



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
ARFQ TOR2600000013

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 procurement of microfilm
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.
3. **GENERAL REQUIREMENTS:**
 - 3.1. **Contract Items and Mandatory Requirements:** Vendor shall provide the 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. **Film Specifications:** Vendor must provide an estimated total quantity of three-hundred (300) rolls of 35mm x 30.5M (100 foot) film, meeting the following mandatory requirements:



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.
 - 10.1.4. Failure to remedy deficient performance upon request.
 - 10.2. The following remedies shall be available to Agency upon default.
 - 10.2.1. Immediate cancellation of the Contract.
 - 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
 - 10.2.3. Any other remedies available in law or equity.
11. **INDEMNIFICATION:** Vendor shall indemnify, defend, and hold harmless the State of West Virginia, the Agency, and their officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from Vendor's performance of the Contract, including but not limited to bodily injury, property damage, or failure to comply with applicable laws or regulations.
12. **FORCE MAJEURE:** Neither party shall be liable for delays or failures in performance resulting from causes beyond reasonable control, including but not limited to acts of God, weather events, fire, flood, government action, or other unforeseeable events. Vendor shall promptly notify the Agency of any such occurrence.
13. **COMPLIANCE WITH LAW:** Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, licensing requirements, and safety standards.





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DEPARTMENT OF TOURISM

14. MISCELLANEOUS:

- 14.1. Questions: Any questions submitted concerning the RFQ must be received no later than April 22, 2026, at 12:00 pm ET. Questions must be submitted via wvOASIS or email to Mary Kemper at Mary.R.Kemper@wv.gov.
- 14.2. Answers will be provided via the website (<https://wvtourism.com/purchasing/>) to all vendors no later than April 24, 2026, at 4:00 pm ET.
- 14.3. Bid Submissions: Bids must be submitted by April 29, 2026, at 12:00 pm via wvOASIS or email to Mary Kemper at Mary.R.Kemper@wv.gov.
- 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
35mm Microfilm, 30.5M (100 ft), FUJIFILM SUPER HR-20 or equal	300	Roll	\$	\$
			Base Bid	\$
Optional Renewal (Year 1)				
Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
35mm Microfilm, 30.5M (100 ft), FUJIFILM SUPER HR-20 or equal	300	Roll	\$	\$
			Renewal Year 1 Base Bid	\$
Optional Renewal (Year 2)				
Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
35mm Microfilm, 30.5M (100 ft), FUJIFILM SUPER HR-20 or equal	300	Roll	\$	\$
			Renewal Year 2 Base Bid	\$
Optional Renewal (Year 3)				
Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
35mm Microfilm, 30.5M (100 ft), FUJIFILM SUPER HR-20 or equal	300	Roll	\$	\$
			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: _____

