



CITY OF ANN ARBOR BID NO. ITB-3937
DUE: April 8, 2008 2:00 P.M.
Procurement Office, 5th Floor City Hall
100 N. Fifth Ave., Ann Arbor, MI 48104

The City of Ann Arbor is soliciting bids for the following:

Scanning – 16mm Microfilm Tapes with Conversion to a TIFF Format

It is the City’s intention to execute a purchase order for the above scanning services with the lowest responsible Provider based on bids received in response to this solicitation. Bids must be valid for 12 months from the date submitted. In submitting this bid, it is understood that the right is reserved by the City to accept any bid, to reject any or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner the City believes to be in its best interest.

GENERAL: The City of Ann Arbor’s Procurement Unit is soliciting bids for SCANNING approximately 405 tapes containing up to 3000 images each.

SAMPLE SCAN: All bidders will be required to submit a sample of scanned images, via a singular City tape. Quality of sample will be crucial in determining award of contract.

CONTACT PERSON: If there are any questions concerning this bid, please contact John Zeichman, Engineering Specialist, at (734) 994-2825 between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **It is strongly recommended that each vendor review materials to completely understand the scope of microfilm tape conversion.**

GENERAL SCANNING SPECIFICATIONS:

- 1. The images are to be scanned at 300 dpi with TIFF G4 compression and saved in PDF format on CD media. Yes No
Exceptions:
- 2. Scanning should take place with the idea that the final storage will be in OnBase document management system. Yes No
Exceptions:
- 3. While not in the scanning process, the records will be stored in the vendor’s locked vault. Yes No
Exceptions:
- 4. Scanned materials will be returned to the City upon completion of the project. Yes No
Exceptions:

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5. City officials may elect to obtain image samples for the purpose of ensuring archival standards are being complied with. Yes No
Exceptions:
6. Images are to be inspected for quality at least matching that of the image on film. Yes No
7. Any rescans required are at vendor's expense. Yes No
Exceptions:
8. An acceptable pickup and delivery schedule will be arranged between the vendor and City representatives. Vendor will provide pick-up and delivery services. Yes No
Exceptions:
9. Any information requested by the City from the material to be scanned shall be available via telephone or facsimile or returned within 24 hours. Yes No
Exceptions:
10. The vendor shall provide absolute confidentiality and security of all records while in vendor's possession. Yes No
Exceptions:
11. All records and film must remain in the vendor's possession. Vendor may not subcontract any portion of the work to a third party without prior approval from City. Yes No
Exceptions:
12. The vendor shall provide for the following services regarding the handling and preparation of the tapes for scanning:
- A. Provide for a secure environment for the records in its possession.
 - B. Work must be supervised at all times.
 - C. Scanning facility must have a halon fire suppression system.
 - D. The vendor must provide a one million (\$1,000,000) insurance policy covering the documents while in its possession.

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E. City officials have the right to inspect vendor facilities unannounced at any time.

We can meet or exceed this specification (Item #11) Yes No

We take exception to this specification:

13. Scanning will be at 24x enlargement ratio, to match the original document size. x enlargement ratio.

14. Each CD will be labeled with roll number(s). Yes No
Exceptions:

15. All Terms and Conditions of the City of Ann Arbor's standard Service Purchase Order will be met by the Service Provider (see attached) Yes No
Exceptions:

QUOTATION: We hereby offer to furnish product, labor, supervision, transportation to and from site, and any other related materials F.O.B. Destination, Freight Prepaid, as per City of Ann Arbor Specifications outlined above at: \$_____ per tape.

NOTE: Estimate is based on approximately 405 16mm Microfile Tapes. It is estimated that each tape contains approximately 3,000 images.

405 tapes at 3,000 images = 1,215,000 estimated images.

QUANTITY: Quantities shown are for estimating purposes only, not a guarantee of actual material to be scanned.

AWARD: The award will be to the lowest responsible bid acceptable to the City representative, based on the quality of sample provided. The final decision will be based on the test roll and references. The City of Ann Arbor reserves right to reject low bids that do not meet specifications.

NOTE: Previous experience and performance may be a factor in making the award.

COMPLETION SCHEDULE: Work will begin within one week after receipt of Purchase Order and be completed and billed by March 30, 2008 or a later date to be agreed upon between contractor and City Representative.

We can meet completion schedule.

We cannot meet completion schedule, but offer the following:

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Note: The City of Ann Arbor reserves the right to reject bids which offer an unsatisfactory completion schedule.

REFERENCES: Please list at least three (3) companies or public agencies for whom you have done similar work:

<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
1.			
2.			
3.			

NOTE: The City of Ann Arbor reserves the right to reject low bids for poor past performance or inadequate references.

CERTIFICATION: We hereby certify that the "Scanning" provided will meet or exceed your specifications in every respect.

Authorized Representative's Signature

Printed Name

The undersigned declares that this bid is made in good faith, without fraud or collusion with any person or persons. The undersigned acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this bid is based solely upon the undersigned's own independent business judgment.

The undersigned further states that he/she has the requisite authority to act on behalf of his/her employer in these matters.

COMPANY NAME:

By _____
Authorized Signature

Its _____
Title/Office

ADDRESS

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PHONE: _____ CONTACT PERSON: _____

FAX: _____ FEDERAL I.D. NUMBER _____

E-MAIL _____

**RETURN THIS BID IN A SEALED ENVELOPE REFERENCING BID ITB-3937 TO THE
DESK OF DEE LUMPKIN NO LATER THAN 2:00 P.M., April 8, 2008.**

Dee Lumpkin, Procurement Assistant
City of Ann Arbor - Guy C. Larcom Municipal Building
100 N. Fifth Ave. - 5th Floor
Ann Arbor, MI 48107

