

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF TOURISM - ARCHIVES
MICROFILM PROCESSING AND DUPLICATION
ARFQ TOR2600000014

Addendum One - Agency Response to Questions

This Addendum is issued to clarify and supplement the original Request for Quotations (RFQ). The questions below were submitted in writing by prospective proposers, and the responses are provided to ensure consistent interpretation of the solicitation.

Responses to written questions shall become part of the RFQ and be binding upon proposers. All proposers are responsible for reviewing this Addendum and incorporating the clarifications herein into their proposals.

Except as expressly modified by this Addendum, all terms, conditions, and requirements of the RFQ remain unchanged and in full force and effect.

Question 1

Deep Tank Spiral Film Processing (Section 3.3.2)

While we do not utilize a Deep Tank Spiral Reel system, we operate a Kodak Prostar II Microfilm Processor. This system provides full capability to process exposed 35mm x 30.5M (100 ft) microfilm and return all processed film on 100-foot 35mm square/square open flange reels.

Could you please confirm whether this approach would meet your requirements?

Agency Answer:

Deep Tank Spiral Film Processing (Section 3.3.2):

The Agency's specification for deep tank spiral reel processing reflects a preferred method based on consistency and long-term archival standards. Based on our information, the extra washing and fixing of the film produces a longer shelf life for the negatives. However, alternative processing methods may be considered acceptable provided they demonstrably meet or exceed all performance, quality, and archival requirements outlined in the solicitation.

Your proposed use of the Kodak Prostar II Microfilm system may be acceptable if it ensures equivalent processing quality, proper chemical development, and long-term film stability consistent with industry standards. Any alternative approach should maintain compliance with applicable ANSI/AIIM standards and produce results equivalent to those achieved through deep tank spiral processing.



Question 2

Methylene Blue Testing (Section 3.4)

Our testing methodology differs slightly from the outlined requirements:

We conduct testing on a weekly basis through a qualified third-party service.

Based on our experience, this cadence consistently ensures compliance with ANSI IT9.1-1989 quality standards.

Test results are typically available within 3–5 business days from submission.

Would this testing frequency and reporting timeline be considered acceptable?

Agency Answer:

Methylene Blue Testing (Section 3.4):

The required testing methodology is intended to ensure compliance with ANSI IT9.1-1989 standards for residual thiosulfate levels. While the specification outlines a particular approach, alternative testing processes may be considered if they provide equivalent assurance of compliance with these standards.

A weekly testing cadence with results available within 3–5 business days may be acceptable, provided that:

- Testing is conducted consistently and documented appropriately
- Results confirm compliance with ANSI IT9.1-1989 requirements
- Any non-compliance is promptly identified and addressed

Ultimately, the State's priority is ensuring that all processed microfilm meets required archival quality and longevity standards. Vendors should clearly document how their proposed methods achieve these outcomes.

Please ensure that your final response includes sufficient detail to demonstrate compliance with all applicable specifications.





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Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form.

Failure to acknowledge addenda may result in bid disqualification.

Addendum 1 - Agency Answers to Vendor Questions

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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing

