



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

# Request for Quotation

RFQ NUMBER  
**DJS010228**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JOHN ABBOTT  
 304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

**DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-09		
<p><b>REQUEST FOR QUOTATION</b></p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF JUVENILE SERVICES TO PROVIDE A SINGLE USER IMAGING SYSTEM.</p> <p>ATTACHMENTS: 1. SPECIFICATIONS 2. AFFIDAVIT</p> <p>MANDATORY PRE-BID: LOCATION: PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 DATE &amp; TIME: 3/20/2007; 10:30 AM</p> <p><b>VENDOR PREFERENCE CERTIFICATE</b></p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS</p>						

**RECEIVED**  
 2007 APR 26 P 1:08  
 PURCHASING DIVISION  
 STATE OF WY

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *J. Fielding Moss* TELEPHONE: **304) 347-2349** DATE: **4/26/07**

TITLE: *Sales Representative* FEIN: **222783521** ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

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14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

---

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**SIGNED BID TO:**

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



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 Purchasing Division  
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**DJS010228**

PAGE:  
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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
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 25301 304-558-6029**

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03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CERTIFICATION; OR</p> <p>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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VENDOR

BUYER

**DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p>						

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PAGE:  
**4**

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RFQ COPY  
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VENDOR

SHIP TO

**DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UQP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BIDDER: <u>Ricoh Business Solutions</u></p> <p>DATE: <u>4/26/07</u></p> <p>SIGNED: <u>Felding Moss</u></p> <p>TITLE: <u>Sales Representative</u></p>						
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						

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**5**

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**304-558-2544**

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VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				JOHN ABBOTT-----		
RFQ. NO.:				DJS010228-----		
BID OPENING DATE:				3/29/2007-----		
BID OPENING TIME:				1:30 PM-----		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
				(304) 342-4588-----		
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				Fielding Moss-----		
***** THIS IS THE END OF RFQ DJS010228 *****						TOTAL: \$42,407. <sup>00</sup>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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

**COTS-BASED SINGLE USER IMAGING SYSTEM  
REQUEST FOR QUOTE  
WEST VIRGINIA DIVISION OF JUVENILE SERVICES  
RFP #: DJS010228**

**GENERAL INFORMATION**

The central office for the Division of Juvenile Services (DJS) is located at 1200 Quarrier Street, Charleston, WV 25301.

DJS is seeking a cots-based, single user imaging system to for archiving and retrieving resident and eventually personnel files. DJS is interested in a solution which will allow the central site to store all records and via a secure internet connection, transmit files to their external facilities as required.

Each resident file is made up of approximately 100 pieces of paper, some double-sided, some multi-copy and various paper weights and sizes, including card stock, ranging in size from 5 x 7 to 8-1/2 x 11.

There are approximately 1000 intakes and 100 re-entries into the system files per year, equating to an average of 1,000,000 pages, or images, which will need to be scanned.

**SPECIFICATIONS**

1. Only COTS Application Solutions will be considered.
2. Vendor shall quote an ODBC compliant, COTS solution that will accommodate the requirements for a system providing real-time access for up to five (5) users, but shall be scalable to allow for future expansion.
3. The system shall have the ability to include electronic documents from other applications such as Word, WordPerfect or Excel. The vendor shall describe the method by which electronic documents are associated with imaged DJS files.
4. At a minimum, DJS needs to have all files indexed by name, social security number and date of birth (DOB), DJS#, MMIS# and Intake Facility name. The vendor should propose additional indexing schemes for consideration.
  - a. With regard to personnel records, the vendor should propose separate indexing scheme. This indexing scheme should include Name, DOB, SSN, Title, and Work Facility.

5. The system shall have the ability to perform frequent queries using these indexing fields for the purpose of locating specific resident records. The system shall also be flexible, allowing the user to add additional index fields, as required.
6. The system shall have security access capabilities, including, but not limited to: HIPPA compliance and agency authorization levels, with regard to resident records.
7. The system shall have the ability to apply temporary redaction of the document, e.g. strike sensitive information.
8. The system must be capable of storing images on media that meets legal governance regarding evidence in a court of law. (WORM)
9. The system shall be capable of sharing resident files with external DJS facilities, via a secure web-based server.
10. The vendor shall list and quote costs associated with ALL hardware required implementing a single user imaging system.
11. DJS intends to purchase a separate server to house the active, searchable imaging system. The vendor must include the specifications recommended for any hardware needed for this project, including, but not limited to: the central server, the recommended storage device, the imaging workstation and attached scanner.
12. Vendor shall quote all costs associated with a proposed storage solution which is appropriate to the volume of documents anticipated over a five year period. At a minimum this shall include consideration for storage on CD-R media.
13. The system shall provide a backup mechanism for both data and indexes. The vendor shall describe how their system will meet this requirement.
14. The system shall be capable of providing print on demand functionality as well as full record printing, as well as the ability to fax or e-mail documents.
15. The vendor must indicate any additional costs of hardware required to expand the initial system to accommodate multiple users.
16. The vendor must provide a detailed Project Plan, describing milestones, and timelines associated with each portion of this project.
17. DJS requests that the successful vendor's Project Leader be available, on a weekly basis to meet with the DJS staff, to provide updates and progress reports on the implementation.
18. The vendor shall propose necessary services and costs required for training of DJS personnel on the imaging system. This shall include at least eight hours of train-the-trainer training, for a minimum of three (3) DJS employees.



19. The vendor shall quote costs associated with all necessary services required for the installation of the imaging system. The vendor shall include any costs associated with modifications needed to customize system for DJS' specific needs.
20. The quote shall include any on-going maintenance cost necessary.
21. The vendor shall provide a minimum of three client references. The references shall be for systems of similar configuration. One of these references shall be for a system implemented in a similar government facility environment. References shall include a contact name, telephone number, company name, address and description of system, software, hardware, number of users, etc.
22. All costs associated with implementation, customization or installation shall be inclusive of travel, as required by West Virginia Purchasing Guidelines.
23. Vendor shall provide a detailed project proposal and description of system and elements being proposed.



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VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/29/2007				

BID OPENING DATE: 04/19/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE TO 4/19/2007; 1:30 PM.						
ADDENDUM #02 WILL FOLLOW AT A LATER DATE, BUT BEFORE THE NEW BID OPENING DATE.						
***** END OF ADDENDUM #01 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

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**SECOND FLOOR**  
**1200 QUARRIER STREET**  
**CHARLESTON, WV**  
**25301**                      **304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/16/2007				

BID OPENING DATE: **04/26/2007**                      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM #02</b>  THIS ADDENDUM IS ISSUED TO PROVIDE CLARIFICATIONS AS A RESULT OF THE PRE-BID MEETING HELD ON 3/20/07, AND TO EXTEND THE BID OPENING DATE.  ATTACHMENT: 1. ADDENDUM #02 - CLARIFICATIONS 2. ADDENDUM ACKNOWLEDGEMENT  NEW BID OPENING DATE: 4/26/2007; 1:30 PM  ***** END OF ADDENDUM #02						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**SIGNED BID TO:**

Department of Administration  
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**ADDENDUM**  
**DJS010228 Imaging System**

*Clarifications*

1. Change Single User System to Five (5) User System.  
50ppm/black & white/3 stations. Data and image backup.
2. Servers will be needed. Possibly two (2). One server for storage of data and one a Web Server. Provide minimum specification for capabilities discussed. Storage of approximately an average of seven (7) years on resident files, before purging.
3. WEB-based Secure Access.
4. Delete item #12.
5. (#3) No revision or alterations allowed for original documentation. Additional documentation can be added to show revision/changes.
6. No requirement for OCR abilities.
7. Indexing capabilities via manual code for unique identifiers.
8. Database preference of SQL. Vendor installation.
9. Secure off-site storage at the Divisions discretion. (Hard-drive Backup at CTO office.)
10. Scanner with minimum specification to meet scan ability of approximately 5,000 documents per day. One (1) Heavy Duty and Two (2) Medium Duty.
11. Black & White document and image formats only.
12. Average document size will be 8-1/2 x11. Nothing smaller.
13. Ongoing support charges/fees and/or costs per year. I.e., service agreements, updates, license, maintenance, consumables, trainings on any updates, upgrades or changes to software, etc.
14. Minimum costs of future expansion capabilities.
15. Compatibility with Purchasing/Auditors imaging systems.
16. WORM cache is approved.
17. Minimum requirement needed for on demand printing and/or e-mailing.

WV-36a STATE OF WEST VIRGINIA <b>PURCHASING CONTINUATION SHEET</b>	Buyer:	Page	Req. or P. O. No.:
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Vendor:	Spending Unit:
---------	----------------

Requisition No.: DJS010228

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

- No. 1
- No. 2
- No. 3
- No. 4
- No. 5

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

*Felding Moss*  
 Signature

Ricoh Business Solutions  
 Company

4/26/07  
 Date

**QUOTE**  
for  
**West Virginia Division of Juvenile Services**  
**RFP #: DJS010228**

Page: 1 of 4  
Date: 4/26/07

**Equipment**

Qty	Description	Price	Ext Price
1	<p><b>ECabinet LDM1100 Desktop</b></p> <ul style="list-style-type: none"> <li>• 1 ea. LDM1100</li> <li>• 3 ea. Ricohcapture (1 seat License)</li> <li>• 1 ea. Ricohreport</li> <li>• 2 ea. SNAP (250GB External Storage of Images – RAID 1)</li> <li>• 1 ea. Basic Install &amp; Implementation</li> </ul>		
1	<p><b>Annual Service and Support Agreement</b> Provides telephone support software upgrades and next business day on-site service for one eCabinet and/or External Snap Servers including parts for one year. Does not include service on peripheral devices or service required as a result of customer changing operating systems, network configuration, operator training, system or peripheral hardware.</p> <p>Service resolution may require replacement of the eCabinet and/or External Snap Servers with a replacement unit(s). In the event of a machine replacement where customers require the electronic data on the eCabinet to remain on their premises will incur additional charges for replacement HDDs.</p>		
3	<p><b>Desktop Scanner</b></p> <ul style="list-style-type: none"> <li>• Dual CCD Image Sensor</li> <li>• Simplex B/W 75 Page Per Minute; Color 40 Page Per Minute</li> <li>• Duplex B/W 122 Images Per Minute; Color 62 IPM</li> <li>• 75 to 800 dpi</li> <li>• ADF Capacity 200 Sheets</li> <li>• Hi Speed USB 2.0</li> </ul>		
3	<p><b>Annual Service and Support on Scanner</b> Provides telephone support software upgrades and next business day on-site service for three desktop scanners including parts for one year. Does not include service on peripheral devices or service required as a result of customer changing operating systems, network configuration, operator training, system or peripheral hardware.</p>		

Sales Total:

42,407.00

**QUOTE**  
**for**  
**West Virginia Division of Juvenile Services**  
**RFP #: DJS010228**

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**LDM1100 Product Specifications:**

<b>Storage Capacity:</b>	Primary 40GB / Secondary 40GB (10 GB for document cache)
Internal	HDD cache of up to 800,000 images
Online	Up to 5 million images on NFS storage
Dimensions	15.5" X 7.0" X 12.2" (Desktop)
Weight	30 lbs
Hardware Warranty	90 days
Connectivity	TCP/IP
External Storage	Qty. 2 - 250GB SNAP – RAID1 Configuration – Offsite Storage <b>(WORM)</b>
<b>Input Sources:</b>	
Copiers	Most Connected Next Generation devices
Scanners	Networked or PC connected scanners
Fax	Internet fax devices
Email	SMTP mail systems
PC	More than 200 file types are indexable (Word, Excel, .PDF, TIF, etc.)
CPU	Celeron 500MHz
RAM	2x128MB DIMM, 66MHz

**Software Specifications:**

Document Views	List, Thumbnail, Stream
Search Levels	Easy, advanced and expert
Keywords	Supports up to 12 user defined fields per document Supports up to 20 user defined fields per eCabinet 10 text / 5 numeric / 5 date
Indexing/Search Methods	Full text and keyword
Sorts	Document Source, Summary, Owner, Folder, Size, Creation Date, Filename, Score, Public/Private
Indexing	Full text and keyword
Document Security	Access can be limited to individuals, groups or all users
System Security	User Name/Password protected
Software Interface	Web Browser
Software Included	eCabinet PC Capture
Paper Sizes	Any



**QUOTE**  
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**Justification**

Based on the estimate of current paper files, both onsite and archived, the West Virginia Division of Juvenile Services will need to procure an eCabinet to secure electronic file cabinet system with an initial storage capacity of 250GB (up to approximately 7,000,000 scanned images). The system proposed will connect via TCP/IP directly to the WVDJS network and provide a mechanism for off-site storage of scanned images to the SNAP devices located in a secure location within WVDJS. This system will eliminate the need for contractual imaging services and the costs of physical archive of paper files.

**Specifications**

The proposed solution is self-contained and does not require additional servers and/or software to be in place to store and/or index images. The device is an e-document system with flexible document capture capabilities, which would allow it to work with WVDJS's networked peripherals (etc. scanners, MFP's) to capture all file types both automatically and manually (microfilm/fiche, scanned paper, email, blueprints, Word, Excel, etc.).

The software for the unit will have the ability to create unique routing rules for each type of networked peripheral so that it will automatically assign captured documents to a destination folder. Does have Optical Character Recognition (OCR) text-extraction technology, full text and keyword searchable index, enabling user to find any file based on automatically extracted and indexed document information such as content, keyword notes, titles, summaries, source and dates of capture. List, thumbnail and stream document views. Keywords of no less than 12 user defined fields per document, 20 for entire system (10 text, 5 numeric and 5 date). Has a web-based interface system providing real-time access with no administrative burden or additional software on WVDJS workstations, unlimited amount of usernames and/or groups security access capabilities, including, but not limited to agency authorization levels with regard to records and allow the sharing of captured documents across the Division with no annual licensing fees per user.

The electronic file cabinet will be capable of storing images on WORM cache approved media that meets legal governance regarding evidence in a court of law (UPA 28USC p1732). The system will provide a backup mechanism for both data and indexes along with no administrative burden. The system will have redundancy features (i.e., disk mirroring, RAID1 technology) included that will allow the external RAID technology to be stored in separate locations for redundancy.

RBS will supply WVDJS with unlimited training, phone support, and on-site support with no travel cost for its employees.

**QUOTE**  
**for**  
**West Virginia Division of Juvenile Services**  
**RFP #: DJS010228**

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**Reference**

**West Virginia Attorney General Darrell McGraw**  
WV State Capitol, Building 1, Room 26-East  
Charleston, WV 25305

Contact: Tara J. Lyle  
558-2021

\*\*\*\*\*

**Kanawha Valley Builders Association**  
1627 Bigley Ave  
Charleston, WV 25302

Contact: Lynn Wade  
342-7141

\*\*\*\*\*

**EPECK, Inc.**  
Lochgelly Road  
Oak Hill, WV 25901

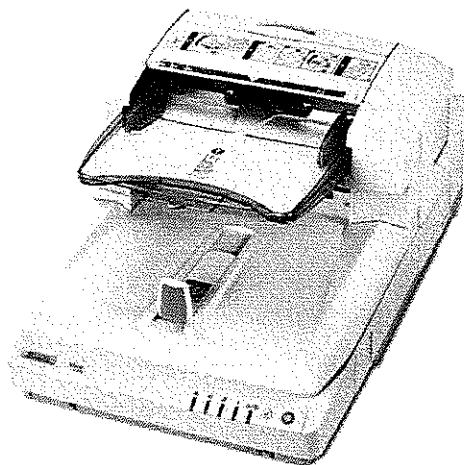
Contact: Chris Gahalley  
469-2932

# IS760/IS760D

THE RICOH IS760/IS760D IMAGE SCANNER

THE RICOH

## image scanner series



### Advanced Color Scanning with Enhanced Image Quality and Reliability

The RICOH® IS760/IS760D Image Scanner Series swiftly enhances document workflow in your office, so you work more efficiently. This sleekly designed Flatbed Color Scanner with a standard Document Feeder provides unparalleled image quality and reliability, whether scanning color or black & white documents. Combined with advanced image processing features and versatile paper handling, you achieve the perfect balance of performance and quality.

**RICOH®**

THE RICOH  
**IS760/  
 IS760D**  
 IMAGE SCANNER SERIES

**Specifications**

Model - IS760	Part # 402054
IS760D	Part # 402055
Technology	Dual (CCD) image sensor
Scanning Speeds*	Simplex: Black & White 75 ppm; Color 40 ppm Duplex (IS760D only): Black & White 122 ipm; Color 62 ipm
*Based on Letter/Portrait Mode @ 200 dpi	
Output Resolution	
Black & White	75-800 dpi/ 1 dpi
Color	75-800 dpi/ 1 dpi
Optical Resolution	400 dpi
Bit Depth	
Grayscale	10 bit input/ 24 bit (output)
Color	3/ 24 bit (output)
Document Feeding Mode	Flatbed and Automatic Document Feeder (ADF)
ADF Capacity	200 Sheets (letter/A4, 20 lb.)
Document Size	
Minimum ADF	2.76" x 3.6" (69 mm x 90 mm)
Maximum ADF	12.2" x 80" (305 mm x 2000 mm)
Flatbed	12.2" x 17.3" (305 mm x 432 mm)
Long Document Scanning	Up to 80" long
Paper Thickness	11 lb to 42 lb Bond/ 87 lb Index
Interface	SCSI-3/ Hi Speed USB 2.0 Optional: Network Interface and IEEE 1394 IEEE 802.11b Wireless LAN

**Physical Specifications**

Power Requirements	AC 100 - 240V, 50/60 Hz (auto-switching)
Power Consumption	180W or less
Dimensions	19.6" x 27.8" x 13.3" (490 x 695 x 332 mm)
Weight	Less than 68.2 lb. (31k g) - IS760 Less than 74.8 lb. (34 kg) - IS760D
Safety Standards	
US version:	UL60950 3rd edition

**Features**

Ultrasonic document double-feed detection, White and Black ADF and Flatbed Selectable Background, Pre-feed (Memory scan), Mixed paper size, Mixed paper type, and Dropout color	
Software Driver Support	ISIS-Win 98/SE, Me, NT 4.0, 2000, XP TWAIN-Win 95, 98/SE, Me, NT 4.0, 2000, XP Server 2003
Data Format	JPEG, TIFF, PDF

**Software Included**

QuickScan, Ricoh ScanRouter Lite™, and Ricoh DesktopBlender™

**Options**

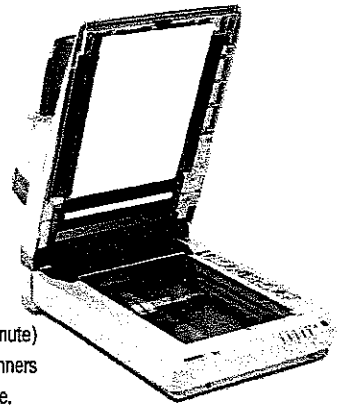
Image Processing Unit	Part #402061 Provides Dynamic Threshold, Select Area, and Auto Photo/Letter
Network Interface	Part # 402011
Box Option	
Scanning Functions*	Scan to E-mail, Scan to File/FTP, Scan to Print
*Available with Network Interface Option only	
IEEE 1394 Interface	Part # 402060
IEEE 802.11b Wireless LAN Interface Type A	Part # 402001*
*Network Interface Option required.	

**Reliability Specifications**

Limited Warranty	12 months Depot Service
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Specifications subject to change without notice.

The RICOH® IS760/IS760D Image Scanner Series streamlines your heavy document workflow with impressive speed and reliability, and sets the standard in keeping you productive.



With One-Pass Duplex Scanning technology, both sides of a document are captured at the same time, allowing for fast 62 ipm (images per minute) color and 122 ipm black & white image capture. In addition, these scanners tackle simplex scans at a swift 40 ppm color and 75 ppm black & white.

The IS760/IS760D Image Scanner Series intelligently perfects the art of outstanding image quality with state-of-the-art CCD technology, sharp 400 dpi optical resolution, and 75-800 dpi output resolution available for color and black & white. With some image enhancement applications, customized dpi settings are required; the IS760/IS760D Series one-dpi-step capability ensures that those customized settings are realized.

With the IS760/IS760D Image Scanner Series, performance reliability and flawless paper handling of mixed originals are second to none.

High paper feed reliability of 11 lb. to 42 lb. Bond also sets the IS760/IS760D Series apart. The standard 200-page Automatic Document Feeder effortlessly feeds diverse originals, such as card stock.

Ultrasonic Double Feed Detection delivers reliable document feeding with less double feeding of mission-critical documents. In addition, because the IS760/IS760D Series boasts a more durable design than other scanners in its class, the feed rollers never have to be replaced, ensuring uninterrupted performance.

**Flexible Connectivity.** Because the IS760/IS760D Image Scanner Series supports standard SCSI-3 and USB 2.0 as well as the optional Network Interface Box, IEEE 802.11b Wireless LAN and IEEE 1394, you'll experience easy installation, optimum throughput, and high-speed connectivity.



SCSI-3 and USB 2.0 Connectivity

**Driver Enhancements**

The IS760/IS760D Series comes standard with TWAIN and ISIS drivers for greater flexibility for virtually any scanning application available on the market today.

The latest Ricoh TWAIN Driver improves how image data appears in documents by allowing you to combine two or four pages of scanned documents to create a single image or divide them into two images.

Standard QuickScan software transforms scanned images from printed pages into usable content, enabling easy integration into applications using TIFF, JPEG or Bitmap formats.

**Impressive Options**

- The optional Network Interface Box opens up your workgroup to the world of network scanning with sophisticated features like Scan-to-E-Mail, Scan-to-Folder, Scan-to-Print and Network TWAIN, which maximize the IS760/IS760D Series' functionality.
- The optional Image Processing Unit expands performance by enabling operation of the following functions:
  - **Auto Photo/Letter:** Automatically adjusts individually for text and photos and then saves the file with the correct image quality settings and appropriate file size.
  - **Dynamic Threshold:** Automatically adjusts the contrast of variable backgrounds so data is more readable.
  - **Select Area:** Lets you select and set scanning conditions for a specific area on an original.

Whether Simplex or Duplex Scanning, in Color or Black & White, the Ricoh IS760/IS760D Image Scanner Series Meets Your Needs with Exceptional Power, Performance and Image Quality.

**RICOH®**  
 Image Communication

Ricoh Corporation, Five Dedrick Place, West Caldwell, NJ 07006  
 Phone: (973) 882-2000 • Web Site: <http://www.ricoh-usa.com>



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# AFFIDAVIT

**West Virginia Code §5A-3-10a states:**

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:**

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:**

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Ricoh Business Solutions

Authorized Signature: Fulden, Moss Date: 4/26/07