCAMAX 601CD Color Duplex (120 ppm) Fast, high performance document scanner - 100 - 600 dpi optical resolution - Up to 120 pages per minute (color, simplex), 240 images per minute (color, duplex) - USB 3.0 interface - 750 page input hopper - Unlimited duty cycle - Low maintenance, no-scratch glass guides (3 yr warranty), belt transport system for max. life and focused LED lighting - Automatic text orientation and color detection built into driver - Electronic Bates Stamp standard and optional HD and SD im printers available - Triple multi-stream output (color, grayscale and bitonal)	\$35,500.00	\$ 35,500.00
1.00	s9011327	SCAMAX*scan +V4 (s9011317 Hardware Dongle Required)	\$ 3,000.00	\$ 3,000.00
1.00	s9011317	Hardware-Dongle for SCAMAX*scan +V4 (only in combination with SCAMAX*scan +V4 License)	\$ 215.00	\$ 215.00
1.00	CM-INSTALL-LV2	Installation - Level 2 - up to two days onsite	\$ 1,700.00	\$ 1,700.00
1.00	CM-TRAIN-LV2	Training - Level 2 - up to two days onsite	\$ 1,700.00	\$ 1,700.00
1.00	CM-6x1-5YRONSIT-1PM	SCAMAX 6x1CD, 5 Year Onsite, Includes (1) Preventative Maintenance Visit Per Year & software Support	\$ 20,000.00	\$ 20,000.00
1.00	CM-FREIGHT	Shipping Charges. Tailgate delivery to loading dock only. Liftgate and/or inside delivery is additional per carrier rates.	500.00	\$ 500.00
			TOTAL	\$ 62,615.00

Terms

Equipment : Net 30 days on approved credit only.
FOB: Frederick, MD or San Dimas, CA, depending on shipping point. Freight is pre-paid and billed.
Delivery within 2-4 weeks of valid purchase order, depending on stock.

Notes

Quoted prices are USD.

THANK YOU FOR YOUR BUSINESS!



The Crowley Company
5111 Pegasus Court - Suite M
Frederick, MD 21704
(240) 215-0224 Fax: (240) 215-0234
www.thecrowleycompany.com

QUOTATION



DIGITIZATION PRODUCTS

Date: 10/15/2025
Quotation #: WV OS C 1
Customer ID:
Quotation valid until: 11/14/2025
Prepared by: Robert Harris
roberth@thecrowleycompany.com

Bill to: DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
Charleston WV 25305

Ship To: DEPARTMENT OF ADMINISTRATION
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
Charleston WV 25305

Equipment / Consolidated Quote				
Qty	Part No.	Description	Unit Cost	Total Cost
1.00	HX-4772 (Kit 1)	Zeutschel OMNISCAN OS C1 (Kit 1) Fast - high performance table-top scanning system for books, newspapers and large documents with integrated book cradle, for scanning with or without glass plate - Max. book thickness: 170mm/ without glass plate - Max. size of originals: 846 x 600 mm (>DIN A1) - Resolution: 100 - 600 ppi - Autofocus - Foot switch for exposure	\$ 56,655.00	\$ 56,655.00
1.00	MX-7914	- Monitor holder for OS C2 and OS C1 (without monitor)	Included	
1.00	SW-2030	- Software Module Multithread, for higher productivity	Included	
1.00	HX-4751.01	Perfect Book - Patented 3D Scan Technology for perfect book curve correction - Automatic page finding/recognition, masking of the pages without frame and edge, precise book curve finding, also with incline book position, book curve correction, deskewing by means of 3D surface with two camera systems, finger removal	Included	
1.00	HX-4905	Software OMNISCAN 12 Basic module, 64 Bit - For fast and easy capturing, saving and displaying of the scans, multilingual- Scan and Rescan- Saving (all licence-free file-formats)- 2 adjustable masks	Included	
1.00	SW-2000	Software Module IMAGING KIT	Included	
1.00	ZE-OMNISCAN-SC	Omniscan Software Contract, includes revisions	Included	
1.00	SW-2062	Software Module Image Merging - Stitching multiple images together	\$ 5,535.00	\$ 5,535.00
1.00	CM INSTALL LV2	Installation Level 2 "up to" two days on site	\$ 1,700.00	\$ 1,700.00
1.00	CM TRAIN LV2	Training Level 2 "up to" two days on site	\$ 1,700.00	\$ 1,700.00
1.00	ZE-HX-OSC1-5 YEAR	5 Year Onsite Maintenance Contract Including Omniscan Software Support, includes revisions- OS C1	\$ 26,000.00	\$ 26,000.00
1.00	ZE-FREIGHT	Shipping Charges. Tailgate delivery to loading dock only. Liftgate and/or inside delivery is additional per carrier rates. End user to get equipment to setup location.	\$ 800.00	\$ 800.00
TOTAL				\$ 92,390.00

Terms

Equipment: Net 30 days from shipment/invoice date.
FOB: Frederick, MD or San Dimas, CA, depending on shipping point. Freight is pre-paid and billed.
Delivery within 3-5 weeks of receipt of valid purchase order.
Warranty: One year parts, 90 days labor

Notes

Quote valid for 30 days. Pricing is subject to change within this period in the event of new or adjusted tariffs or import-related costs.
Monthly lease rates for two to five year leasing options available upon request.
Maintenance for the life of the lease term can be incorporated into the lease pricing upon request.
Quoted prices are USD.

THANK YOU FOR YOUR BUSINESS!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kirkman & Conway Inc. 1300 Piccard Drive Suite LL4 Rockville MD 20850	CONTACT NAME: Katherine Nelson PHONE (A/C, No, Ext): (240) 428-1087 E-MAIL ADDRESS: knelson@kirkmanconway.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Prop Cas Co of America INSURER B: Travelers Indemnity Company INSURER C: Continental Casualty Company INSURER D: INSURER E: INSURER F:	NAIC # 36161 25658 20443
INSURED Crowley Micrographics, Inc. DBA The Crowley Company 5111 Pegasus Court, Suite M Frederick MD 21704-8318		

COVERAGES**CERTIFICATE NUMBER:** CL2592908182**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☐ LOC OTHER:			ZLP-41N31620	10/01/2025	10/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BA-8L425161	10/01/2025	10/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			CUP-0L336944	10/01/2025	10/01/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	UB-5J208700	10/01/2025	10/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability with Cyber/Media			287329010	03/05/2025	03/05/2026	Professional Liability \$1,000,000 Cyber Liability \$2,000,000 Retention \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Informational Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Crowley Micrographics, Inc

2 Business name/disregarded entity name, if different from above.
The Crowley Company

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate

LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
5111 Pegasus Court, Ste M

6 City, state, and ZIP code
Frederick, Md 21704

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

-

-

or

Employer identification number

5

2

1

1

7

2

3

9

5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date
03/03/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they