



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
DCH11008

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

VENDOR

\*A16104314      240-215-0224  
 CROWLEY MICROGRAPHICS  
 DBA THE CROWLEY COMPANY  
 5111 PEGASUS COURT STE M  
 FREDERICK MD 21704

SHIP TO

DIVISION OF CULTURE & HISTORY  
 CULTURAL CENTER  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0300      558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/20/2010	NET 30	GROUND	Destination	No Charge

BID OPENING DATE: 10/21/2010      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		898-20	\$34,895	\$34,895
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF CULTURE &amp; HISTORY, IS SOLICITING BIDS FOR A SCANNING SYSTEM PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA E-MAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 10/05/2010 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH</p>						

RECEIVED  
 2010 OCT 14 A 9:10  
 PURCHASING DIVISION  
 STATE OF WV

Richard M Jackson

SIGNATURE		SEE REVERSE SIDE FOR TERMS AND CONDITIONS		TELEPHONE	DATE
<i>Richard M Jackson</i>				240-215-0224	10/13/2010
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE			
SALES MANAGER					

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
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10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).





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**CHARLESTON, WV**  
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09/20/2010	NET 30	G-ROUND	Destination	No Charge

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:				240-215-0234		
CONTACT PERSON (PLEASE PRINT CLEARLY):				Richard Jackson		
***** THIS IS THE END OF RFQ DCH11008 ***** TOTAL:						\$34,895
						includes High Powered PC For Rapid Scan of Color Documents PC Specs attached

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Richard M Jackson*      TELEPHONE: **240-215-0224**      DATE: **10/13/2010**

TITLE: **SALES MANAGER**      FEIN:      ADDRESS CHANGES TO BE NOTED ABOVE

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## **DCH11008 Specifications**

Zeutschel OS 1200 A1 Book/Large Format Scanning System or equivalent

The scanner must be a tabletop scanner for books, newspapers and large format documents, legal books, certificates, maps and other large items with a maximum size of A1 or 33" x 23"

The scanning system must be portable and work on a standard 110 electrical outlet.

Resolution: 100 to 600 dpi of full scanner bed area.

Color depth: 36 bit internal/24 bit output

Colors: 24 bit color, 8 bit grayscale and 1 bit black and white

Image formats: All standard formats (i.e. tiff uncompressed, tiff, G4, jpeg, jp2, multi-page tiff, pdf, multi-page tif, bmp, pcs, png)

Data output: OCR, text searchable file formats, XML metadata, etc.

Image processing/image enhancing software must include integrated color management, contrast improvement, image rotation, despeckle, deskewing, cropping, masking, B&W scanning

Must include computer with high speed processor and a minimum 256mb dual DVI graphics card, monitor, keyboard, mouse, and foot pedal for image capture. The scanner should include a motorized book cradle and glass plate.

Must include all hardware, software, training for operation, shipping and installation costs.

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 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.

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

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Crowley Micrographics

Authorized Signature: Richard M Jackson Date: 10/13/2010

State of Maryland

County of Fredricks, to-wit:

Taken, subscribed, and sworn to before me this 13 day of October, 2010.

My Commission expires March 12, 2014.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

Debrae J. Harris

# State of West Virginia 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). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

**1. Application is made for 2.5% resident vendor preference for the reason checked:**

MA 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,

MA Bidder is a partnership, association or corporation resident vendor and 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 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,

MA Bidder is a 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; or,

**2. Application is made for 2.5% resident vendor preference for the reason checked:**

MA 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; or,

**3. Application is made for 2.5% resident vendor preference for the reason checked:**

MA 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 Bidder's 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; or,

**4. Application is made for 5% resident vendor preference for the reason checked:**

MA Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

**5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

MA Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

**6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

MA Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

**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.**

Bidder: Richard M Jackson Signed: Richard M Jackson  
Date: 10/13/2010 Title: SALES MANAGER

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



5111 Pegasus Court  
Frederick, MD 21704

## Dell Specifications 07-01-2010

Mekel – All Mach Series  
Zeuschel – OS 10000, OS 12000 series  
Inotec – All scanners

<b>Base Unit:</b>	Dell Precision T5500 Workstation (224-4858)
<b>Processor:</b>	Dual Quad Core Processor E55062.13GHz,4M,4.8GT/s,Dell Precision T5500 (317-0297)
<b>Memory:</b>	4GB DDR3 ECC SDRAM Memory,1066MHz,4X1GB,Dell Precision TX500 (317-0327)
<b>Keyboard:</b>	Dell, USB, Quiet KYBD, No Hot Keys, PWS, Black (330-3203)
<b>Monitor:</b>	Dell 22 in Widescreen E2209W Flat Panel, Optiplex Precisionand Latitude (320-7183)
<b>Video Card:</b>	512MB PCIe x16 NVIDIA Quadro FX 580 Dual Monitor DVI + 2DP Dell Precision TX500 (320-7893)
<b>Hard Drive:</b>	160GB SATA,10K RPM 3.0Gb/s 2.5inch,SATA2 16MB Data Burst Cache,Dell Precision (341-7143)
<b>Hard Drive Controller:</b>	C2 All SATA Hard Drives Non-RAID for 2 Hard Drives Dell Precision T5500 (341-8795)
<b>Additional Storage Products:</b>	750GB SATA 3.0Gb/s,7200RPM Additional NCQ HardDrive with 16MB DataBurst Cache,Dell Precision (341-7034)
<b>Floppy Disk Drive:</b>	No Floppy Drive, Dell Precision (341-5255)
<b>Operating System:</b>	Windows XP PRO SP3 with Windows Vista Business LicenseEnglish,Dell Precision (420-9559)
<b>Operating System:</b>	Vista Premium Downgrade Relationship Desktop (310-9161)
<b>Mouse:</b>	New Dell USB 2 Button Optical Mouse with Scroll,Black Precision (310-9602)
<b>TBU:</b>	Mini-Tower Chassis Configuration with 1394 Card,Dell Precision TX500 (317-1151)
<b>CD-ROM or DVD-ROM Drive:</b>	16X DVD+/-RW Data Only Dell Precision TX500 (313-7457)
<b>CD-ROM or DVD-ROM Drive:</b>	Roxio Creator Dell Edition,9.0Dell Precision (420-7980)
<b>CD-ROM or DVD-ROM Drive:</b>	Cyberlink Power DVD 8.2,with Media, Dell Relationship LOB (421-0536)
<b>Speakers:</b>	Internal Chassis Speaker Dell Precision (313-3417)
<b>Controller Option:</b>	Integrated Intel chipset SATA 3.0Gb/s controller,Dell Precision T3500 and T5500 (341-9289)
<b>Misc:</b>	Chassis Intrusion Switch,Dell Precision T5500 (330-3559)





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RFQ NUMBER  
**DCH11008**

PAGE  
**1**

ADDRESS (CORRESPONDENCE TO ATTENTION OF)  
**SHELLY MURRAY**  
**304-558-8801**

PROPERTY

RFQ COPY  
 TYPE NAME/ADDRESS HERE

*The CROWLEY COMPANY  
 (AKA? CROWLEY MICROGRAPHICS)  
 5111 PEGASUS COURT, Suite M  
 FREDERICK, MD 21704*

PROPERTY

DIVISION OF CULTURE & HISTORY

CULTURAL CENTER  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
10/12/2010				

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LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS SUBMITTED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 10/05/2010.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING IS EXTENDED:						
FROM: 10/21/2010						
TO : 10/27/2010						
0001	1	LS		898-20 TRAINED + Shipped	\$34,895	\$34,895
SCANNING SYSTEMS						
EXHIBIT 10						
REQUISITION NO.: .....						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						

RECEIVED  
 2010 OCT 25 AM 9:41  
 WV PURCHASING DIVISION

*12000 BT  
 w/ PC  
 + Installed  
 + Shipped*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Robert M. Jackson* TELEPHONE: **240-215-0224** DATE: **10/21/2010**

TITLE: **SALES MANAGER** FEIN: ADDRESS CHANGES TO BE NOTED ABOVE

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PROPERTY

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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 (AKA: The CROWLEY COMPANY)  
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NO. 3	.....					
NO. 4	.....					
NO. 5	.....					
<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 style="text-align: center;"><i>Richard M. Jackson</i>            .....            SIGNATURE  <i>CROWLEY MICROGRAPHICS</i>            .....            COMPANY  <i>10/21/2010</i>            .....            DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p style="text-align: center;">----- END OF ADDENDUM NO. 1 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Richard M. Jackson</i>	TELEPHONE <i>240-215-0224</i>	DATE <i>10/21/2010</i>	
TITLE <i>SALES MANAGER</i>	ADDRESS CHANGES TO BE NOTED ABOVE		

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

**DCH11008****Addendum No. 1****QUESTION:**

The specifications state that a resolution of 100-600 dpi of the full scanner bed area. What is the required TRUE optical resolution for the full scanner bed area?

**RESPONSE:**

100 – 600

**QUESTION:**

What are the required TRUE optical resolutions for both the vertical and the horizontal axis's?

**RESPONSE:**

2339 inches x 33.11 inches or higher

**QUESTION:**

Does the end user care if the vertical or horizontal resolutions are scaled/interpolated to meet the required resolution?

**RESPONSE:**

The resolutions cannot be scaled or interpolated to meet required resolution.

**QUESTION:**

What material does the end user plan to scan on the equipment?

**RESPONSE:**

County Court Records, Photographs, and Newspapers

**QUESTION:**

Does the client's workflow plan to include a Master Image Capture and a Derivative image as well?



**RESPONSE:**

Yes

**QUESTION:**

Does the end user care if images are scaled down or scaled up to achieve a particular resolution?

**RESPONSE:**

Images can be scaled down from a higher resolution, but not scaled up from a lower one.

**QUESTION:**

Does the end user require curvature correction software to be included?

**RESPONSE:**

Yes

**QUESTION:**

What is the planned budgeted life span usage of the scanner: 3 years, 5 years, or longer?

**RESPONSE:**

5 years or longer

**QUESTION:**

Does the client plan to select a set of finalist vendors to send evaluation targets for a final comparison of scanners or does the client prefer bidders send evaluation targets with the RFP?

**RESPONSE:**

No, this is a Request for Quotation (RFQ) and the equipment must meet the specifications outlined in the RFQ.

**QUESTION:**

What targets does the client use to evaluate digital scanners? The TL5003, Q13, golden thread from Image Science Associates other?

A handwritten signature in black ink, appearing to be 'R M J', located in the bottom right corner of the page.

**RESPONSE:**

The evaluation of the equipment will be based on the equipments ability to meet the specification in the RFQ.

**QUESTION:**

Does the end user care if all images must be corrected to remove mathematical optical distortion introduced by the scanner?

**RESPONSE:**

No

**QUESTION:**

Would the client like to have an independent image quality evaluation of scanners by the image quality consultant used by NARA and the Library of Congress?

**RESPONSE:**

No

**QUESTION:**

You request "Output" to be OCR text searchable yet the books presented to us at the time we did a demonstration of our scanner were mostly hand written and would not lend themselves to "OCR" conversion. Please clarify if the OCR capability is for conversion from text books that are scanned, and not from hand written items, notes & books?

**RESPONSE:**

The project we will be working will be a combination of handwritten and typed records. The OCR capability would be only for the typed records.

**QUESTION:**

Define "Portable" as it relates to this product. All book scanners of this size require some disassemble and reassembly to allow for transport to another location. An A1 scanner tends to become quite heavy and is really not portable. Are your staff members capable of this type of mechanical involvement with moving equipment of this nature?



**RESPONSE:**

Yes, we are well aware of the nature of our project and our staff can handle the situation. The equipment will regularly be taken apart and reassembled on location to scan materials at county court houses. The equipment must be rugged enough to handle this type of use.

**QUESTION:**

Regarding your requirement for resolution up to "600dpi for the entire scan bed area." Is this requirement based upon true optical resolution for the entire scan area or software enhanced resolution?

**RESPONSE:**

The requirement is for true optical resolution for the entire scan area.

**QUESTION:**

Since the PC for use with the book scanner should be available from your State Contract at the best pricing why is this included as part of this bid?

**RESPONSE:**

The PC is included in the bid because scanners of this type used different processes to acquire and capture images. In some systems the computer and scanner are integrated into the scanner, while others use USB connections and still others use Ethernet connections which would have different requirements from the computer. Each scanner also has different requirements for the processing of very large files that would greatly exceed computers listed on the statewide contract.

**QUESTION:**

What Operating System do you want for the PC?

**RESPONSE:**

The operating system should be at least Windows XP or the most current operating system that works with the scanner and its operating software.

**QUESTION:**

What size and type of Monitor is required?

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