



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
DCH11008

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY
304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF CULTURE & HISTORY
CULTURAL CENTER
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0300 558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
10/12/2010				

BID OPENING DATE: **10/27/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS SUBMITTED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 10/05/2010.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING IS EXTENDED:						
FROM: 10/21/2010						
TO : 10/27/2010						
0001	1	LS		898-20		
SCANNING SYSTEMS						
EXHIBIT 10						
REQUISITION NO.:						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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).



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NO. 1					
NO. 2					
NO. 3					
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>----- END OF ADDENDUM NO. 1 -----</p>						

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Addendum No. 1

QUESTION:

The specifications state that a resolution of 100-600 dpi of the full scanner bed area. What is the required TRUE optical resolution for the full scanner bed area?

RESPONSE:

100 – 600

QUESTION:

What are the required TRUE optical resolutions for both the vertical and the horizontal axis's?

RESPONSE:

2339 inches x 33.11 inches or higher

QUESTION:

Does the end user care if the vertical or horizontal resolutions are scaled/interpolated to meet the required resolution?

RESPONSE:

The resolutions cannot be scaled or interpolated to meet required resolution.

QUESTION:

What material does the end user plan to scan on the equipment?

RESPONSE:

County Court Records, Photographs, and Newspapers

QUESTION:

Does the client's workflow plan to include a Master Image Capture and a Derivative image as well?

RESPONSE:

Yes

QUESTION:

Does the end user care if images are scaled down or scaled up to achieve a particular resolution?

RESPONSE:

Images can be scaled down from a higher resolution, but not scaled up from a lower one.

QUESTION:

Does the end user require curvature correction software to be included?

RESPONSE:

Yes

QUESTION:

What is the planned budgeted life span usage of the scanner: 3 years, 5 years, or longer?

RESPONSE:

5 years or longer

QUESTION:

Does the client plan to select a set of finalist vendors to send evaluation targets for a final comparison of scanners or does the client prefer bidders send evaluation targets with the RFP?

RESPONSE:

No, this is a Request for Quotation (RFQ) and the equipment must meet the specifications outlined in the RFQ.

QUESTION:

What targets does the client use to evaluate digital scanners? The TL5003, Q13, golden thread from Image Science Associates other?

RESPONSE:

The evaluation of the equipment will be based on the equipments ability to meet the specification in the RFQ.

QUESTION:

Does the end user care if all images must be corrected to remove mathematical optical distortion introduced by the scanner?

RESPONSE:

No

QUESTION:

Would the client like to have an independent image quality evaluation of scanners by the image quality consultant used by NARA and the Library of Congress?

RESPONSE:

No

QUESTION:

You request "Output" to be OCR text searchable yet the books presented to us at the time we did a demonstration of our scanner were mostly hand written and would not lend themselves to "OCR" conversion. Please clarify if the OCR capability is for conversion from text books that are scanned, and not from hand written items, notes & books?

RESPONSE:

The project we will be working will be a combination of handwritten and typed records. The OCR capability would be only for the typed records.

QUESTION:

Define "Portable" as it relates to this product. All book scanners of this size require some disassemble and reassembly to allow for transport to another location. An A1 scanner tends to become quite heavy and is really not portable. Are your staff members capable of this type of mechanical involvement with moving equipment of this nature?

RESPONSE:

Yes, we are well aware of the nature of our project and our staff can handle the situation. The equipment will regularly be taken apart and reassembled on location to scan materials at county court houses. The equipment must be rugged enough to handle this type of use.

QUESTION:

Regarding your requirement for resolution up to "600dpi for the entire scan bed area." Is this requirement based upon true optical resolution for the entire scan area or software enhanced resolution?

RESPONSE:

The requirement is for true optical resolution for the entire scan area.

QUESTION:

Since the PC for use with the book scanner should be available from your State Contract at the best pricing why is this included as part of this bid?

RESPONSE:

The PC is included in the bid because scanners of this type used different processes to acquire and capture images. In some systems the computer and scanner are integrated into the scanner, while others use USB connections and still others use Ethernet connections which would have different requirements from the computer. Each scanner also has different requirements for the processing of very large files that would greatly exceed computers listed on the statewide contract.

QUESTION:

What Operating System do you want for the PC?

RESPONSE:

The operating system should be at least Windows XP or the most current operating system that works with the scanner and its operating software.

QUESTION:

What size and type of Monitor is required?

RESPONSE:

22" or larger

QUESTION:

How much RAM & HD capacity do you want for the PC?

RESPONSE:

The computer will need to meet the recommended requirements to operate the scanner. Below are specs from a Dell machine, but a computer with equal or greater specifications will meet our needs.

Base Unit: Dell Precision T5500 Workstation (224-4858)
 Processor: Dual Quad Core Processor E55062.13GHz,4M,4.8GT/s,Dell Precision T5500 (317-0297)
 Memory: 4GB DDR3 ECC SDRAM Memory,1066MHz,4X1GB,Dell Precision TX500 (317-0327)
 Keyboard: Dell, USB, Quiet KYBD, No Hot Keys, PWS, Black (330-3203)
 Monitor: Dell 22 in Widescreen E2209W Flat Panel, Optiplex Precision and Latitude (320-7183)
 Video Card: 512MB PCIe x16 NVIDIA Quadro FX 580 Dual Monitor DVI + 2DP Dell Precision TX500 (320-7893)
 Hard Drive: 160GB SATA,10K RPM 3.0Gb/s 2.5inch,SATA2 16MB Data Burst Cache,Dell Precision (341-7143)
 Hard Drive Controller: C2 All SATA Hard Drives Non-RAID for 2 Hard Drives Dell Precision T5500 (341-8795)
 Additional Storage Products: 750GB SATA 3.0Gb/s,7200RPM Additional NCQ HardDrive with 16MB DataBurst Cache,Dell Precision (341-7034)
 Floppy Disk Drive: No Floppy Drive, Dell Precision (341-5255)
 Operating System: Windows XP PRO SP3 with Windows Vista Business LicenseEnglish,Dell Precision (420-9559)
 Operating System: Vista Premium Downgrade Relationship Desktop (310-9161)
 Mouse: New Dell USB 2 Button Optical Mouse with Scroll,Black Precision (310-9602)
 TBU: Mini-Tower Chassis Configuration with 1394 Card,Dell Precision TX500 (317-1151)
 CD-ROM or DVD-ROM Drive: 16X DVD+/-RW Data Only Dell Precision TX500 (313-7457)
 CD-ROM or DVD-ROM Drive: Roxio Creator Dell Edition,9.0Dell Precision (420-7980)
 CD-ROM or DVD-ROM Drive: Cyberlink Power DVD 8.2,with Media, Dell Relationship LOB (421-0536)
 Speakers: Internal Chassis Speaker Dell Precision (313-3417)

Controller Option: Integrated Intel chipset SATA 3.0Gb/s controller, Dell Precision T3500 and T5500 (341-9289)

Misc: Chassis Intrusion Switch, Dell Precision T5500 (330-3559)