




The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.



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About



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Procurement

Budgeting

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Solicitation Response(SR)

Dept: 0212

ID: ESR04281600000005242

Ver.: 1

Function: New

Phase: Final

Modified by batch , 05/12/2016

Header

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 194707

Procurement Type: Central Master Agreement

Vendor ID: 000000206643



Legal Name: TRI DATA INC

Alias/DBA:

Total Bid: \$296,175.00

Response Date: 05/06/2016



Response Time: 15:04

SO Doc Code: CRFQ

SO Dept: 0212

SO Doc ID: SWC1600000008

Published Date: 5/2/16

Close Date: 5/12/16

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum #2 Records Management and Off-Site storage

Total of Header Attachments: 0

Total of All Attachments: 0



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

State of West Virginia
Solicitation Response

Proc Folder : 194707

Solicitation Description : Addendum #2 Records Management and Off-Site storage service

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2016-05-12 13:30:00	SR 0212 ESR04281600000005242	1

VENDOR

000000206643

TRI DATA INC

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
(304) 558-8801
stephanie.l.gale@wv.gov

Signature X

FEIN #

DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Item #1 Transfer Existing Records to New Storage	230000.00000 CF		\$0.500000	\$115,000.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.11 The Vendor must transfer existing records to the new storage facility. Cost Per Cubic Feet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Item #2 Indexing of Existing Records	230000.00000 BOX		\$0.500000	\$115,000.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.12 Contract Item #2: The Vendor must index existing records. Cost Per Box.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Contract Item #3 Monthly Storage Fee	230000.00000 CF		\$0.260000	\$59,800.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.13 The Vendor must accommodate storage of a minimum of 230,000 cubic feet for the State's records. Monthly Cost Per Cubic Foot.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Contract Item #4: Storage Boxes	120.00000	EA	\$3.000000	\$360.00

Comm Code	Manufacturer	Specification	Model #
44111515			

Extended Description : 4.1.14 Contract Item #4: The Vendor must provide storage boxes; Dimensions: 10"Wx12"Lx15"H. Cost Per Box

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Contract Item #5: Records Pick Up	120.00000	BOX	\$1.750000	\$210.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.15 Contract Item #5: The Vendor must pick up the records within a maximum of five (5) business days after written notification by the Agency. Cost Per Box.
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Contract Item #6: Indexing New Records	120.00000	BOX	\$0.750000	\$90.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.16 Contract Item #6: The Vendor must index all new records. Cost Per Box.
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Contract Item #7: Documents Retrieval (3 Business Day)	36.00000	EA	\$1.750000	\$63.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.17 Contract Item #7: The Vendor must retrieve any documents in storage and provide a digitalized version of the documents when requested by any Agency within a maximum of three (3) business days. The request must be completed during normal business hours. 4.1.17.3 The Vendor must upload the digitalized document to a secure server and provide a hyperlink to the customer by
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Contract Item #7.1: Documents Retrieval 1-50 pages	36.00000	EA	\$10.000000	\$360.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.17.1 Contract Item #7.1: Cost Per Request for 1-50 pages 4.1.17.3 The Vendor must upload the digitalized document to a secure server and provide a hyperlink to the customer by email so the document can be accessed.
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Contract Item #7.2: Documents Retrieval 51-200 pages	36.00000	EA	\$15.000000	\$540.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.17.2 Contract Item #7.2: Cost Per Request for 51-200 pages 4.1.17.3 The Vendor must upload the digitalized document to a secure server and provide a hyperlink to the customer by email so the document can be accessed.
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Contract Item #8: Emergency Documents Retrieval (1 Day)	36.00000	EA	\$1.750000	\$63.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.18 Contract Item #8: The Vendor must retrieve any documents in storage and provide a digitalized version of the documents when requested by an Agency sending a written Emergency notification within a maximum of one (1) business day. 4.1.18.3 The Vendor must upload the digitalized document to a secure server and provide a hyperlink to the customer by
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Contract Item #8.1: Emergency Documents Retrieval 1-50 pages	36.00000	EA	\$10.000000	\$360.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.18.1 Contract Item #8.1: Cost Per Request for 1-50 pages 4.1.18.3 The Vendor must upload the digitalized document to a secure server and provide a hyperlink to the customer by email so the document can be accessed.
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Contract Item #8.2: Emergency Documents Retrieval 51-200 pgs	36.00000	EA	\$15.000000	\$540.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description :	4.1.18.2 Contract Item #8.2: Cost Per Request for 51-200 pages 4.1.18.3 The Vendor must upload the digitalized document to a secure server and provide a hyperlink to the customer by email so the document can be accessed.
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Contract Item #9: Documents Retrieval (3 Business Day)	36.00000	EA	\$1.750000	\$63.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.19 Contract Item #9: The Vendor must retrieve any document in storage and deliver it to the requesting Agency within three (3) business days of written notification. Documents must be delivered during normal business hours.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Contract Item #9.1: Documents Retrieval 1-50 pages	36.00000	EA	\$1.750000	\$63.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.19.1 Contract Item #9.1: Cost Per Request for 1-50 pages

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Contract Item #9.2: Documents Retrieval 51-200 pages	36.00000	EA	\$1.750000	\$63.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.19.2 Contract Item #9.2: Cost Per Request for 51-200 pages

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Contract Item #10: Emergency Documents Retrieval (1 Day)	36.00000	EA	\$10.000000	\$360.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.20 Contract Item #10: The Vendor must retrieve any document in storage and deliver it to requesting Agency within one (1) business day if it is an Emergency.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Contract Item #10.1: Emergency Documents Retrieval 1-50 pgs	36.00000	EA	\$10.000000	\$360.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.20.1 Contract Item #10.1: Cost Per Request for 1-50 pages

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Contract Item #10.2: Emergency Documents Retrieval 51-200 pg	36.00000	EA	\$10.000000	\$360.00

Comm Code	Manufacturer	Specification	Model #
78131804			

Extended Description : 4.1.20.2 Contract Item #10.2: Cost per Request for 51-200 pages

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Contract Item #11: Destruction of Paper Documents	120.00000	BOX	\$6.000000	\$720.00

Comm Code	Manufacturer	Specification	Model #
80161508			

Extended Description : 4.1.21 Contract Item #11: The Vendor must provide destruction of specified documents at the Agency's written request. Documents must be destroyed by a crosscut shredder for paper documents. Cost Per Box

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Contract Item #12: Destruction of Microfilm	120.00000	BOX	\$15.000000	\$1,800.00

Comm Code	Manufacturer	Specification	Model #
80161508			

Extended Description : 4.1.22 Contract Item #12: The Vendor must provide destruction of Microfilm at the Agency's request. Microfilm must be shredded at a minimum of 1/35" strip or smaller. Cost Per Box

SOLICITATION NUMBER: CRFQ SWC1600000008

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:

1. Change bid opening date and time to May 12, 2016 @ 1:30pm.
2. To provide revised specifications.
3. To change the description of Contract Item #1 to "Cost Per Box", and to change the unit of measurement for Contract Item #2 to "BOX".
4. To provide responses to technical questions.

End of Addendum #2.

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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 checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" 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.

Tri-Data, Inc.
Company

Thomas B. Smith
Authorized Signature

5/6/16
Date

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

REQUEST FOR QUOTATION
State Wide Contract for Records Management

- 9.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 9.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Thomas Smirl
Telephone Number: 304-429-8007
Fax Number: 304-429-1600
Email Address: tsmirl@tri-data.com

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.

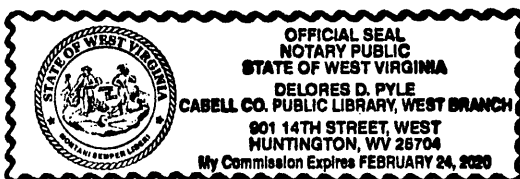
DEFINITIONS:

"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: Tri-Data, Inc.Authorized Signature: Thomas B. Smith Date: 4/28/16State of West VirginiaCounty of Cabell, to-wit:Taken, subscribed, and sworn to before me this 28 day of April, 2016My Commission expires 2/24/2020, 20 **AFFIX SEAL HERE****NOTARY PUBLIC**Delores D. Pyle*Purchasing Affidavit (Revised 07/01/2012)*

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: Tri-Data, Inc.

Signed: Thomas B. Smith

Date: 4/28/16

Title: President

EXHIBIT A – Pricing Page
Records Management - Offsite Storage and Destruction

Commodity Line Number	Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
4.1.11 Contract Item #1	Transferring Existing Records to New Storage Facility	per Box	230,000.00	0.50	115,000.00
4.1.12 Contract Item #2	Indexing Existing Records	per Box	230,000.00	0.50	115,000.00
4.1.13 Contract Item #3	Monthly Storage Fee	Per Cubic Foot	230,000.00	0.26	59,800.00
4.1.14 Contract Item #4	Storage Boxes	Each	120.00	3.00	360.00
4.1.15 Contract Item #5	Records Pick Up	Box	120.00	1.75	210.00
4.1.16 Contract Item #6	Indexing New Records	Box	120.00	0.75	90.00
4.1.17 Contract Item #7	Documents Retrieval (3 Business Day Request)	Each	36.00	1.75	63.00
4.1.17.1 Contract Item #7.1	1-50 pages	Each	36.00	10.00	360.00
4.1.17.2 Contract Item #7.2	51-200 pages	Each	36.00	15.00	540.00
4.1.18 Contract Item #8	Emergency Documents Retrieval (1 Business Day Request)	Each	36.00	1.75	63.00
4.1.18.1 Contract Item #8.1	1-50 pages	Each	36.00	10.00	360.00
4.1.18.2 Contract Item #8.2	51-200 pages	Each	36.00	15.00	540.00
4.1.19 Contract Item #9	Documents Retrieval (3 Business Day Request for Delivery)	Each	36.00	1.75	63.00
4.1.19.1 Contract Item #9.1	1-50 pages	Each	36.00	1.75	63.00
4.1.19.2 Contract Item #9.2	51-200 pages	Each	36.00	1.75	63.00
4.1.20 Contract Item #10	Emergency Documents Retrieval (1 Business Day Request For delivery)	Each	36.00	1.75	63.00
4.1.20.1 Contract Item #10.1	1-50 pages	Each	36.00	10.00	360.00
4.1.20.2 Contract Item #10.2	51-200 pages	Each	36.00	10.00	360.00
4.1.21 Contract Item #11	Destruction of Paper Documents	Box	120.00	6.00	720.00
4.1.22 Contract Item #12	Destruction of Microfilm	Box	120.00	15.00	1,800.00
			Total Cost	295,878.00	



TRI-DATA, INC. STATEMENT OF CAPABILITIES

Overview

TRI-DATA, Inc. is a privately owned West Virginia business established in an Economic Empowerment Zone. Headquartered in Huntington, W.Va., we specialize in providing quality document management and conversion services and products to customers within a 250 mile radius of our Tri-State area.

Established in 1989, TRI-DATA has built a strong record of customer satisfaction by taking the time to understand individual business needs and determining the most cost effective and efficient, value added solutions. Our goal is to build long term relationships with our customers and aid them in growing successful businesses through proper technology deployment.

Experienced In :

Document Storage and Retrieval Services : We provide a clean, climate controlled environment for proper preservation of documents and storage media. Standardized container system with bar code identification insures accurate information on location, volume and billing information. Security systems and HIPAA compliance standards guarantee confidentiality of documents. Various methods of retrieval range from delivery to fax to electronic web-based data repository.

Digital Conversion Services : Using high speed, quality Kodak scanners and Digitech software systems, we convert paper documents to digital images for pennies an image. Our fully staffed service bureau provides not only fast turnaround on your conversion needs, but our Quality Department checks every project before it is completed to insure the accuracy and integrity of your data.

In addition to document conversion to digital, we also convert microfilm/microfiche to digital, video to digital and large format documents such as blue prints and maps to digital.

DataVault Data Warehousing Services : The proper storage of data is essential to a successful electronic document solution. While we are equipped to provide proper hardware and software specifications for in-house data storage, our DataVault services provide a much more economical and flexible solution. All data is encrypted and password secured by group or individual access. Your data instantly becomes networked by the availability of any internet access, which eliminates costly upfront investment costs for our customers.

Disaster Recovery Planning : Our professionals can sit down with you and set up disaster Recovery plans for all your business needs. This includes, but is not limited to, off-site climate controlled storage of backup tapes and discs, online data backup services, digital conversion and duplication services. We can design a personal plan for safeguarding your data.

Contracting Experience

Since 1989 TRI-DATA has worked as a prime contractor with several commercial entities such as Thomas Memorial Hospital, CDI Shared Services of W.Va., Davis Memorial Hospital, Ashland Marathon, Clarksburg Surgical Center, The City of Hurricane, Our Lady of Bellefonte Hospital, Cabell County Courthouse, Kings Daughters Medical Center, First State Bank of Barboursville, St. Claire Regional Medical Center, Autism Services, Highlands Regional Hospital, Pikeville Independent School System, Tri-State MRI, and the Wayne County Board of Education. We have well over 100 customers that we provide Document Management services to, in a “Customer First” manner.

Capabilities/Focus

TRI-DATA, Inc.’s commitment is to provide full service solutions for all business’s document management and office administration needs. Our service goal is to provide the most economical and efficient solution for our customers based on their individual criteria. HIPAA compliance and security are top priorities in all of our solutions as we look for ways to make your data work for you.