



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
WWV10865

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

ImageServ, LLC
 2345 Chesterfield Avenue
 Suite 205
 Charleston, WV 25304

SHIP TO

BUREAU OF EMPLOYMENT PROGRAMS
 OFFICE OF ADMIN. SUPPORT-5302
 112 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305-0112 558-2634

DATE PRINTED 07/29/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 08/24/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-41		
SCANNERS (COMPUTER) THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, WORKFORCE WEST VIRGINIA, IS SOLICITING BIDS FOR THREE (3) BELL & HOWELL SPECTRUM XF OR EQUAL SCANNERS PER THE ATTACHED SPECIFICATIONS. ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 8/09/10 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER. NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						

RECEIVED

2010 AUG 23 AM 9:01

WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Maureen G. ...</i>	TELEPHONE 304-414-2222	DATE 08-17-10	
TITLE MANAGING PRINTER	FEIN 43-1971994	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: 44 RFQ. NO.: WWV10865 BID OPENING DATE: 08/24/10 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304-414-2233 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- MAUREEN A. O'TOOLE ----- ***** THIS IS THE END OF RFQ WWV10865 ***** TOTAL: <u>86232.⁰⁰</u>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

2.1 Testing

Vendor will be responsible for testing the installed equipment. All test results will be documented in writing by the vendor and will be verified and accepted by the WorkForce West Virginia staff.

Testing will minimally consist of the following:

1. Forty (40) continuous hours of operation by WorkForce West Virginia staff ensuring the scanners are fully operational and correctly functioning in production environment
2. Scanning various paper color, weight and sizes of documents.

2.2 Documentation and Implementation

Upon completion of installation by the Vendor and testing by WorkForce West Virginia staff, the Vendor will be required to provide documentation before WorkForce West Virginia staff will accept the deliverable for this contract and approve invoices for payments. At a minimum, accepted documentation from Vendor must include the following:

- A. Hardware configuration documentation.
- B. Software configuration details.
- C. Operations and user maintenance documentation.

2.3 Maintenance/Warranty

The successful vendor must provide a three-year maintenance/warranty for any, or all, licensed software and hardware, regardless of the manufacturer's warranties. While the three-year cost will be used for evaluation purposes, the Agency will add the Maintenance/warranty on an annual basis. The first year will be added via change order upon acceptance of the equipment. Additional years will be added upon mutual written agreement of the parties. Cost, if any, associated with maintenance/warranty service must be indicated in the pricing tables and must include all parts, labor, hardware and software upgrades, and software Help Desk services. NO separate reimbursement will be made the vendor for any expenses, and must not be provided as a separate line item. Cost proposals must be all-inclusive of vendor travel, or any other expenses.

2.4 Scanner Specifications

1. Scanners must be able to scan documents from 2.6"x2.6" up to 11" x 17" in duplex.
2. Must be rated to scan a minimum 120 pages per minute; letter size, simplex, in black and white.
3. Must be a high volume scanner with a daily duty cycle of at least a maximum of 60,000 scans.
4. Must offer an optical resolution of 600 dpi.
5. Must support TWAIN, ISIS and Image Controls drivers.
6. Must include latest available version of Kofax VRS, or equal, onboard in firmware to digitally compensate for poor quality documents and make damaged or difficult to read documents legible.
7. Must have a document feeder with a capacity of minimum 500 sheets.
8. Must have ultrasonic double-feed detection with ignore by size.
9. Must be compliant with Section 506 of the U.S. Rehabilitation Act so users with any form of impairment can operate the scanner.
10. Scanner must interface via SCSI 3.
11. Multi-feed with auto-resolve for acceptable double feeds, i.e. a post-it note on a scanned document.

WWV10865
COST SHEET

Equipment Cost = A

Qty	Product	Cost Each	Extended Cost
3	Bell & Howell Spectrum XF or equal Scanner	\$ 20,242. ⁰⁰	\$ 60,726. ⁰⁰

TOTAL (A) 60,726.⁰⁰

Please provide the manufacturer and model: KODAK NGENUITY 9125

ANNUAL MAINTENANCE COST (Less Warranty) SUPPORT, PARTS AND ALL
SUPPLIES EXCEPT PAPER DURING BUSINESS hours

Extended Warranty = B

BASE=125,000 SCANS PER QUARTER PER MACHINE

Year	Qty	Cost Per Scanner	Extended Cost
Year 1	3	\$ 2318 ⁰⁰	\$ 6954. ⁰⁰
Year 2	3	\$ 3092 ⁰⁰	\$ 9276. ⁰⁰
Year 3	3	\$ 3092 ⁰⁰	\$ 9276. ⁰⁰

TOTAL (B) \$ 25,506.⁰⁰

GRAND TOTAL (A & B) \$ 86,232.⁰⁰

Date 8/20/10

To Whom It May Concern:

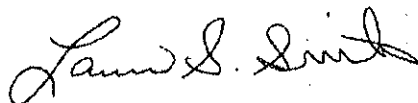
Ref: Reseller Certification Letter

This letter is to certify that **Imageserv, LLC** is a qualified reseller of Eastman Kodak Company's Document Imaging capture products and services.

Eastman Kodak has established an indirect channel that enables the consumer to purchase Document Imaging hardware and services through qualified resellers. As stated above, **Imageserv, LLC** is qualified to resell Kodak Document Imaging hardware and services.

If you should have any questions or concerns regarding this information, please do not hesitate to call me at the number listed above.

Sincerely,

A handwritten signature in black ink that reads "Laurie S. Smith". The signature is written in a cursive style with a large initial "L".

Laurie S. Smith
Contract Administrator

RFQ# WWV10865
ImageServ, LLC

References:

1. WV Water Development Authority
180 Association Drive
Charleston, WV 25311
Leanna Smith
304-558-3612

2. WV Housing Development Fund
814 Virginia Street East
Charleston, WV 25301
Sandy Graham
304-345-6475

3. Iron Mountain
5031 Wyffels Rd
Canandaigua, NY 14424
David VanDerEems
585-396-0684

4. WV State Police
725 Jefferson Road
South Charleston, WV 25309
Dreama Lewis
304-746-2178

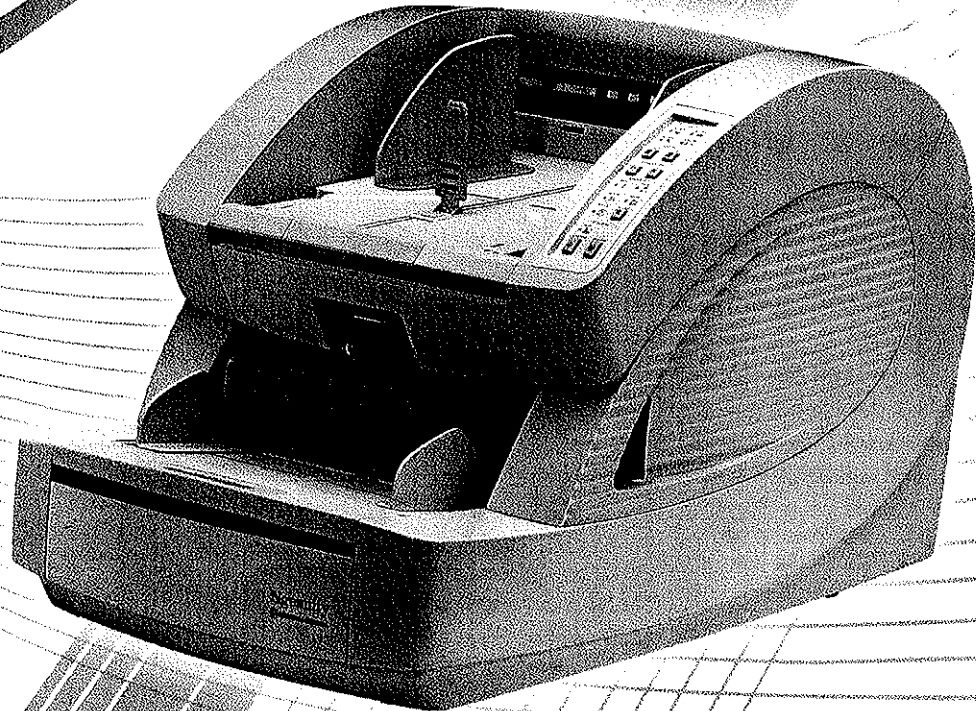
Note: The Kodak Ngenuity scanner is the latest version of the Bell & Howell Spectrum XF specified in the RFQ. Bell & Howell was purchased by Eastman Kodak.

Warranty and maintenance service will be provided by Eastman Kodak Company. Eastman Kodak is the only authorized service provider for Kodak scanners.

ImageServ LLC

Kodak Ngenuity

Series Scanners



The **smartest**
way to make
paper **history.**

The smartest way to scan the widest range of documents

Kodak Ngenuity Series Scanners—the next scanning innovation in Kodak's document imaging solutions' portfolio—deliver an unprecedented combination of intelligent paper handling, 40% larger feeder capacity than other scanners in their class and razor-sharp image quality, with the added benefits of a user-friendly interface, easy maintenance and a low cost of consumables. Users across industries can now convert a wider range of documents into high-quality digital images, quickly and more efficiently than ever before. It's an ingenious way to make, manage, and move images and information.



Advanced document handling = improved workflow efficiency

Scan a wider range of documents

Everything from rice paper to plastic cards, to stuffed envelopes and cardstock, to photos and long EKG strips is fair game for the **Ngenuity** Scanners, which scan the widest range of documents of any scanner in their class*.

With an unlimited daily duty cycle, the **Ngenuity** Scanners breeze through documents up to 12.5 inches wide and 200 meters long, at speeds that are among the best in their class:

- 150 pages per minute in black-and-white, color and grayscale at 200 dpi

Further, you don't have to sacrifice long-term efficiency for short-term speed. Some components on the scanner have been tested to last for more than 50 million scans.

Straight pass-through paper path and document modes add versatility

While most documents can make their way easily through the scanner's rotary path, the **Ngenuity** Scanners include an alternative "straight pass through" paper path for exception documents (such as stuffed envelopes and laminated cards) that cannot make the turn on the rotary path.

What's more, special document scanning modes auto-adjust the **Ngenuity** Scanners' feeding and transport scanner settings for very long, folded or fragile documents.

Auto-adjustable feeder tray holds 40% more documents

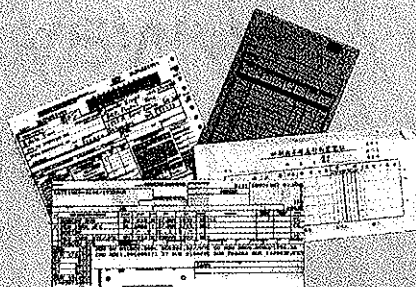
The **Ngenuity** Scanners' feeder tray holds 700 documents—40% more than other scanners in their class.

The tray also rises and falls—literally—in perfect sync with your batch size, thanks to Variable Feeder Tray Capacity Control, which remembers your most recent batch size. And since the feeder does not restrict you to manufacturer-set batch size limitations, you can scan almost any size batch you want, faster than ever before.

The feeder tray's capacity and innovative technology save you valuable time when loading and switching batches.

*Comparative statements are based on published specifications of certain other mid- to high-volume production scanners at the time of printing.

The **Kodak Ngenuity** Scanners' innovative design packs in smart features that make a big impact in helping you spend less time sorting paper, adjusting scanner settings and worrying about image quality, and more time streamlining your document workflow and boosting your bottom line.



Fragile and thin documents
Rice Paper • Airbills • NCR Forms



Very long documents
EKG Strips • Oil Well Logs

State-of-the-art technologies = enhanced image quality

Next-generation cameras deliver razor-sharp images

Armed with top-of-the-line SharpShooter Trilinear CCD cameras, the Kodak **Ngenuity** Scanners deliver 600 dpi optical capture and output.

This advanced camera technology delivers higher OCR, ICR and barcode recognition rates and more reliable forms processing.

LED illumination: longer lasting, no warm-up time

LED lights require no warm-up time, meaning the scanner can deliver optimal image quality from the minute you turn it on.

The LED lights are designed to last the life of the scanner with normal use and provide a more stable level of light than traditional lamps. This translates into more consistent image quality and less time spent calibrating the cameras. In fact, the **Ngenuity** Scanners' cameras only need to be calibrated one to two times per year.

Onboard VirtualReScan Professional: image enhancement at no cost to speed

Onboard VRS Professional Application is integrated into the hardware of the scanner. This way, you can enjoy all the image enhancement and error resolution functionality of the VRS application without sacrificing speed.

Advanced color management and more precise image cropping are only two of the many features at your fingertips with Onboard **VirtualReScan** Professional Application on the **Ngenuity** Scanner.

Added-value functionality = preferred user experience

Easy to install, use and maintain

The **Ngenuity** Scanners feature a USB 2.0 port and cable to make it easier for you to connect the scanner to the PC. They have a SCSI port as well.

You can access much of the scanner functionality directly through the PC. For example, the **Ngenuity** Operator Utility (NOU) allows you to track the total number of scans and monitor maintenance schedules.

Further, our user-friendly interface with front panel functionality provides easy access to frequently used features and includes two user-customizable function buttons.

Ngenuity Scanners are also easy to clean and maintain. The scanners' only consumables—the rollers and tires—are easy to replace; and users can install optional accessories, like the imprinter, easily.

Enhanced ultrasonic multi-feed detect and ignore

Three independently controlled, ultrasonic sensors raised the bar on multi-feed detection.

What's more, the "Multi-feed Ignore" setting on the **Ngenuity** Scanners now allows you to accept scanned images and continue scanning or alert the scanner in advance to accept an intended multi-feed.

The "Ignore by Size" option lets you proactively scan items—such as taped receipts and sticky notes—that the scanner might otherwise identify as a multi-feed and stop.

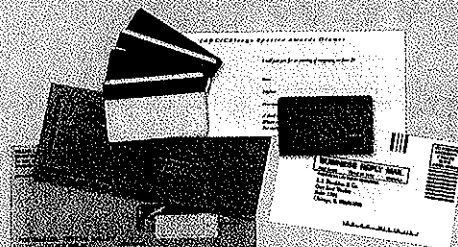
Value, durability and performance

The **Ngenuity** Scanners' steel paper path and durable parts (including protectively sealed CCD cameras, long-lasting LED lights, and rollers that last for 600,000 scans) ensure that the scanners are able to withstand the many challenges of any hardworking production environment. This means a low, overall cost of scanner maintenance and ownership.

What are you waiting for? Ask to see a demonstration of the **Ngenuity** Scanner today.



Exception documents
Receipts • Folded Documents
• Photographs



Thick and stiff documents
Stuffed Envelopes • Plastic Cards
• Cardstock



Legal and A4 size documents
Contracts • Forms • Invoices

Kodak Ngenuity Series Scanners

Model	9150	9125	9090	
Scanning Speed	Letter Size Landscape at 200 dpi	150 ppm/300 ipm	125 ppm/250 ipm	90 ppm/180 ipm
	Black-and-White, Color, Grayscale Simplex/Duplex Portrait at 200 dpi	120 ppm/240 ipm	100 ppm/200 ipm	70 ppm/140 ipm
Daily Duty Cycle	Unlimited			
Roller Life (bond)	600,000 scans			
Resolution	Output: 600 dpi, Optical: 600 dpi			
Camera Technology	SharpShooter Trilinear 7.6k CCD			
Lighting Technology	White LEDs— instant warm-up; designed to last the life of the scanner with normal use			
Image Enhancement	Onboard VRS Professional			
Interface	USB 2.0 (cable included); SCSI III			
Supported Drivers (Included)	ImageControls, ISIS and TWAIN through VRS Professional; direct ISIS, TWAIN			
Multi-feed Detection	Ultrasonic Multi-feed featuring: Three sensors, Preemptive Ignore, Ignore As Is, Ignore by Size			
Imprinting	Optional user-installable pre- and/or post-scan imprinter, time and date stamping, 72 characters			
Document Size	43 x 64 mm (1.7 x 2.5 in.) to 318 x 1016 mm (12.5 x 40 in.)			
Document Size—Long Document Mode	Up to 200 m (219 yards)			
Maximum Image Width	311 mm (12.25 in.)			
Paper Thickness—Rotary	0.038–0.89 mm (.0015–.035 in.)			
Paper Thickness—Straight-Through Paper Path	0.038–1.78 mm (.0015–.070 in.)			
Paper Weight	30–1,200 gsm (7 to 320 lb. bond)			
Feeder Capacity (75 gsm paper/20 lb. bond)	700 documents—Variable Feeder Tray Capacity Control			
Scanner Size (HxWxD)**	49.5 x 52.1 x 76.2 cm (19.5 x 20.5 x 30 in.)			
Scanner Weight	50.8 kg (112 lb.)			
Power Requirement	AC 100–120 V; 220–240 V; 50/60 Hz			
Power Consumption	Maximum (Scanning)	175 W		
	Minimum (Standby)	60 W		
	Sleep/Energy Star	6.7 W		
Environment	Temperature	10°C to 38°C (50°F to 100°F)		
	Relative Humidity	10% to 80%		
Additional Features	Straight Pass Through Paper Path, Special Documents Mode, Advanced Color Functionality			
Additional Contents	USB Cable, Installation Resource CD with Kodak Ngenuity Operator Utility (NOU) and the VRS Professional Application, Power Cord, Starter Cleaning Kit, Camera Calibration Kit			
Additional Options	User-installable Pre- and/or Post-scan Imprinter with Time and Date Stamping, Roller Kit, Cleaning Kit, Power Conditioner			

**Straight paper path door closed

To learn more:

Visit www.kodak.com/go/docimaging

Printed using Kodak Technologies.

Kodak Ngenuity Scanners
1-800-SCAN-494

Eastman Kodak Company
343 State Street
Rochester, NY 14650 USA
1-800-944-6171

Kodak Canada, Inc.
Toronto, Ontario
M9R 0A1
1-800-465-6325



It's time for you **AND** Kodak

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Specifications are subject to change without notice.

A-5815 CAT No. 830 9452 Printed in USA 01/10

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:**

- 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**,
- 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**,
- 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:**

- 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:**

- 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:**

- 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:**

- 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:**

- 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: IMAGE SEAV LLC

Signed: Maureen A. J. [Signature]

Date: 8-17-10

Title: MANAGING PARTNER

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

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: Image Serv LLC

Authorized Signature: [Signature] Date: 8-17-10

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 17 day of August, 2010.

My Commission expires July 20, 2020.

AFFIX SEAL HERE

NOTARY PUBLIC Jeri L. Adkins

