



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 20119

Doc Description: Fujitsu document scanners, or equal, for BCF - Addendum #2

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2014-10-21	2014-10-29 13:30:00	CRFQ 0511 BCF1500000001	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:



Aspen Technologies

304-399-3023-fax 304-342-4638
 700 Washington St. E. Suite LL500
 Charleston WV 25301

10/29/14 10:37:47AM
 West Virginia Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Robert Kilpatrick
 (304) 558-0067
 robert.p.kilpatrick@wv.gov

Signature X

FEIN #

DATE

Oct 28th, 2014

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-354-6118 HEALTH AND HUMAN RESOURCES BCF - CALHOUN COUNTY OFFICE 85 INDUSTRIAL PARK DR GRANTSVILLE WV 26147 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656-B005 Color	ScanSnap ix500

Extended Description : Complete Spec Attached
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-368-4420 HEALTH AND HUMAN RESOURCES BCF - MARION COUNTY OFFICE 9083 MIDDLETOWN MALL WHITE HALL WV 26554 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Scanners	6.00000	EA	414.05	2484.30

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap ix500

Extended Description :
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-627-2295 HEALTH AND HUMAN RESOURCES BCF - HARRISON COUNTY OFFICE 633 WEST PIKE ST CLARKSBURG WV 26301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Scanners	5.00000	EA	414.05	2070.25

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap ix 500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-455-0920 HEALTH AND HUMAN RESOURCES BCF - WETZEL COUNTY OFFICE 1236 NORTH STATE RT 2 NEW MARTINSVILLE WV 26155 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Scanners	4.00000	EA	414.05	1656.20

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap ix 500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-232-4411 HEALTH AND HUMAN RESOURCES BCF - OHIO COUNTY OFFICE 69 16TH ST WHEELING WV 26003 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Scanners	5.00000	EA	414.05	2070.25

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap ix 500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-643-2934 HEALTH AND HUMAN RESOURCES BCF - RITCHIE COUNTY OFFICE 220 WEST MAIN ST HARRISVILLE WV 26362 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Scanners	4.00000	EA	414.05	1656.20

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA0 3656 B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-420-2560 HEALTH AND HUMAN RESOURCES BCF - WOOD COUNTY OFFICE 400 FIFTH ST PARKERSBURG WV 26102 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Scanners	10.00000	EA	414.05	4140.50

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA0 3656 B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-369-7802 HEALTH AND HUMAN RESOURCES BCF - BOONE COUNTY OFFICE 156 RESOURCE LN FOSTER WV 25081 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Scanners	2.00000	EA	414.05	828.10

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA0 0356 B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		FINANCIAL CLERK - 304-528-5800	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - CABELL COUNTY OFFICE	
350 CAPITOL ST, RM 730		2699 PARK AVE, STE 100	
CHARLESTON	WV25301-3711	HUNTINGTON	WV 27504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Scanners	7.00000	EA	414.05	2898.35

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA0 3656 B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		FINANCIAL CLERK - 304-372-7885	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - JACKSON COUNTY OFFICE	
350 CAPITOL ST, RM 730		4285 CEDAR LAKES DR	
CHARLESTON	WV25301-3711	RIPLEY	WV 25271-6571
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Scanners	6.00000	EA	414.05	2484.30

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA0 3656 B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-746-2360 HEALTH AND HUMAN RESOURCES BCF - KANAWHA COUNTY OFFICE 4190 WASHINGTON ST WEST CHARLESTON WV 25313 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Scanners	12.00000	EA	414.05	4968.60

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap iX500

Extended Description :
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-824-5811 HEALTH AND HUMAN RESOURCES BCF - LINCOLN COUNTY OFFICE 8209 COURT AVE HAMLIN WV 25523 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Scanner Color	Scan Snap iX500

Extended Description :
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-792-7095 HEALTH AND HUMAN RESOURCES BCF - LOGAN COUNTY OFFICE 130 STRATTON ST LOGAN WV 25601 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US	FINANCIAL CLERK - 304-235-4680 HEALTH AND HUMAN RESOURCES BCF - MINGO COUNTY OFFICE 203 EAST THIRD AVE WILLIAMSON WV 25661 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US	FINANCIAL CLERK - 304-586-1520 HEALTH AND HUMAN RESOURCES BCF - PUTNAM COUNTY OFFICE 3405 WINFIELD RD WINFIELD WV 25213 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-272-6311 HEALTH AND HUMAN RESOURCES BCF - WAYNE COUNTY OFFICE 26452 EAST LYNN RD WAYNE WV 25570 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix 500

Extended Description :
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - OFFICE OF CLIENT SERVICES 350 CAPITOL ST, RM 514 CHARLESTON WV 25301-3711 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Scanners	10.00000	EA	414.05	4140.50

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix 500

Extended Description :
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-257-4211 HEALTH AND HUMAN RESOURCES BCF - BARBOUR COUNTY OFFICE 49 MATTALIANO DR PHILIPPI WV 26416 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix 500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		FINANCIAL CLERK - 304-267-0100	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - BERKELEY COUNTY OFFICE	
350 CAPITOL ST, RM 730		433 MID-ATLANTIC CENTER	
CHARLESTON	WV25301-3711	MARTINSBURG	WV 25402
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Scanners	6.00000	EA	414.05	2484.30

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix 500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		FINANCIAL CLERK - 304-257-4211	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - GRANT COUNTY OFFICE	
350 CAPITOL ST, RM 730		53 KIESS DR	
CHARLESTON	WV25301-3711	PETERSBURG	WV 26847
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix 500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-822-6900 HEALTH AND HUMAN RESOURCES BCF - HAMPSHIRE COUNTY OFFICE 24954 NORTHWESTERN PIKE, PO BOX 1736 ROMNEY WV 26757 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Scanners	2.00000	EA	414.05	828.10

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap iX500

Extended Description :
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-269-6820 HEALTH AND HUMAN RESOURCES BCF - LEWIS COUNTY OFFICE 91 ARNOLD AVE WESTON WV 26452 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Scanners	2.00000	EA	414.05	828.10

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap iX 500

Extended Description :
Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-637-5560 HEALTH AND HUMAN RESOURCES BCF - RANDOLPH COUNTY OFFICE 1027 NORTH RANDOLPH AVE ELKINS WV 26241 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Scanners	2.00000	EA	414.05	828.10

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US	REGIONAL COMPTROLLER - 304-425-8738 HEALTH AND HUMAN RESOURCES BCF - CLAY COUNTY OFFICE 94 MAIN ST CLAY WV 25043 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US	FINANCIAL CLERK - 304-872-0803 HEALTH AND HUMAN RESOURCES BCF - NICHOLAS COUNTY OFFICE 707 PROFESSIONAL PARK DR SUMMERSVILLE WV 26651 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-465-9613 HEALTH AND HUMAN RESOURCES BCF - FAYETTE COUNTY OFFICE 1400 VIRGINIA ST OAK HILL WV 25901 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-647-7476 HEALTH AND HUMAN RESOURCES BCF - GREENBRIER COUNTY OFFICE 150 MAPLEWOOD AVE LEWISBURG WV 24901 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Scanners	5.00000	EA	414.05	2070.25

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap iX500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-256-6930 HEALTH AND HUMAN RESOURCES BCF - RALEIGH COUNTY OFFICE 407 NEVILLE ST BECKLEY WV 25801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Scanners	6.00000	EA	414.05	2484.30

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		FINANCIAL CLERK - 304-732-6900	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - WYOMING COUNTY OFFICE	
350 CAPITOL ST, RM 730		RT 97 HCR 72, BOX 300	
CHARLESTON	WV25301-3711	PINEVILLE	WV 24874
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		FINANCIAL CLERK - 304-436-8302	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - MCDOWELL COUNTY OFFICE	
350 CAPITOL ST, RM 730		840 VIRGINIA AVE	
CHARLESTON	WV25301-3711	WELCH	WV 24801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Scanners	3.00000	EA	414.05	1242.15

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656 B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		FINANCIAL CLERK - 304-425-8738 HEALTH AND HUMAN RESOURCES BCF - MERCER COUNTY OFFICE 200 DAVIS ST PRINCETON WV 24740 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Scanners	5.00000	EA	414.05	2070.25

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - OFFICE OF CLIENT SERVICES 350 CAPITOL ST, RM 514 CHARLESTON WV 25301-3711 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	Scanners	6.00000	EA	414.05	2484.30

Comm Code	Manufacturer	Specification	Model #
43211711	Fujitsu	PA03656B005 Color Scanner	ScanSnap ix500

Extended Description :

Item # (3.1.1) Fujitsu Scansnap document scanners, or equal

Qty.	Price Each	Total
144 @	414.05	59,623.20

Note: Spec. sheet attached

	Document Phase	Document Description	Page
BCF150000001	Final	Fujitsu document scanners, or equal, for BCF - Addendum #2	15 of 15

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ 0511 BCF1500000001

Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum #1 issued to add electronic attachments to WVOasis solicitation.

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

Terms and Conditions:

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

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF1500000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Aspen Technologies
Company


Authorized Signature

Oct. 28th 2014
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF150000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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Aspen Technologies
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Revised 6/8/2012

BCF1500000001 ADDENDUM #2

Questions & Answers

Question: Are the bids for these scanners to include: Maintenance or Installation?

Answer: The scanners will be installed by the Office of Technology. No extended warranty for scanners is needed.

ATTACHMENT A

SOLICITATION NUMBER: CRFQ 0511 BCF150000001

Addendum Number: 2

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum #2 issued to provide answers to submitted technical questions, per attached.

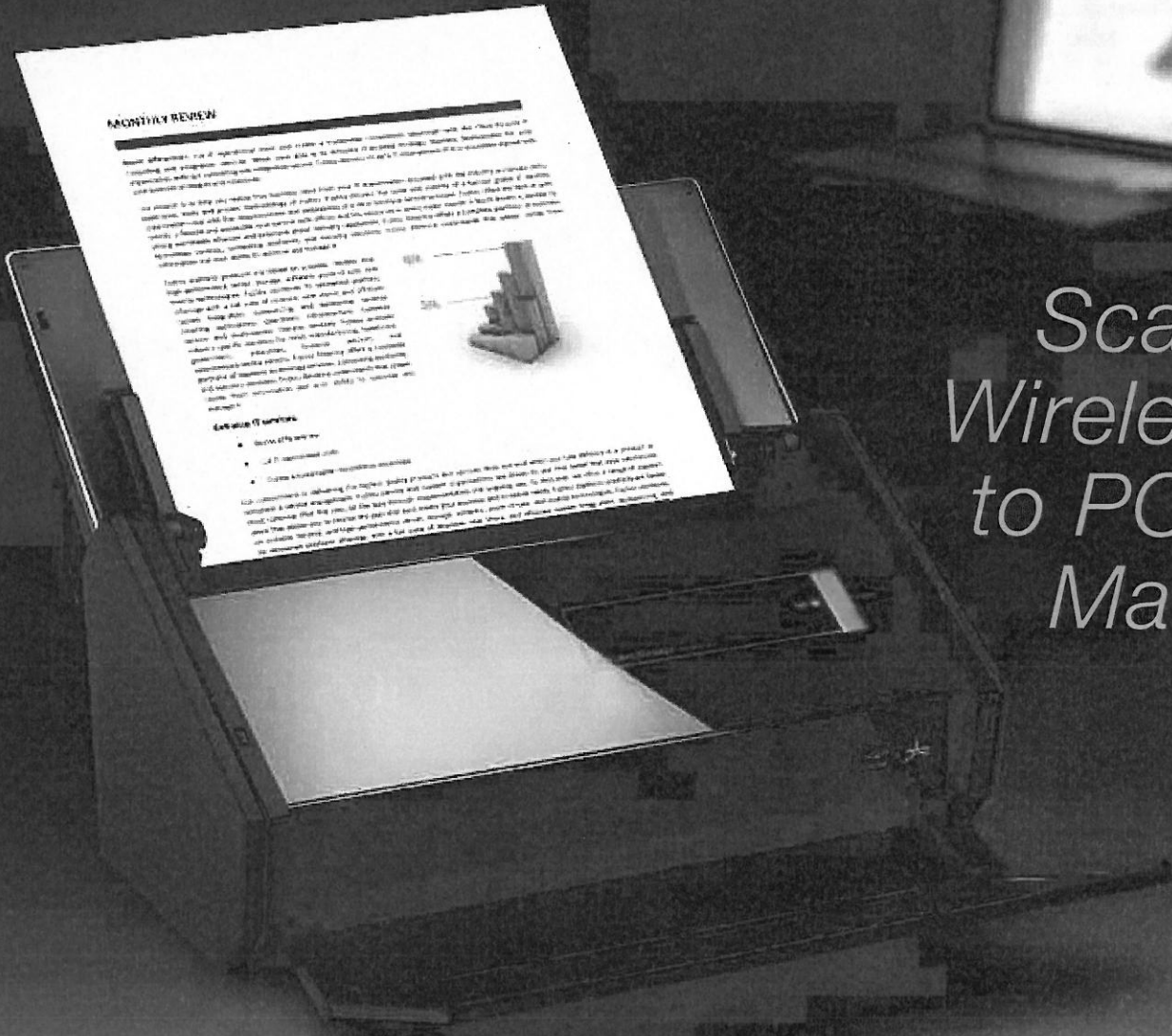
Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

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

ScanSnap

ScanSnap iX500



Scan
Wirelessly
to PC or
Mac



iOS



Scan to iOS and Android too!

shaping tomorrow with you



Aspen Technologies

Rod Lipscomb

700 Washington St. E. Suite LL500
Charleston WV 25301...304.399.3023

FUJITSU

ScanSnap

Simple, Fast & Wireless!

Free yourself with ScanSnap iX500!

Wi-Fi scanning to a PC or Mac

And now iOS and Android mobile device and tablets

Easy One-button PDF creation

Just stack in the paperwork and press the scan button

Handles a stack of documents

Load up to 50 sheets in the automatic document feeder

Scans both sides of each page at the same time

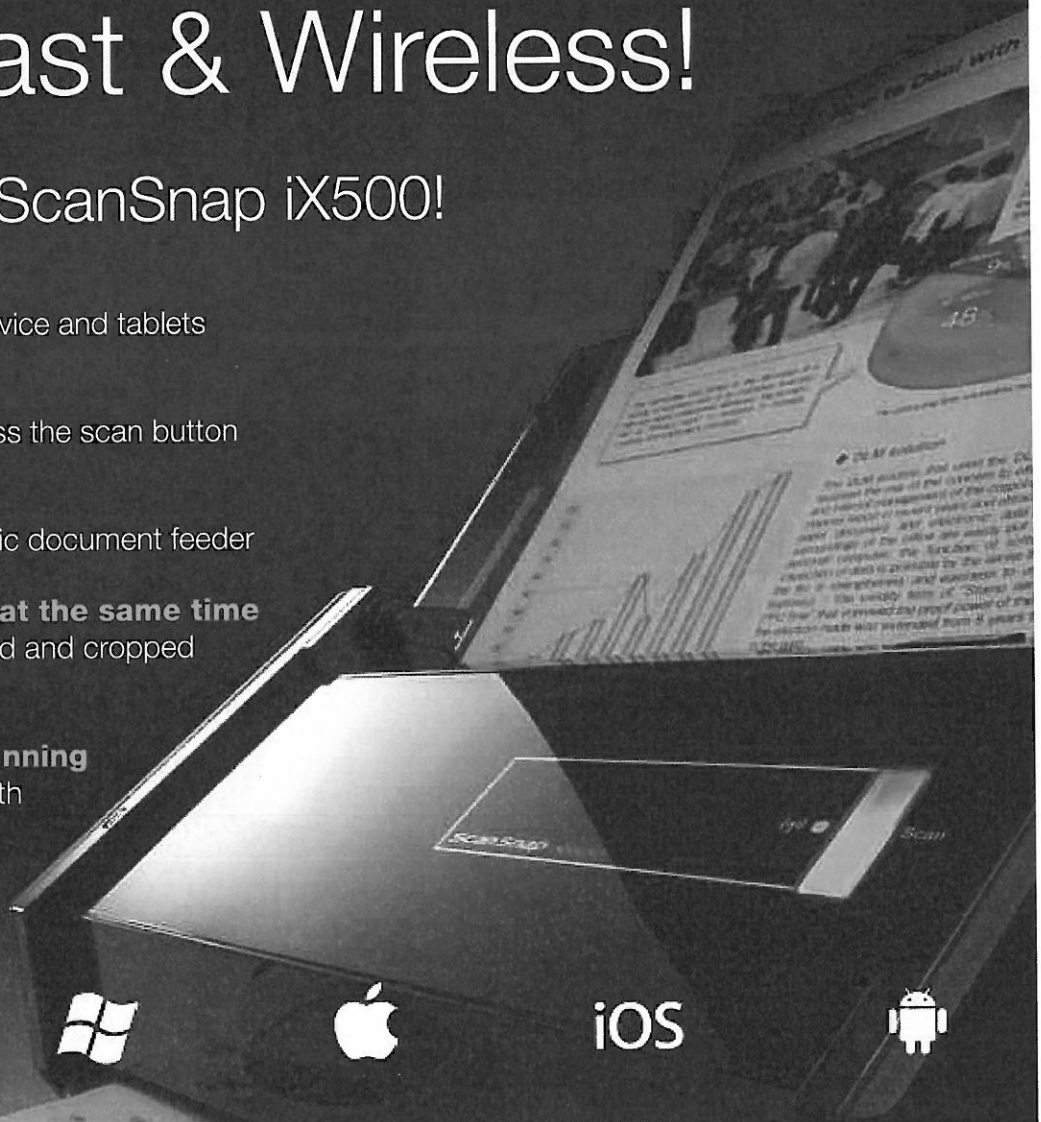
Images are automatically straightened and cropped with blank sides removed

Fast and reliable document scanning

Scans up to 25 pages per minute with advanced paper handling

Scans business cards to oversized documents

With carrier sheet, scans A3 documents, photos, and much more



Wi-Fi or USB connectivity to a computer



Break free from USB and place ScanSnap just about anywhere in the room with Wi-Fi connectivity to a PC or Mac.*

* May require latest online updates. Requires use of an existing wireless router. Only one computer can be registered for Wi-Fi connection.

Scan directly to mobile devices



Quickly bypass the computer altogether and scan a PDF or JPEG file directly to an iOS or Android mobile device or tablet.*

* See list of supported devices at <http://scansnap.fujitsu.com>

Advanced paper feeding system

Inheriting the superior paper feeding technology of our professional-grade scanners, iX500 achieves exceptional feeding reliability using “Separation Roller” technology to minimize jams and multi-feeds.



Built-in GI microprocessor

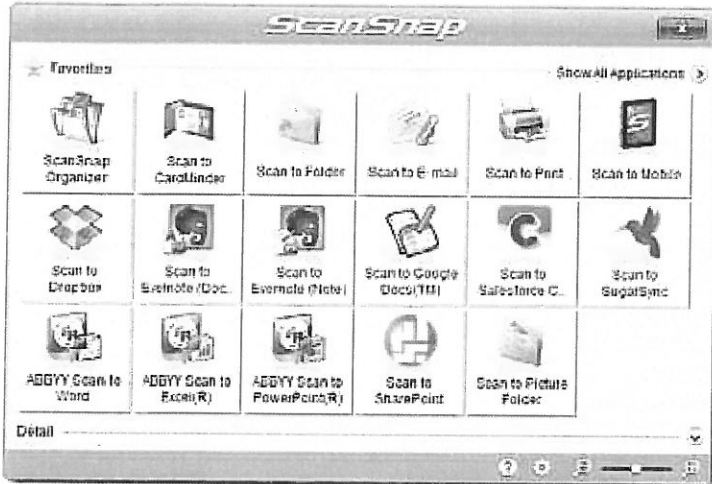
A dual-core CPU-mounted “GI” processor performs the intelligent image enhancement responsible for great looking images with dramatically faster results and more sophisticated connectivity:

- Image processing: Automatic corrections and image output
- Supports Wi-Fi: WPS (Wi-Fi Protected Setup) wireless LAN (IEEE802.11b/g/n)
- Supports USB 3.0



ScanSnap iX500

Quick Menu saves time!



The ScanSnap Quick Menu for PC and Mac automatically pops up after scanning to provide you a variety of ways to be immediately productive with your scans. It can be easily customized to display just your favorites, present a recommendation, and even display custom profiles.

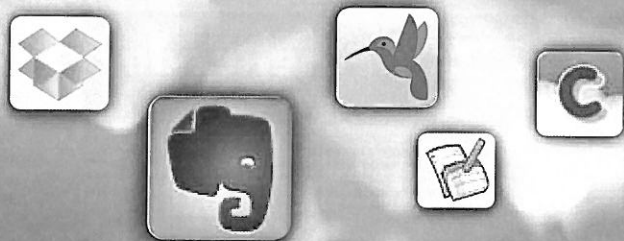
Accelerated Searchable PDF creation

Making PDF files searchable at the point of scanning is a great way to keep them instantly accessible and now you can create a searchable PDF at nearly the same speed as a standard PDF.



Scan to Cloud

For the ultimate in accessibility to your scans across multiple platforms, computers and devices, iX500 provides operators a convenient way to scan directly to your existing Evernote, Dropbox, Google Docs, SugarSync and Salesforce accounts.

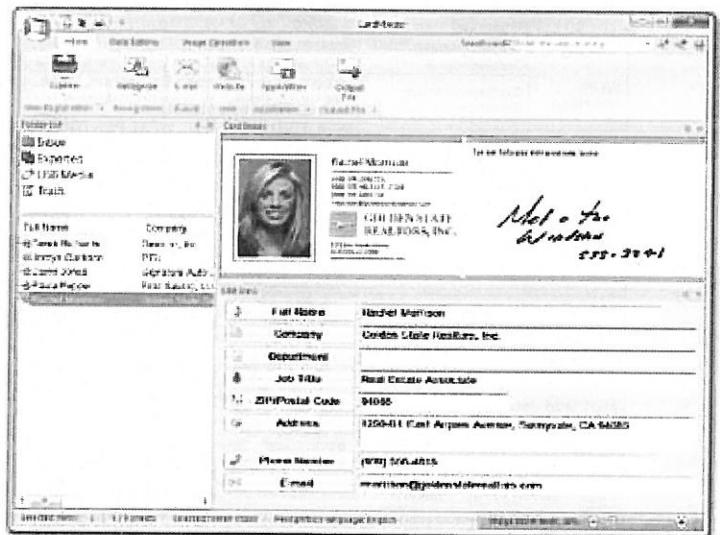


Scan there! ScanSnap Folder

Scan to virtually any application or web service that can open, insert or attach a PDF or JPEG file from your Windows[®] computer.

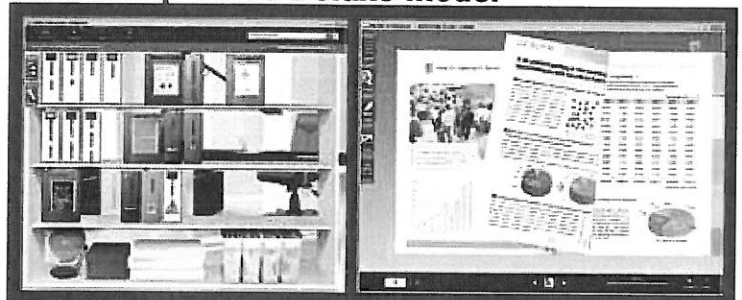


Organize business cards



Scan, store, and edit business card information with the bundled CardMinder software for Mac and PC and even export data into other applications like Address Book, Excel, and Salesforce.

ScanSnap iX500 Deluxe model



For Windows[®] users, Rack2-FileR Smart is a feature-rich scanning and content viewing application incorporating an ultra-intuitive bookcase and binder interface that gives users a familiar and enjoyable interaction with their scanned paperwork. Magic Desktop is designed to organize scans from ScanSnap as well as memos and images from mobile devices and upload your information to Facebook.

General Specifications

Description	ScanSnap iX500 / PA03656-B005	
Scanner type	ADF (Automatic Document Feeder), Duplex scanning	
Scanning modes	Color, grayscale, monochrome, automatic (color / grayscale / monochrome #3 detection)	
Image sensor	Color CIS x 2 (front x 1, back x 1)	
Light source	3 Color LED (Red / Green / Blue)	
Scanning speed (A4 portrait) #1	Auto mode #2	Simplex / Duplex: 25 ppm
	Normal mode	Color / Grayscale: 150 dpi, Monochrome: 300 dpi, Simplex / Duplex: 25 ppm
	Better mode	Color / Grayscale: 200 dpi, Monochrome: 400 dpi, Simplex / Duplex: 25 ppm
	Best mode	Color / Grayscale: 300 dpi, Monochrome: 600 dpi, Simplex / Duplex: 25 ppm
	Excellent mode #3	Color / Grayscale: 600 dpi, Monochrome: 1,200 dpi, Simplex / Duplex: 7 ppm
Document size	Normal mode without Carrier Sheet	A4, A5, A6, B5, B6, Business card, Post card, Letter, Legal and Custom sizes (Max: 216 x 360 mm (8.5 x 14.17 in.), Min: 50.8 x 50.8 mm (2 x 2 in.) #3 / Automatically recognizes document size
	Normal mode with Carrier Sheet #3	Use of a Carrier Sheet permits the scanning of A3, B4, 11 x 17 in. and photographs as well as the document sizes that are listed above
	Long paper scanning #3 #4	863 mm (34 in.)
Paper weight (Thickness)	●A4 to 209 g/m ² (11 to 56 lb) ●A8 size: 127 to 209 g/m ² or 34 to 56 lb ●Cards (ISO7810 ID-1 type conforming) can be used, (thickness 0.76 mm or less) Embossed card : useable (Landscape only)	
Paper chute capacity #5	Maximum 50 sheets (A4, 80 g/m ² or 21 lb)	
USB Interface	USB3.0 / USB2.0 / USB1.1 Supported #5	
Wi-Fi Interface #7	Observed standards	IEEE802.11b / IEEE802.11g / IEEE802.11n
	Communication mode	Infrastructure mode
	Frequency #8	2.412 GHz to 2.462 GHz / 2.412 GHz to 2.472 GHz Indoors, 50 m (Recommended: indoors, within 25 m) *May vary depending on the surrounding environment and the access point to be connected
	Security #9	WPA-PSK (TKIP / AES), WPA2-PSK (TKIP / AES), WEP (64-bit / 128-bit)
Easy installation	WPS2.0 supported (button / PIN code)	
Power requirement	AC 100 to 240 V, 50 / 60 Hz	
Power consumption	USB connected	Operating Mode: 20W or less Sleep Mode: 1.6W or less Auto Standby (Off) Mode: less than 0.4 watt
	Wi-Fi connected	Operating Mode: 20W or less Sleep Mode: 2.5W or less Auto Standby (Off) Mode: less than 0.4 watt
Operation environment	Temperature: 5 to 35 °C (41 to 95 °F) Relative humidity: 20 to 80 % (Non-condensing)	
Dimensions (W x D x H) #10	292 x 159 x 168 mm (11.5 x 6.2 x 6.6 in.)	
Device weight	3.0 kg (6.62 lb)	
Environmental compliance	ENERGY STAR® / RoHS / EPEAT Silver Compliant	
Multifeed detection	Supported (Standard) ultrasonic multifeed detection sensor	
Driver	Specific driver ●Windows®: Does not support TWAIN / ISIS™ ●Mac OS: Does not support TWAIN	

#1 Scanning speeds may vary due to the system environment used. #2 Documents measured approximately 148 mm in length or less are scanned in "Best mode", while other documents are scanned in "Better mode". #3 Only computer connection #4 ScanSnap iX500 is capable of scanning documents that exceed A4 size in length. It supports the scanning of longer documents in all modes, except for "Excellent mode". #5 Maximum capacity varies, depending upon paper weight. #6 Some computers do not recognize the ScanSnap when it is connected to a USB 3.0 port. In this case, please use a USB 2.0 port. #7 Mobile devices that can be connected include iPad / iPhone / iPod touch and Android™ devices. Refer to ScanSnap website for details. #8 Values depends on country. #9 IEEE802.1X Authentication is not supported. #10 Excluding the stacker and other external attachments.

Rack2-File Smart V1.0 / Magic Desktop V1.0 #1 #2 #3 System Requirements

Compatible operating systems	Windows® 8 (32-bit / 64-bit) #4 Windows® 7 (32-bit / 64-bit) SP1 or later Windows Vista® (32-bit / 64-bit) SP2 or later Windows® XP (32-bit) SP3 or later	
Hardware requirements	CPU	Intel® Pentium® 4 1.8 GHz or higher (Recommended: Intel® Core™ 2 Duo 2.2 GHz or higher)
	Memory capacity	2 GB or more (Recommended: 4 GB or more)
	Display	1,024 x 768 pixels or higher
	Disk capacity	System drive #5: 64-bit: 2 GB or more 32-bit: 850 MB or more Installation drive: 1 GB or more disc space #6 *Additional space is required for the data created by Rack2-File Smart and Magic Desktop
Supported scanners	ScanSnap iX500, S1500, S1300i, S1300, S1100	
Supported mobile devices	iOS	Model: iPad series, iPhone series (4 or later), iPod touch series (4th generation or later) OS: iOS 4.3 or later Application: Rack2-File Smart for iOS 1.1.0 or later
	Android	Model: Wi-Fi equipped device with Android OS 2.2 or later OS: Android OS 2.2 or later Application: Rack2-File Smart for Android 1.1.1 or later

#1 This product only supports Microsoft® Windows®. #2 Please refer to the Rack2-File Smart Web site and the Magic Desktop Web site. #3 When installing Magic Desktop, Internet connection is required. #4 Rack2-File Smart is not installed. #5 This is the free capacity required when .NET Framework 4 or later is not installed.

Options

Description	Part number	Remarks
ScanSnap Carrier Sheets #1	PA03360-0013	5 Carrier Sheets Intended for ScanSnap iX500, S1500, S1500M, S510, S510M, S500, S500M and ScanSnap fi-5110E0X series scanners
ScanSnap Bag	PA03951-0651	Intended for ScanSnap iX500, S1500, S1500M, S510, S510M, S500, S500M and ScanSnap fi-5110E0X series scanners and included items

#1 Although ScanSnap Carrier Sheets have a listed lifespan of 500 scans, the lifespan may vary with usage. ScanSnap Carrier sheets are intended to scan paper documents with weights of 127 g/m² or less. They also support the scanning of folded documents that are as large as 216 x 297 mm.

This scanner is designed to digitize materials that can be reproduced lawfully, in accordance with applicable copyright regulations and other laws. ScanSnap users are responsible for how they use this scanner. It is imperative that ScanSnap users comply with all applicable local rules and laws, including, without limitation, copyright laws when using this scanner.

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Fujitsu Computer Products of America, Inc.

1250 East Arques Avenue Sunnyvale, CA 94085-4701 (800) 626-4686 (408) 746-6000
• info@fcpa.fujitsu.com • http://us.fujitsu.com/fcpa

ScanSnap iX500 System Requirements

Windows®

Compatible operating systems	Windows® 8 (32-bit / 64-bit)	Windows® 7 (32-bit / 64-bit) SP1 or later	Windows Vista® (32-bit / 64-bit) SP2 or later	Windows® XP (32-bit) SP3 or later
ScanSnap Manager V6.0 #3	Supported	Supported	Supported	Supported
ScanSnap Organizer V5.0	Supported	Supported	Supported	Supported
CardMinder™ V5.0	Supported	Supported	Supported	Supported
ABBY FineReader for ScanSnap™ 5.0	Supported	Supported	Supported	Supported
Scan to Microsoft® SharePoint® 3.4	Supported	Supported	Supported	Supported
Adobe® Acrobat® Standard	Please refer to the Web site of Adobe Systems Incorporated for latest support information.			
Evernote for Win 4.5	Supported	Supported	Supported	Supported
Hardware requirements #4	CPU #5	Intel® Core™ 2 Duo 2.2 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher)		
	Memory capacity #5	64-bit: 2 GB or more (Recommended: 4 GB or more) 32-bit: 1 GB or more (Recommended: 4 GB or more)		
	Display	1,024 x 768 pixels or higher 800 x 600 pixels or higher		
	Disk capacity #6	4.5 GB free hard disc space for installation		
	DVD-ROM drive	Required for installation #7		
	USB port #5 #8	USB3.0 #9 / USB2.0 / USB1.1		

#1 This product supports Microsoft® Windows®. #2 Please refer to the ScanSnap Web site for latest support information. #3 It is necessary to update ScanSnap Manager to V6.1 in order to use the Wi-Fi connectivity between iX500 and a computer. #4 The ScanSnap device may not work if the connected computer does not meet these requirements. #5 Scanning speeds may drop if recommended CPU, memory capacity and USB 1.1 requirements are not met. #6 .NET Framework 3.5 SP1 will be installed (requires 500 MB of disk space) together with either ScanSnap Manager, ScanSnap Organizer or CardMinder for systems that do not have .NET Framework 3.5 SP1 installed. #7 If you have no DVD-ROM drive, please visit the following web page: http://scansnap.fujitsu.com/g-support/en/. #8 ScanSnap operates on both USB 2.0 and USB 3.0 without any difference in performance. #9 Some computers do not recognize the ScanSnap when it is connected to a USB3.0 port. In this case, please use a USB2.0 port. #10 System requirements may change depending on the duration of support and the support policy of the companies that make the software listed in the table above.

Mac OS

Compatible operating systems	OS X v10.8 (Recommended: 10.8.1 or later)	Mac OS X v10.7 (Recommended: 10.7.4 or later)	Mac OS X v10.6 (Recommended: 10.6.8)
ScanSnap Manager V6.0 #3	Supported	Supported	Supported
CardMinder™ V5.0	Supported	Supported	Supported
ABBY FineReader for ScanSnap™ 5.0	Supported	Supported	Supported
ABBY FineReader Express Edition for Mac 8.3	Supported	Supported	Supported
Evernote for Mac 3.3	Supported	Supported	Supported
Hardware #4	CPU #5	Intel® Core™ 2 Duo 2.4 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher)	
	Memory capacity #5	2 GB or more (Recommended: 4 GB or more)	
	Display	1,024 x 768 pixels or higher	
	Disk capacity #6	2.8 GB free hard disc space for installation	
	DVD-ROM drive	Required for installation #7	
	USB port #5 #7	USB3.0 #8 / USB2.0 / USB1.1	

#1 This product supports Mac operating systems. #2 Please refer to the ScanSnap Web site for latest support information. #3 It is necessary to update ScanSnap Manager to V6.1 in order to use the Wi-Fi connectivity between iX500 and a computer. #4 The ScanSnap device may not work if the connected computer does not meet these requirements. #5 Scanning speeds may drop if recommended CPU, memory capacity and USB 1.1 requirements are not met. #6 If you have no DVD-ROM drive, please visit the following web page: http://scansnap.fujitsu.com/g-support/en/. #7 ScanSnap operates on both USB 2.0 and USB 3.0 without any difference in performance. #8 Some computers do not recognize the ScanSnap when it is connected to a USB 3.0 port. In this case, please use a USB 2.0 port. #9 System requirements may change depending on the duration of support and the support policy of the companies that make the software listed in the table above.

Software

Driver #1 #2 #3	Windows®	Mac OS
	ScanSnap Manager V6.0	ScanSnap Manager V6.0
	ScanSnap Organizer V5.0	-
	CardMinder™ V5.0	CardMinder™ V5.0
	ABBY FineReader for ScanSnap™ 5.0	ABBY FineReader for ScanSnap™ 5.0
	Scan to Microsoft® SharePoint® 3.4	ABBY FineReader Express Edition for Mac 8.3
	Adobe® Acrobat® Standard	-
	Evernote for Win 4.5	Evernote for Mac 3.3

#1 TWAIN or ISIS™ applications cannot be used directly. #2 "One Touch" image file (JPEG, PDF and searchable PDF) generation. These functions are operable with ScanSnap Manager (ScanSnap specific driver). #3 It is necessary to update ScanSnap Manager to V6.1 in order to use the Wi-Fi connectivity between iX500 and a computer.

Included items

- ScanSnap ● AC cable ● AC adapter ● USB cable (USB 3.0 supported) ● Safety Precautions
- Setup DVD-ROM ● Adobe® Acrobat® DVD-ROM ● ScanSnap Carrier Sheet
- Rack2-File Smart with Magic Desktop (Bundled with ScanSnap iX500 Deluxe)

We recommend the use of our genuine products for the consumables. Failures, troubles, and damage of the product resulting from the use of consumables other than our genuine products are subject to repair fees even within the warranty period.

Consumables

Description	Part number	Remarks
Roller Set	PA03656-0001	Lifetime: Every 200,000 sheets or one year. (For ScanSnap iX500 only)
F1 Cleaner	PA03950-0352	100 ml bottle For use on the Brake roller and Pick roller
Cleaning Wipe	PA03950-0419	1 pack (24 sheets) For use on the Brake roller and Pick roller

These recommended lifetimes are for 80 g/m² (21 lb) A4 sized documents. Therefore, appropriate replacement lifetimes may vary for other document types.



ABBY™ FineReader™ Engine ©2011 ABBYY, OCR by ABBYY
ABBY and FineReader are trademarks of ABBYY.

This scanner is designed to digitize materials that can be reproduced lawfully, in accordance with applicable copyright regulations and other laws. This product is a green product and Fujitsu promotes recycling for the scanner. ScanSnap users are responsible for how they use this scanner. It is imperative that ScanSnap users comply with all applicable local rules and laws, including, without limitation, copyright laws when using this scanner.



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 Vendor Preference, if applicable.

1. Application is made for 2.5% 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% 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% 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% 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% 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% 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.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: Aspon Technologies Signed: [Signature]
Date: Oct 28th, 2014 Title: President

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

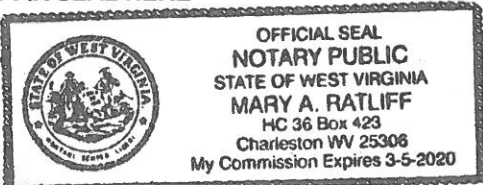
WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Aspen Technologies
Authorized Signature: [Signature] Date: Oct 28th, 2014

State of West Virginia
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 28 day of October, 2014.
My Commission expires 3-5-20, 20 .

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]
Purchasing Affidavit (Revised 07/01/2012)

REQUEST FOR QUOTATION
CRFQ 0511 BCF150000001 Fujitsu ScanSnap ix500 Document Scanner, or equal.

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Health and Human Resources, Bureau for Children and Families to establish a contract for the one time purchase of 144 Fujitsu ScanSnap ix500 document scanners, or equal. The Bureau for Children and Families staff will use the scanners in the Document Imaging Project.

THIS PROCUREMENT IS TO BE MADE FROM FUNDS WHICH REQUIRE DELIVERY, ACCEPTANCE AND PAYMENT BY DECEMBER 31, 2014. ANY FAILURE ON THE PART OF THE SUCCESSFUL VENDOR TO MEET ANY DELIVERY OR INVOICING SPECIFICATION HEREIN MAY RESULT IN CANCELLATION OF THE CONTRACT. ANY BID WHICH CONTAINS DELIVERY TERMS WHICH CANNOT MEET THE DELIVERY REQUIREMENTS HEREIN MAY BE DISQUALIFIED.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 **“Contract Item”** means Fujitsu ScanSnap ix500 document scanner, or equal.

2.2 **“CRFQ”** or **“RFQ”** means the official Request for Quotation published by the Purchasing Division and identified as CRFQ 0511 BCF150000001.

3. **GENERAL REQUIREMENTS:**

- 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.

3.1.1 ScanSnap Document Scanners, or equal.

3.1.1.1 Document scanner must be sheet fed.

3.1.1.2 Document scanner must be USB compatible.

3.1.1.3 Document scanner must be a desktop model.

REQUEST FOR QUOTATION
CRFQ 0511 BCF150000001 Fujitsu ScanSnap ix500 Document Scanner, or equal.

4. CONTRACT AWARD:

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

4.2 Pricing Page: Vendor should complete their bid by providing a Unit Price for Commodity Lines on the Request for Quotation. If responding to the Request for Quotation on paper, vendors should also provide a Total Price for each Commodity line by multiplying their bid Unit Price by the listed Quantity for each line. Vendor should provide bids for all commodity lines, as failure to do so may result in Vendor's bid being disqualified.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Robert.p.kilpatrick@wv.gov

(Note: there is no separate, electronic Pricing Pages for this solicitation. Vendors responding on paper should use the printed Request for Quotation document.)

5. PAYMENT:

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

5.2 Invoicing: **VENDOR MUST INVOICE AGENCY IMMEDIATELY UPON DELIVERY OR CONFIRMATION OF RECEIPT OF DELIVERY, SO THAT AGENCY CAN MAKE PAYMENT BEFORE DECEMBER 31, 2014.**

REQUEST FOR QUOTATION
CRFQ 0511 BCF150000001 Fujitsu ScanSnap ix500 Document Scanner, or equal.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 30 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to the various Ship To locations listed in the Request for Quotation.

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

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

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

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

3 Scanners

DHHR Calhoun County
Attn: Joe Johnson
350 Main Street
Grantsville, WV 26147
304-354-6118

6 Scanners

DHHR Marion County
Attn: Paula Taylor
9083 Middletown Mall
White Hall, WV 26554
304-368-4420

5 Scanners

DHHR Harrison County
Attn: James Cox
633 West Pike Street
Clarksburg, WV 26302
304-627-2295

4 Scanners

DHHR Wetzel County
Attn: Mickie Hall
1236 North State Route 2
New Martinsville, WV 26155
304-455-0920

5 Scanners

DHHR Ohio County
Attn: Mark Paree
69 16th street
Wheeling, WV 26003
304-232-4411

Cont.

Cont.

4 scanners

DHHR Ritchie County
Attn: Cree LeMasters
220 W. Main Street
Harrisville, WV 26362
304-643-2934

10 Scanners

DHHR Wood County
Attn: Delbert Casto
400 5th Street
Parkersburg, WV 26102
304-420-2560

2 Scanners

DHHR Boone County
Attn: Gary Barker
156 Resource Lane
Foster, WV 25081
304-369-7802

7 Scanners

DHHR Cabell County
Attn: Eric Dotson
2699 Park Avenue, Suite 100
Huntington, WV 25704
304-528-5800

6 Scanners

DHHR Jackson County
Attn: Maureen Rogers
4285 Cedar Lakes Drive
Ripley, WV 25271
304-372-7885

12 Scanners

DHHR Kanawha County
Attn: Anita Adkins
4190 W. Washington Street
Charleston, WV 25313
304-746-2360

Cont.

Cont.

3 Scanners

Attn: Amy Booth
8209 Court Avenue
Hamlin, WV 25523
304-824-5811

3 Scanners

DHHR Logan County
Attn: Darlene Ables
130 Stratton Street
Logan, WV 25601
304-792-7095

3 Scanners

DHHR Mingo County
Attn: Carolyn Sansom
203 East Third Avenue
Williamson, WV 25661
304-235-4680

3 Scanners

DHHR Putnam County
Attn: Lance Whaley 3405
Winfield Road
Winfield, WV 25213
304-586-1520

3 Scanners

DHHR Wayne County
Attn: Hope Smith
26452 East Lynn Road
Wayne, WV 25570
304-272-6311

10 Scanners

DHHR Customer Service
Attn: Char Litteral
350 Capitol Street, 6th Floor
Charleston, WV 25301
304-356-5010

Cont.

Cont.

3 Scanners

DHHR Barbour County
Attn: Heather Grogg
235 Barrett Street Grafton,
WV 26354 304-265-6103

6 Scanners

DHHR Berkeley County
Attn: Katheryn Bradley 433
Mid-Atlantic Park
Martinsburg, WV 25401
304-267-0100

3 Scanners

DHHR Grant County
Attn: Eric Phillips
15 Grant Street
Petersburg, WV 26847
304-257-4211

2 Scanners

DHHR Hampshire County
Attn: Susan Radko
18 N. Tornado Way
Keyser, WV 26726
304-788-4150

2 Scanners DHHR

Lewis County
Attn: Mary Austin
91 Arnold Avenue
Weston, WV 26452
304-269-6820

Cont.

Cont.

2 Scanners

DHHR Randolph County
Attn: Michael Phillips
1027 N. Randolph Avenue
Elkins, WV 26241
304-637-5560

3 Scanners

DHHR Clay County
Attn: Brenda Douglas
94 Main Street
Clay, WV 25043
304-587-4268

3 Scanners

DHHR Nicholas County
Attn: Susie Phillips
1073 Arbuckle Road
Summersville, WV 26651
304-872-0803

3 Scanners

DHHR Fayette County
Attn: Terri Massey
1400 Virginia Street
Oak Hill, WV 25901
304-465-9613

5 Scanners

DHHR Greenbrier County
150 Maplewood Avenue
Lewisburg, WV 24901
304-647-7476

6 Scanners

DHHR Raleigh County
Attn: Yvette Barrett
407 Neville Street
Beckley, WV 25801
304-256-6930

Cont.

Cont.

3 Scanners

DHHR Wyoming County
Attn: Linda Bishop
HC 72 Box 300, Route 97
Pineville, WV 24874
304-732-6900

3 Scanners

DHHR McDowell County
Attn: Veronica Cummings
840 Virginia Avenue
Welch, WV 24801
304-436-8302

5 Scanners

DHHR Mercer County
Attn: Diane Key
200 Davis Street
Princeton, WV 24739
304-425-8738

6 scanners

WVDHHR Division of Planning and Quality Improvement
Attn: Jeff Posten
350 Capitol St. B-18
Charleston, WV 25301
304 546-4961

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

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

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

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

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

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

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

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

Question Submission Deadline: Thursday, October 16, 2014 by 5:00pm EST

Submit Questions to: Robert P Kilpatrick, Senior Buyer, File 22
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: robert.p.kilpatrick@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:

BUYER: Robert P Kilpatrick, File 22

SOLICITATION NO.: CRFQ 0511 BCF150000001

BID OPENING DATE: Wednesday, October 29, 2014

BID OPENING TIME: 1:30pm EST

FAX NUMBER: 304-558-3970

In the event that Vendor is responding to a request for proposal, and chooses to respond in a manner other than by electronic submission through wvOASIS, the Vendor shall submit one original technical and one original cost proposal plus ^{na} convenience copies of each to the Purchasing Division at the address shown above. Additionally, if Vendor does not submit its bid through wvOASIS, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

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

Bid Opening Date and Time: October 29, 2014 at 1:30pm EST
Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

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

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
10. **ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
12. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
13. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the

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

17. **WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.3. **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4. **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.5. **"Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.6. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.7. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

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

Term Contract

Initial Contract Term: This Contract becomes effective on _____ and extends for a period of _____ year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

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

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

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

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

Other: See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
- Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND: All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of NA. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of NA or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

NA

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

NA

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

9. **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.
10. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.
11. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of NA for _____.
This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 12. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Award Document, upon receipt.
- 13. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.
- 15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 16. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 18. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable law.
- 20. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with

prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

21. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
22. **MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.
23. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
24. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
25. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
26. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
27. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
28. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

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

30. DISCLOSURE: Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code §§ 29B-1-1 et seq. and the competitive bidding laws found West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. A legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information WILL NOT BE HONORED.

Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

31. LICENSING: In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

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

33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

34. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but

not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

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

- 41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

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

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

For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

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

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

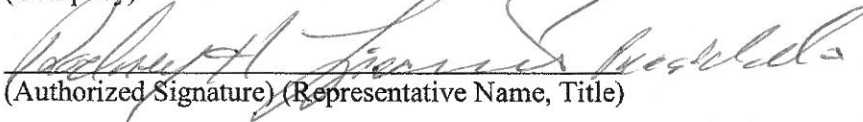
This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

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

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Aspen Technologies
(Company)


(Authorized Signature) (Representative Name, Title)

304-399-3023 304-342-4638
(Phone Number) (Fax Number) (Date)