



1900 Kanawha Blvd. East | Building 3 | Suite 100
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

Request for Quotations
West Virginia Department of Tourism - Archives Section
Microfilm Processing and Duplication
ARFQ TOR2600000014

Issued by:
The West Virginia Department of Tourism
1900 Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305

Date Issued: April 22, 2026

Solicitation Closes: April 29, 2026

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Department of Tourism (“Agency”) is soliciting bids on behalf of the Archives Section to establish an open-end contract for the receiving and development of exposed rolls, Diazo Duplication services, Methylene-Blue testing services, and returned shipping of developed and tested microfilm rolls.
2. **DEFINITIONS:** The definitions provided below will have the meanings specified. Further definitions are available in the General Terms and Conditions.
 - 2.1. **Contract Item** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2. **Pricing Pages** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.3. **Solicitation** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.4. **Mandatory Requirements** will be indicated by the use of the words *must*, *will*, and *shall*, and are required.
 - 2.5. **GAF 16/35HSD** is a Diazo Process Microfilm Duplicator machine that is manufactured by General Aniline & Film (GAF).
3. **GENERAL REQUIREMENTS:**
 - 3.1. **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
 - 3.2. **Deep Tank Spiral Film Processing:** Process an estimated three-hundred (300) rolls of



exposed 35mm x 30.5M (100ft) microfilm using the Deep Tank Spiral Reel method, returning all processed film on a 100-foot 35mm square/square open flange reel.

- 3.3. Diazo Duplication Services:** Vendor must be capable of producing Diazo duplicates from both positive and negative, as well as dense and light, original films. Equipment must be a GAF 16/35HSD Diazo Duplicator or equivalent, with a drive speed scale of 40 to 120.

3.3.1. Duplication Volume: Duplicate an estimated 500 rolls of 35mm x 30.5M (100ft) and an estimated five-hundred (500) rolls of 16mm x 30.5M (100ft) Agency-provided microfilm.

3.3.2. Film Requirements: All duplicate film must be a minimum of one-hundred (100) feet in length, compatible with Agency's GAF 16/35HSD Diazo Duplicator, and provided in the specified 35mm or 16mm x 30.5M size.

3.3.3. Return: Return the original microfilm along with the Diazo Duplicate to Agency for all rolls.

- 3.4. Quality Assurance, Methylene Blue Testing:** Provide Methylene Blue testing for all developed microfilm rolls and supply the results to Agency.

3.4.1. Standard: Testing determines residual thiosulphate (fixer). It must be completed within two (2) weeks of processing and adhere to the specifications in ANSI IT9.1-1989 *Imaging Media (Film) -Silver Gelatin Type - Specifications for Stability*.

3.4.2. Requirements: The maximum acceptable level of residual thiosulphate is 1.4 micrograms per square centimeter. Testing must occur on every batch, and whenever film type changes or processing chemicals are replenished.

3.4.3. Reporting: Report test results immediately, but no later than forty-eight (48) hours after testing.

- 3.5. Shipping:** Vendor must incorporate all shipping costs into the unit prices, and all services must use United Parcel Service (UPS), Ground.

3.5.1. Developed/Tested Film: Ship an estimated three-hundred (300) rolls of 35mm x 30.5M (100ft) developed and tested film back to Agency in lots of ten (10) rolls each. Raw 35mm microfilm may be shipped directly from the Raw Microfilm Vendor to Agency.

3.5.2. Diazo Duplicated Film: Ship an estimated five-hundred (500) rolls of 35mm x 30.5M (100ft) Diazo duplicates and Agency-supplied originals back to Agency in lots of fifty (50) rolls (25 duplicates and 25 originals). Diazo duplicated film may be shipped directly from the Diazo duplicated film Vendor to Agency.

- 4. ORDERING** Vendor shall accept orders through wvOASIS, regular mail, e-mail, or any other written form of communication. If Vendor accepts on-line orders through a secure portal/website,



they must include a brief description of how Agencies may utilize the system in their response and ensure the system is properly secured prior to processing Agency orders on-line.

5. DELIVERY AND RETURN:

- 5.1. Delivery Time:** Vendor shall deliver standard orders within ten (10) working days after orders are received. Vendor shall deliver emergency orders within five (5) working days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 5.2. Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.
- 5.3. Delivery Payment/Risk of Loss:** Standard order delivery shall be Free on Board (F.O.B.) destination to Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge Agency separately for such delivery. Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 5.4. Return of Unacceptable Items:** If Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. to the Agency's location. The returned product shall either be replaced, or Agency shall receive a full credit or refund for the purchase price, at Agency's discretion.
- 5.5. Return Due to Agency Error:** Items ordered in error by Agency will be returned for credit within thirty (30) days of receipt, F.O.B. to Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

6. CONTRACT AWARD:

- 6.1. Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications, at the lowest overall total cost, as shown on the Pricing Pages.



This contract may be renewed by the written agreement of the Vendor and Agency up to three consecutive additional terms.

- 6.2. Pricing Pages:** Vendor must complete the Pricing Page by entering their bid where indicated on the Pricing Page and signing the Pricing Page. Vendor should complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.
- 7. PERFORMANCE:** Vendor shall maintain continuous operational capability throughout all events. Failure to restore service within the stipulated timeframes may result in payment reductions, the removal of personnel, the requirement of replacement equipment, or other remedies deemed appropriate by Agency. Vendor and Agency shall mutually agree upon a schedule for the performance of Contract Services and Contract Services Deliverables, unless such a schedule is already incorporated herein by Agency. Should this Contract be designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be subsequently issued against this Contract.
- 8. PAYMENT:** Agency shall pay a flat fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Payment shall be made only for services satisfactorily rendered and accepted, in accordance with the payment procedures of the State of West Virginia. Travel, lodging, and incidental expenses shall be included in the bid price and shall not be reimbursed separately
- Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor provides during the price negotiation step. Including such fees or charges as notes to the solicitation may result in rejection of Vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.
- 9. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the Flat Fee listed on the Vendor's bid, but such costs will not be paid by Agency separately.
- 10. VENDOR DEFAULT:**
- 10.1.** The following shall be considered Vendor default under this Contract.
- 10.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.
- 10.1.2.** Failure to comply with other specifications and requirements contained herein.
- 10.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.





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14.4. Contract Manager: Vendor shall designate a primary contract manager authorized to act on behalf of the Vendor. The contract manager must be available during normal business hours and during event operations. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Email Address: _____



PRICING PAGE

Initial Year				
Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
Processing	N/A		\$	\$
Methylene Blue Testing	N/A		\$	\$
Diazo Film Duplicates 35mm x 30.5M	500 Rolls	100 ft	\$	\$
Diazo Film Duplicales 16mm x 30.5M	500 Rolls	100 ft	\$	\$
			Base Bid	\$
Optional Renewal (Year 1)				
Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
Processing	N/A		\$	\$
Methylene Blue Testing	N/A		\$	\$
Diazo Film Duplicates 35mm x 30.5M	500 Rolls	100 ft	\$	\$
Diazo Film Duplicales 16mm x 30.5M	500 Rolls	100 ft	\$	\$
			Renewal Year 1 Base Bid	\$
Optional Renewal (Year 2)				
Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
Processing	N/A		\$	\$
Methylene Blue Testing	N/A		\$	\$
Diazo Film Duplicates 35mm x 30.5M	500 Rolls	100 ft	\$	\$
Diazo Film Duplicales 16mm x 30.5M	500 Rolls	100 ft	\$	\$
			Renewal Year 2 Base Bid	\$
Optional Renewal (Year 3)				
Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
Processing	N/A		\$	\$
Methylene Blue Testing	N/A		\$	\$
Diazo Film Duplicates 35mm x 30.5M	500 Rolls	100 ft	\$	\$
Diazo Film Duplicales 16mm x 30.5M	500 Rolls	100 ft	\$	\$
			Renewal Year 3 Base Bid	\$
Add Total Price of Items 1-24 and enter the total in the Grand Total			Grand Total:	\$





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PRICING CERTIFICATION

By signing below, Vendor certifies that the Total Bid Price includes all labor, equipment, materials, transportation, travel, pumping, disposal, supervision, insurance, taxes, overhead, and profit necessary to provide complete services in accordance with the Specifications. No additional charges will be billed to the Agency.

Vendor Name: _____

Authorized Representative (Print): _____

Signature: _____

Title: _____

Phone: _____

Email: _____

Date: _____

