



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: MICROFILM SUPPLIES & PROCESSING

CONTRACT #: BP0918-01

CONTRACT DATES: 10/01/01-09/30/06

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): LASON
3543 WINTON PL.
ROCHESTER, NY 14623
PHONE: 585/427-7305
FAX: 585/427-2731

TERMS AND CONDITIONS

- BID ITEM:** MICROFILM SUPPLIES & PROCESSING
- FOR:** MONROE COUNTY CLERK'S OFFICE
- CONTRACT TERM:** From the date of award until September 30, 2002 with the option to extend for up to four (4) twelve (12) month terms with the mutual consent of both parties.
- QUANTITIES:** The quantities listed on the unit price sheet are the **estimated total annual requirements**. These estimates should not be construed to represent guaranteed maximum or minimum quantities to be purchased during the contract period. All unit prices bid will be extended for the actual number of units purchased.
- DELIVERY:** All pickups and deliveries to be F.O.B. Monroe County as specified by a Purchase Order. Delivery is to be within the specified time frame after receipt of order. A delivery in excess of this may be grounds for rejection of a bid.
- SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
- METHOD OF AWARD:** The County reserves the right to award a contract to the responsive and responsible bidder based on the **LOWEST TOTAL**. **Monroe County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.
- PURCHASE ORDER ISSUANCE:** Delivery of goods may be directed by the receipt of a Purchase Order only. You are prohibited from supplying items that are not part of the bid project or substituting other items. **Items supplied or services rendered that are not part of this bid project will not be paid for by Monroe County.**
- Exceptions may only be authorized by the Purchasing Manager or his authorized agent prior to delivery** on that same purchase order or by issuance of another purchase order.
- The above statement applies to all purchase orders issued by Monroe County.**
- CONTRACT TERMINATION:** If the successful bidder fails to supply items as bid, or shall in any other manner commit a breach of contract and fails to remedy the same within five (5) working days after written notice from Monroe County, the County may terminate the contract resulting from this bid without any further notice to the successful bidder. Any and all costs, damages or other expenses incurred by the County as a result of the aforesaid termination shall be the direct liability of the successful bidder.
- SUBMITTAL OF BID PROPOSAL:** Bid proposal must be legible and submitted in the original form bearing an original signature. **COPIES AND FACSIMILES ARE NOT ACCEPTABLE.**
- All bidders must submit proof that they have obtained the required **workers' compensation** and **disability benefits coverage** or proof that they are exempt.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees, or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

MICROFILM SUPPLIES & PROCESSING

SPECIFICATIONS

LOCATION:

The film and processing requested in this bid are for the Monroe County Clerk's office located at 39 West Main Street, Rochester NY 14614.

PURCHASE OF FILM:

The County Clerk's office wishes to purchase 16mm x 215 ft. Kodak Archive Storage Media microfilm, or equal, on a regular basis for use in the Kodak Document Archive Writer Model 4800.

PROCESSING:

The County Clerk's office will supply the contract vendor with one (1) original roll of 16mm x 215 ft. Kodak Archive Storage Media microfilm from the Kodak Document Archive Writer, Model 4800. The vendor will process the roll, using Archival Processing and duplicate the number of microfilm prints using the Diazo processing method.

All microfilm **must** meet State Archive and Records Administration (SARA) guidelines, copies of which are available at the Monroe County Clerk's Office, 39 W. Main St., Rochester, NY 14614, Room 101.

Each roll of film must include certification frames at the start (see figure I) and finish (see figure II), pursuant to Part 85, 8NYCRR (REGULATIONS OF THE COMMISSIONER OF EDUCATION) Section 185.7 "Replacing original records with microfilm or electronic images stored on magnetic, magneto-optical, for optical media", sample attached. Copies of which are available at the Monroe County Clerk's Office, 39 W. Main St., Rochester, NY 14614, Room 101.

Return film must be labeled on the container as to the contents of the film (originals as well as duplicates). Duplicate film for the County Clerk's office must be packaged in plastic film storage containers.

FILM INDEXING:

Monroe County requires a self-contained index (using Image Management Code, see figure III), sample attached.

Libers of the same document type will be processed on rolls in ascending sequential order.

PROCESS CONTROL:

The vendor will process the film on fully automatic film processing equipment, monitored a minimum of twice daily by sensitometric testing with strict maintenance of temperature control, chemical replenishment, time-cycle washing and drying to maintain the finished product to archival standards and consistent density (excluding the Diazo-processed duplicate film). The laboratory where the film is processed shall have temperature and humidity controls so that the temperature of the room is kept at 68°F with a \pm of 3°F, and the relative humidity kept at 5%, \pm 5%.

The vendor shall certify, upon request, that all film (excluding Diazo-processed film) has been processed in a continuous film processor, and that daily tests of residual thiosulfate prove that all film has a residual thiosulfate reading of less than 1.4 micrograms per square millimeter, using the Methylene Blue analysis. The vendor shall reject as unacceptable any film that exhibits a background density outside the range of a median of 1.05, \pm 0.25.

EDITING:

After processing, the film shall be checked on a densitometer and then inspected on a light box with eye-loupe to determine that the images are continuous and of good quality. In handling the film, the vendor must keep a permanent record of all film received, date processed, volume and pages of record contained and the dates on which finished prints were returned to the County. When editing reveals that retakes on the part of the County are necessary due to technical or film quality problems, the vendor shall notify the County Clerk's office immediately.

The vendor must also possess the ability to produce silver duplicate microfilm at the request of the County Clerk's office.

PICK-UP AND DELIVERY:

The contract vendor will arrange for in-person pick-up a **minimum** of three times per week at the County Clerk's office with turnaround time from pick-up of exposed film to delivery of processed and duplicated film being a **maximum** of two (2) business days. Vendor should be able to provide, on request, three (3) references from high-volume customers of vendor's microfilm processing work.

BRAND REFERENCE:

References to a manufacturer's product by brand name or number is done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach catalog sheets listing the specifications for any alternate bid. Further, the vendor must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand and must further demonstrate that the alternate is aesthetically equivalent to the product specified. The acceptance of a bidder's alternate rests solely with Monroe County.

CONTACT:

Philip DiFrancesco
428-2514

Bidder: Can deliver 2 days after pick-up.

**COUNTY CLERK
SUBDIVISION MAPS**

SPECIFICATIONS

LOCATION:

Monroe County Clerk's office, 39 West Main Street, Rochester NY 14614.

PROCESSING:

Batches of approximately 35 subdivision maps will be picked up by the successful vendor at a time to receive the following process:

- 1) 35mm silver image roll-filmed copy of each document
- 2) One (1) set of Diazo aperture cards imaged for each document, labeled with correct liber and page
- 3) It is estimated that this service will be required once per month.

**PICK-UP AND
DELIVERY:**

The successful bidder will include all costs for pick-up and delivery in their bid prices. Delivery of completed set will be three (3) business days after pick-up.

Bidder: Can deliver 2 days after pick-up.

MICROFILM SUPPLIES AND PROCESSING

UNIT PRICE SHEET

<u>DESCRIPTION:</u>	<u>UNIT PRICE</u>
1. Kodak Archive Storage Media Microfilm 16mm x 215'	\$16.05
2. Processing per attached specifications	\$ 6.75
3. Duplication per attached specifications	\$10.50
4. Silver Duplication	\$19.25
5. Sub Division Maps - 35mm silver roll & 1 aperture card, per set	\$ 3.25
AS NEEDED:	
Duplicating of 35mm microfilm	\$17.00

MONROE COUNTY PURCHASING

Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing via e-mail.