



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.

Header 1

General Information[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 319941

Procurement Type: Central Purchase Order

Vendor ID: 000000206345

Legal Name: ACCESS SYSTEMS

Alias/DBA:

Total Bid: \$61,775.52

Response Date: 08/08/2017

Response Time: 10:58

SO Doc Code: CRFQ

SO Dept: 0432

SO Doc ID: DCH1800000001

Published Date: 8/4/17

Close Date: 8/8/17

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum 3 - Microfilm
Scanner/Viewers for Archives

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Microfiche or microfilm viewers	6.00000	EA	\$10,295.920000	\$61,775.52

Comm Code	Manufacturer	Specification	Model #
45112001			

Extended Description :	Microfiche or microfilm viewers
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Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
27 - Miscellaneous

Proc Folder: 319941

Doc Description: Microfilm Scanner/Viewers for Archives

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2017-07-07	2017-07-26 13:30:00	CRFQ 0432 DCH1800000001	1

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:

Access Systems
4108 MacCorkle Ave SE
Charleston, WV 25304
304-340-4288

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers
(304) 558-2063
michelle.l.childers@wv.gov

Signature X

FEIN # 550684486

DATE 8/8/17

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

ADDITIONAL INFORMATION:

Addendum

Addendum No. 3 issued to publish and distribute the attached information to the vendor community.

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Request for Quotation

The West Virginia Division of Culture and History is soliciting bids to establish a contract for the one-time purchase of six microfilm scanner/viewers.

INVOICE TO		SHIP TO	
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV25305-0300 US		RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Microfiche or microfilm viewers	6.00000	EA	\$10,295.92	\$61,775.52

Comm Code	Manufacturer	Specification	Model #
45112001	Crowley	USA MICAFICHE	USCANT

Extended Description :
Microfiche or microfilm viewers

SOLICITATION NUMBER: CRFQ DCH1800000001

Addendum Number: 03

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:

This addendum is issued to modify the solicitation per the attached documentation and the following:

1. To publish vendor questions and agency responses.

No other changes.

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

Vendor Questions and Agency Answers

CRFQ DCH1800000001

Microfilm Scanner/Viewers for Archives

Q1) Are all the units to be delivered and installed in one location?
If there are different locations in WV, can the addresses of the locations be provided?

A1) Yes

Q2) The Solicitation requires that Onsite Maintenance Agreement be provide for 3 years.
It also appears that an additional 3 years maintenance is required per the language of the clause.
Can you please clarify how many years of onsite maintenance is required for this bid? Should the
initial three years be included in the total price and the additional 3 years be listed as an Option?
Please clarify!
Please see below the screen shot of the onsite agreement clause (Page 23, Clause # 2.8)

2.8 "On-site Maintenance Agreement" Initial three-year agreement for scheduled routine maintenance (inspection, cleaning, performance of any repairs and/or adjustments needed) on site every three months, plus service calls for trouble-shooting and repair on site as needed, with technician on site within 10 days of initial request for service. Shipping of machine off site is to be considered only if repair has been attempted on site and cannot be made on site. After the initial three-year period, an additional three-year agreement on the same terms with annual renewal is to be included.

A2) The initial agreement was for a three year-period, while the second three-year agreement is to be renewed annually.

Q3) Can we submit the our response to the solicitation by email to you?

A3) No. Please submit your response via wvOASIS.gov using the Vendor Self Service (VSS) portal. Other acceptable submissions may be received via mail, common carrier, hand delivery or fax.

Q4) 2.8 "On-Site Maintenance Agreement"

Please verify that scheduled routine maintenance will be required to be performed on site every 3 months. Manufacturers of this type of equipment only recommend routine or periodic maintenance once every 12 months. If quarterly periodic maintenance is required, will the agency provide an on-site contact and documentation that will provide information on maintenance concerns and certify that quarterly maintenance requirements are being accomplished?

A4) The Agency concurs with the Manufacturer's maintenance recommendations. Maintenance will be performed every Twelve (12) months.

Q5) Please clarify the last sentence- "After the initial three-year period, an additional three year agreement on the same terms with annual renewal is to be included" Is this a total of 6 years of on-site service to be included? If not, will the pricing of the subsequent 3 years of service be negotiated at that time? The pricing page does not itemize the hardware and service costs.

A5) No, a three-year agreement, then another agreement for three years (with a set price) that would be renewed annually.

Q6) 2.9 & 3.1.1.4 Vendapin payment system"

Is the agency only going to charge for printed images through the Vendapin payment system and not charging for digital images that are saved to a patron's flash drive?

A6) The Agency will charge for printed images and electronic files saved to flash drive.

Q7) 3.1.1.2 "Color microfilm capable"

Color film is rare. Does the agency have color film? If we supply a color slide/photo scanner separate will this be acceptable?

A7) Yes, the Agency has Color Film. Yes, a separate color slide/photo scanner will be acceptable.

Q8) 1.1.7 "electro-mechanical controls"

Is touchscreen capability an acceptable alternative to an electro-mechanical control?

A8) No, a touchscreen capability is not an acceptable alternative to an electro-mechanical control.

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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" 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.

Access Systems
Company

[Signature]
Authorized Signature

8/10/17
Date

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

Rev. 04/14

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: Access SystemsSigned: [Signature]Date: 8/8/17Title: UP OS Operations

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

JASON KNAPP VP of Operations
(Name, Title)


4108 MacConkete Ave SE Charleston WV 25304
(Address)

304 340 4288 / 304 340 4293
(Phone Number) / (Fax Number)

Sales@accesswv.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

Access Systems
(Company)

 VP of Oper
(Authorized Signature) (Representative Name, Title)

JASON A KNAPP VP of Oper
(Printed Name and Title of Authorized Representative)

8/8/17
(Date)

304-340-4288 / 304-340-4293
(Phone Number) (Fax Number)

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: Access Systems
Authorized Signature: _____ Date: 6/7/17

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

Taken, subscribed, and sworn to before me this 7th day of June, 2017
My Commission expires March 11, 2022

NOTARY PUBLIC Sabrina Clark

Purchasing Affidavit (Revised 08/01/2015)

