



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  
**638000063**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**MICHAEL AUSTIN**  
**304-558-2402**

VENDOR

\*709055848      304-340-4288  
**ACCESS SYSTEMS**  
**4108 MACCORKLE AVENUE SE**  
  
**CHARLESTON WV 25304**

SHIP TO

**DIVISION OF HIGHWAYS**  
**CHIEF OF INFORMATION SYSTEMS**  
**BUILDING 5**  
**1900 KANAWHA BOULEVARD, EAST**  
**CHARLESTON, WV**  
**25305-0430      304-558-0408**

DATE PRINTED <b>04/29/2008</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: <b>05/14/2008</b> BID OPENING TIME <b>01:30PM</b>				

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	3	EA		575-76	14,193.40	42,580.20
<p>MICROFILM READER/SCANNER.--Canon 800 per bid request, service listed page 8</p> <p>TO PROVIDE MICROFILM READER/SCANNER CANNON 80011 OR EQUAL PER THE ATTACHED SPECIFICATIONS.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p>						

RECEIVED  
 08 MAY 14 AM 9:18  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Rodney L. ...</i>	TELEPHONE <b>304-340-4288</b>	DATE <b>5/14/08</b>
TITLE <b>Sales Manager</b>	FEIN <b>55-068-4486</b>	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)**

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
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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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications

**SIGNED BID TO:**

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



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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/29/2008				

BID OPENING DATE: **05/14/2008**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>ADDENDUM ACKNOWLEDGEMENT</b></p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p>.....</p> <p>SIGNATURE</p> <p>Access Systems .....</p> <p>COMPANY</p> <p>.....</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Wadeley Green</i>	TELEPHONE <b>304-340-4288</b>	DATE <b>5/14/08</b>
TITLE <b>Sales Manager</b>	FEIN <b>55-068-4486</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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



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VENDOR

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04/29/2008				

BID OPENING DATE: 05/14/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
DATE						
	REV. 11/96					
VENDOR PREFERENCE CERTIFICATE						
CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).						
A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						
<input type="checkbox"/> BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR						
<input checked="" type="checkbox"/> 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						
<input type="checkbox"/> 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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Michael Austin</i>	TELEPHONE 304-340-4288	DATE 5/14/08
TITLE Sales Manager	FON 55-068-4486	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
						5% total preference
<p>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>( X ) 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 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Michael Austin</i>	304-340-4288	5/14/08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Sales Manager	55-068-4486	

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**25305-0430**      **304-558-0408**

DATE PRINTED <b>04/29/2008</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **05/14/2008**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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> <p>BIDDER: <u>Access Systems</u></p> <p>DATE: <u>5/14/08</u></p> <p>SIGNED: <u><i>Rod Lipscomb</i></u>  <b>Rod Lipscomb</b></p> <p>TITLE: <u>Sales Manager</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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Rod Lipscomb</i>	TELEPHONE <b>304-340-4288</b>	DATE <b>5/14/08</b>
TITLE <b>Sales Manager</b>	FEIN <b>55-068-4486</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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6

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>NOTICE</b> A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130  THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: 33 RFQ. NO.: 638000063 BID OPENING DATE: 05/14/2008 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304-340-4293 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Rod Lipscomb -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Rodney Lipscomb</i>	304-340-4288	5/14/08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Sales Manager	55-068-4486	

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



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**DIVISION OF HIGHWAYS**  
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04/29/2008				

BID OPENING DATE: **05/14/2008**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ 638000063 ***** TOTAL:						<b>57,924.03</b>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Michael Austin</i>	TELEPHONE <b>304-340-4288</b>	DATE <b>5/14/08</b>
TITLE <b>Sales Manager</b>	FEIN <b>55-068-4486</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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## DIVISION OF HIGHWAYS

## SPECIFICATIONS

Three (3) Microfilm Reader/Scanners must be equipped with the specifications as stated. The Reader/Scanners will be shipped to three separate locations listed.

If Vendor bids a different brand or model. Vendor must provide a test unit that will comply with the specifications and meet the requirements of the WVDOT's application. WVDOT request literatures accompany any alternate bid which can verify that the alternate bid complies with the specifications. The description shall contain the essential requirements that clarify the quality level or indicate the features that are important to the function of the Microfilm Scanner being purchased.

Only upon successful testing and acceptance by the Department will the apparent low-bid Vendor be awarded the order. If the model bid and tested fails to meet the specifications or the WVDOT's application requirements, the next lowest bidder will be notified.

(List each item separately)

## Canon 800 Per Bid Request

QTY	Manufacturer/Model	Equipment, Software, Service Description	Unit Price	
			Price	Amount
3	Microfilm Reader/Scanner	Canon 80011 or equal	14,193.40	42,580.20
	Magnification Lenses	Lens Magnification from 7X to 57X	included	
	Screen Size	(HXW) 11" X 17" or larger	included	
	Resolution	Resolution from 200 through 600dpi	included	
	File Type	Both negative and positive images from 16mm & 35mm open reel film, Aperture Cards, and Microfiche, 16mm cartridges.	included	
	File Formats	Universal with interchangeable carriers. Must include interchangeable motorized carriers for 16mm & 35mm open reel film, Microfiche/Aperture Cards, & 16mm roll cartridges.	included	
	Scan Size	11"X17", 11"X14", 8 1/2"X11, 8 1/2"X5 1/2	included	
	Features	Auto focus with manual override, Rotation of at least 90 degrees, Automatic exposure with manual override, Auto zoom lens with programmable memory keys, Automatic centering and skew correction, trimming and Masking.	included	
	Interface	Hi-speed USBV 2.0, SCSI-II AND Video Printer, must include all cables, etc to connect to PC	included	
	Scanner Drivers	ISIS AND Twain, plus necessary scanning utility for PC	included	
	Software	Windows XP and above to allow high-resolution PC scanning to incorporate information/image into emails and desktop publishing, along with saving of scanned image into the document management files. <i>Interface Only.</i>	included	
	Warranty	Three Year Onsite Warranty		
			<b>5,114.61</b>	<b>15,343.83</b>

Total Cost 3 Units

42,580.20

Total On Site Warranty 3years

15,343.83

Grand Total

57,924.03

## WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

## DIVISION OF HIGHWAYS

- 1 WVDOT/Highways  
Att: Priscilla Neal  
1900 Kanawha Blvd. E  
Building 5, Room A-715  
Charleston, WV 25305  
(304) 558-9536
- 1 WVDOT/Highways  
District Two  
Att: Keith Chapman  
801 Madison Avenue  
Huntington, WV 25704  
(304) 528-5615
- 1 WVDOT/Highways  
District Four  
Att: John Bartlett  
Meadowbrook, Road  
I-79, Exit 121  
Clarksburg, WV 26301  
(304) 842-1523

Contact Name and Phone Number: Priscilla Neal, (304) 558-9536  
Warranty (example: Three-year, 24/7, NBD, Onsite): 3yr Onsite  
Level of Support - Select one (1) Option: A

A = Shipped from manufacturer, B = Shipped from vendor/reseller after equipment configuration, upgrades, software installation, etc. C = Vendor delivery, setup and installation required. B

Delivery Requirement: 20 Days ARO (Standard delivery time)

Vendor/Shipping Company must deliver equipment to Agency Building/Room Number

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING 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 owed 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 exceeds 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: Access SystemsAuthorized Signature: Date: 5/14/08



4108 MacCorkle Ave. SE  
Charleston WV 25304  
304-340-4288

**BID – Canon 800 MK II RFQ-638000063**

**To: Dave Tincher**

**From: Rod Lipscomb, Access Systems**

**[rlipscomb@accesswv.com](mailto:rlipscomb@accesswv.com) 800-442-2446**

**Subject: Bid for Canon Scanners and Service**

**Date: May 13, 2008, 2008**

**Note: Attached Canon USA Authorized territory of Sales and Service for the State of West Virginia.**

**Access Systems and Office Equipment is the Only Dealer that can provide the Bid requirements for install and service in the three required counties.**

**Kanawha – Cabell – Harrison. Along with all other areas of State coverage.**

**Please note is against the Terms of Canon USA to allow any Dealer of there products to sell or service out side of the authorized contract agreement. And will hence void any Warranty and service support of the product in question.**

**This is being supplied in the event Dealers try and slip units into locations that they are not Authorized to Sell and support in.**

**Thanks in advance for taking the time and effort to research the information if needed.**

**Rod Lipscomb, Director Key Accounts**

A handwritten signature in black ink, appearing to read "Rod Lipscomb", is written over the typed name.

**Access Systems office Equipment.**



**Canon U.S.A. Inc.**  
**Image Filing Systems Division**  
**Cust Code: A40E**  
**Date: 12/18/2006**

**SCHEDULE B  
MICROGRAPHICS**

**DEALER PRINCIPAL OFFICE LOCATION:**

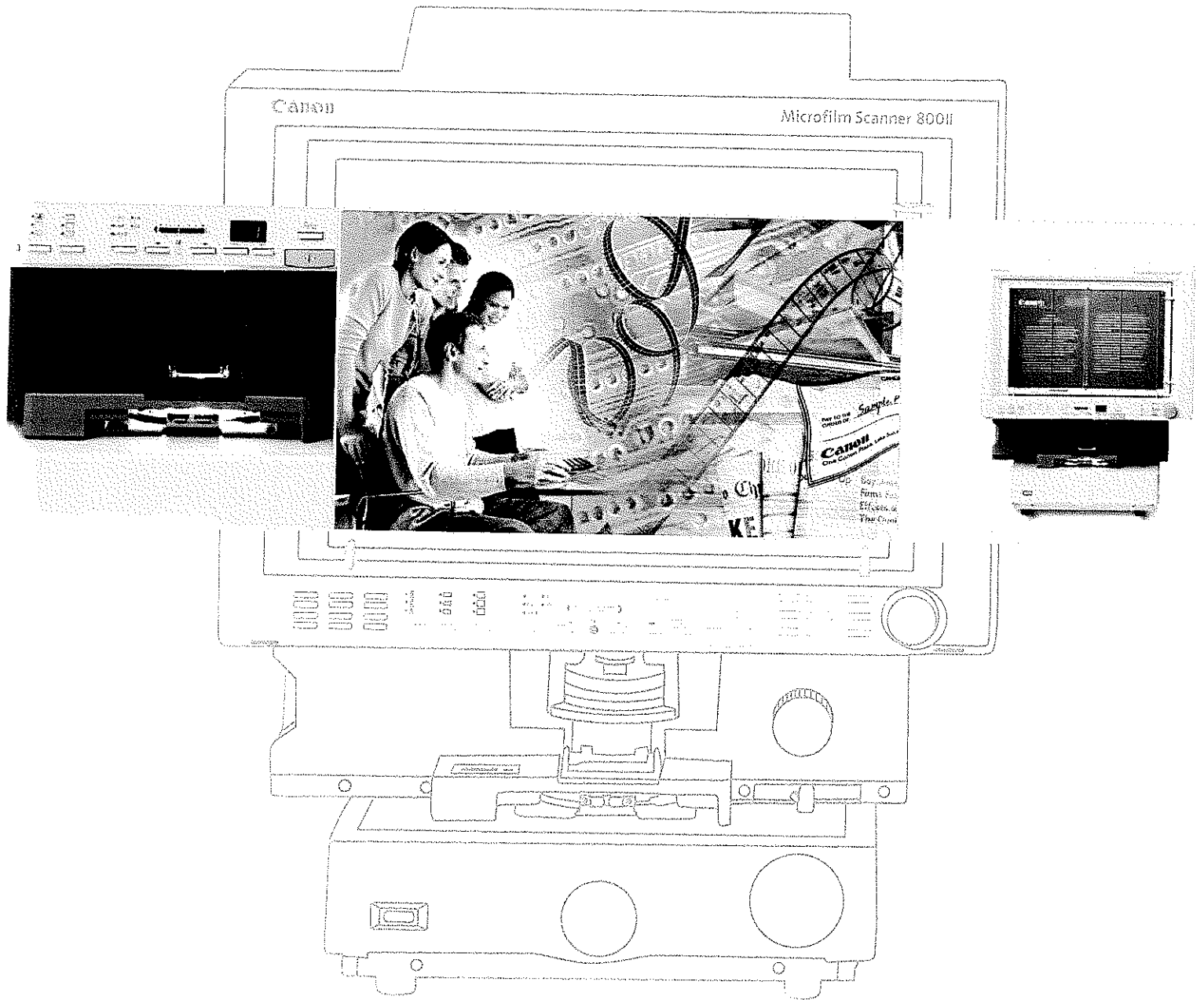
Access Office Equipment  
4108 Maccorkle Ave Se  
Charleston, WV 25304

**TERRITORY FOR MICROGRAPHICS PRODUCTS:** Dealer's Territory for the MICROGRAPHICS Products shall be as follows:

**WEST VIRGINIA:** Barbour, Boone, Braxton, Brooke, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Grant, Greenbrier, Hampshire, Hancock, Hardy, Harrison, Jackson, Kanawha, Lewis, Lincoln, Logan, Marion, Marshall, Mason, Mc Dowell, Mercer, Mineral, Mingo, Monongalia, Monroe, Morgan, Nicholas, Ohio, Pendleton, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzel, Wirt, Wood, Wyoming

**ADDITIONAL AUTHORIZED OFFICE LOCATIONS:** In addition to the principal office location set forth above, Dealer is authorized to sell and service the MICROGRAPHICS Products from the locations set forth below:

# Canon



**Microfilm Scanner 800II**  
DIGITAL MICROFILM SCANNER