



**Invitation for Bids
Maryland State Archives
High-Volume Aperture Card Scanner**

Minority Business Enterprises are Encouraged to Respond to this Solicitation

RFP Issue Date: October 15, 2009

Closing Date and Time: **October 27 – 2:00 p.m. local time**

Issuing Office: Maryland State Archives

Procurement Officer: Timothy D. Baker Phone: 410-260-6402
Deputy State Archivist

Deliver Proposals To: Maryland State Archives E-mail: timb@mdsa.net
350 Rowe Blvd. Fax: 410-974-3895
Annapolis, MD 21401

Please provide a quote below for the following high-volume scanner and related support:

- **Equipment:**
 - Contex AC50 Aperture Card Scanner (or equivalent)
 - Compatible viewer software for image editing and processing
- **Support:**
 - On-site installation/set-up
 - One day of basic on-site scanner training
 - Technical phone support available
 - Maintenance support available on a Time and Materials basis

The quote should include a **detailed specification sheet describing the equipment, labor, supplies, and services included, as well as maintenance contract options.**

An award will be made based on the most favorable bid price, including service options. Bids can be mailed, faxed or e-mailed.

My quote for:

- High-volume aperture card scanner is \$ _____
- On-site equipment installation/set-up is \$ _____
- On-site training is \$ _____
- Phone support (include how it is charged) \$ _____
- Time and Materials support \$ _____

Total = \$ _____

Small Procurement (under \$25,000.00)

Submitted by: _____ Date: _____
Authorized Representative Signature

Name: _____ Title: _____

Company Name: _____ Address: _____

E-mail: _____ Phone: _____ Federal ID Number: _____