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719 N. Principle Pl.
Suite 130
Meridian, ID 83642

October 25, 2023

Peter Hager, Procurement Officer
City of Covington
20 W Pike St
Covington KY 41011

Dear Mr. Hager,

This letter is to declare that BP Imaging is our authorized local reseller for all ST Imaging products for the state of Kentucky. BP Imaging is authorized to provide sales, service and support for ST ViewScan Digital Microfilm and Microfiche Scanner Systems.

BP Imaging has been trained by ST Imaging on how to install, train your employees on the use of the system and on how to support and provide software upgrades as needed for the ST ViewScan System. Any warranty work must be performed by ST Imaging at our factory in Idaho or via our authorized reseller BP Imaging. Service fees may apply to on-site warranty work.

Please note

- The ViewScan System has a standard three-year warranty direct from ST Imaging. See warranty info on our web site for full details
- The ViewScan System comes with free lifetime software upgrades
- The ViewScan System scanner LED lamps have lifetime guarantee.

If you have any questions regarding this matter, please do not hesitate to call me at (847) 501-3344 and thank you for your consideration.

Sincerely,

Matt Anderson
Vice President, Sales and Marketing
ST Imaging

Collection Scanning Solutions

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PROCUREMENT OFFICE
CITY OF COVINGTON

2023 Nov 09

Ms. Rebecca Halbmaier
West KY Regional Administrator
Archives and Records Management Division
KY Department for Libraries and Archives

Subject: Sole Source Documentation
In Support of the City of Covington's Grant Application

Dear Ms. Halbmaier,

The City of Covington has, on two separate occasions, formally solicited competitive bids for Microfilm Reader/Viewer equipment, for which it has applied to KDLA for grant funding to acquire.

In its first solicitation the City was careful to include "Or acceptable equal" language to clearly communicate the City's intent and purpose to achieve open, fair and equitable competition. The result was receipt of a sole bid for the ST Imaging brand ViewScan 4 (make & model used as the basis to solicit competitive offers).

In its second solicitation, the City provided more explanation of its intent to receive for consideration competitive offers for competing makes & models of equipment by highlighting specific language that provided detailed explanation of the common and accepted practice of using name brand specifications coupled with the term "or acceptable equal" in public procurement. This detailed explanation was not only highlighted, but also repeated. The result was receipt of a sole bid for the ST Imaging brand ViewScan 4 (make & model used as the basis to solicit competitive offers).

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U.S. DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

In both instances, the City's formal bid solicitation exceeded usual and customary procurement practices to comply with State of Kentucky Revised Statutes ("KRS"), for which the threshold requiring formal sealed bidding is presently \$40,000.

Attached, please also find a letter from Matt Anderson, Vice President of Sales and marketing for ST Imaging, dated 2023 Oct 25, in which Mr. Anderson stipulates that ST Imaging's market strategies, tactics and related corporate policies result in BP Imaging, the sole bid responder to both City of Covington formal bid solicitations, being the sole source for this brand of equipment in the Covington, Kentucky region.

If there is anything further that I am able to do to facilitate KDLA's consideration of the City's grant application, please be certain that I will. While this is a relatively small cost acquisition for the City, it's value far exceeds its overall cost. Successfully achieving KDLA's grant is, therefore, a personal and professional objective.

Thank you, profusely, for your consideration.

Sincerely,



Peter M Hager
Procurement Officer

