



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DMV100072

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 804-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES

 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/18/2010				

BID OPENING DATE: 03/18/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 2 *****						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE AND TIME, AND PROVIDE THE ATTACHED MANDATORY PRE-BID SIGN IN SHEET.						
BID OPENING IS CHANGED TO: 03/18/2010 AT 1:30 PM						
0001	1	EA		915-68-03-001		
IMAGE FILES, CONVERSION SERVICES						
***** THIS IS THE END OF RFQ DMV100072 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services
6. Interest may be paid for late payment in accordance with the *West Virginia Code*
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder

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

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

DMV100072

Date:

01/28/2010

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	3 M
Firm Address:	3 M Center 225-4th-14 St. Paul, MN 55144-1000
Representative Attending:	Robb Boros
Phone Number:	651-575-0906
Fax Number:	651-733-2574
Email Address:	RJBOROS@mmm.com

Firm Name:	CBN. SECURE TECHNOLOGIES INC.
Firm Address:	350 STINSON DRIVE DANVILLE VA, 24540
Representative Attending:	JASON ARENDZ / DAN SANCHEZ
Phone Number:	613-722-3421
Fax Number:	613-722-8494
Email Address:	d.sanchez@cbnco.com

Firm Name:	Software Information Systems LLC
Firm Address:	200 Association Drive Suite 200 Charleston, WV 25311
Representative Attending:	Charles D. Annett
Phone Number:	304 768-1645
Fax Number:	304 768-1671
Email Address:	charnett@hinksys.com

Firm Name:	William D. Totten
Firm Address:	DMV
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Margus ID Systems
Firm Address:	2829 Superior Ridge Drive Fort Wayne, IN 46808
Representative Attending:	Michelle Steingeyer (for Mark)
Phone Number:	260-615-6340, 260-497-6497
Fax Number:	260-497-6497 260-818-2087
Email Address:	Mark@a.marguis-id.com

Firm Name:	Datacard Group
Firm Address:	1111 Bren Road West Minnetonka, MN 55313
Representative Attending:	Kathleen Synstgaard
Phone Number:	952-988-1836
Fax Number:	952-988-1536
Email Address:	Kathleen-Synstgaard@datacard.com

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Firm Name:	Office of Technology
Firm Address:	
Representative Attending:	Peter C. M. Lohrke
Phone Number:	(304) 558-5472 x 888
Fax Number:	
Email Address:	pat.m.wehrle@dmv.gov

Firm Name:	DMV Winfield
Firm Address:	
Representative Attending:	Debra N. Noffsinger
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	MORPHOTRAK, INC.
Firm Address:	113 S. COLUMBUS ST. SUITE 400 ALEXANDRIA, VA 22314
Representative Attending:	DAVID J. KLUG CSK
Phone Number:	630-551-5417
Fax Number:	703-706-9549
Email Address:	DAVID.KLUG@MORPHOTRAK.COM

Firm Name:	DMV
Firm Address:	
Representative Attending:	Zoe Bender
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	MorphoTrak, Inc.
Firm Address:	1250 N. TUSTIN AVE ANAHEIM, CA 92807
Representative Attending:	JUAN MARTINEZ
Phone Number:	909-969-1293
Fax Number:	714-238-2009
Email Address:	JUAN.MARTINEZ@morphotrak.com

Firm Name:	DMV
Firm Address:	
Representative Attending:	Cathy Beane
Phone Number:	
Fax Number:	
Email Address:	

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Firm Name:	<u>DMV</u>
Firm Address:	
Representative Attending:	<u>Kim Smith</u>
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>DMV</u>
Firm Address:	
Representative Attending:	<u>WILBUR THAXTON</u>
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>DMV</u>
Firm Address:	<u>Karen Lane</u>
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>DMV</u>
Firm Address:	
Representative Attending:	<u>R. Douglas Thompson</u>
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	MARKS <u>DMV</u>
Firm Address:	
Representative Attending:	<u>MARK HOLMES</u>
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	<u>WVSP</u>
Firm Address:	
Representative Attending:	<u>F/Lt Michael Corsaro</u>
Phone Number:	
Fax Number:	
Email Address:	

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Firm Name:	David H. Isalyard
Firm Address:	DMV
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Jo Ann Trubing
Firm Address:	DET
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Daniel Tucker
Firm Address:	DMV
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	150116 L-1
Firm Address:	296 CONCORD ROAD BILLENICA, MASS 01821
Representative Attending:	TOM KEATINGE
Phone Number:	603-575-1586
Fax Number:	978-215-2500
Email Address:	TKEATINGE@LIDIO.COM

Firm Name:	L1 Identity Solutions
Firm Address:	296 CONCORD ROAD 3rd FLOOR BILLENICA, MA 01821
Representative Attending:	Carl Dubois
Phone Number:	978-215-2430
Fax Number:	978-215-2500
Email Address:	CDUBOIS@LIDIO.COM

Firm Name:	3M
Firm Address:	3M Center BID 275-4N St. Paul MN 55144
Representative Attending:	Clint Hinze
Phone Number:	651-736-1710
Fax Number:	651-733-2574
Email Address:	clhinze1@mmm.com

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Firm Name:	Verizon
Firm Address:	1500 MacGuffee Av Ches WI 25314
Representative Attending:	Sandy Hawkins
Phone Number:	304 344-6700
Fax Number:	304 341 1464
Email Address:	Sandra.k.hawkins@verizonbusiness.com

Firm Name:	DMV
Firm Address:	
Representative Attending:	RAMPHUSTON
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Verizon WSP
Firm Address:	
Representative Attending:	RICK WISSE
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	W PRACTISING
Firm Address:	
Representative Attending:	FRANK WILFALDE
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	DMV
Firm Address:	
Representative Attending:	Jim Jordan
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	