



CITY OF ANN ARBOR BID NO. ITB-3899
DUE: Tuesday, September 25, 2007 2:00 P.M.
Procurement Office, 5th Floor City Hall

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

Microfilming – Planning & Development Records

It is the City’s intention to execute a purchase order for the above microfilming 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 MICROFILMING approximately 50 boxes (12"X 15") of paper records.

SAMPLE FILM: All bidders will be required to submit a sample of microfilm, using City’s documents. Quality of sample will be crucial in determining award of contract.

CONTACT PERSON: If there are any questions concerning this fax bid, please contact Anthony Savoni, Building Plan Examiner, at (734) 994-2695 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 microfilming.**

GENERAL FILMING SPECIFICATIONS:

- 1. The documents are to be filmed onto 100' rolls of 16mm Kodak HQ (or comparable quality) film. Each film image must contain a single level ANSI standard index mark or blip and a frame address. ___ Yes ___ No
Film Brand:
Exceptions:

- 2. While not in the filming process, the records will be stored in the vendor’s locked vault. ___ Yes ___ No
Exceptions:

- 3. Filmed materials will be stored by the vendor for a period of 60 days after film is delivered, then destroyed using certified document destruction methods after receiving permission from the City. ___ Yes ___ No
Exceptions:

4. The vendor shall meet all ANSI and State of Michigan standards for microfilm, and shall supply bi-weekly certification from a non-affiliated film testing lab that the film is processed to archival standards. The concentration of thiosulfate must be less than 1.4 micrograms. A copy of the certificate should be submitted to the City. City officials may elect to obtain film samples for the purpose of ensuring archival standards are being complied with. ____ Yes ____ No
Exceptions: _____
5. The film density must fall within .9 to 1.2 ____ Yes ____ No
Density: _____
6. Each image on each roll is to be inspected for clarity and accuracy. ____ Yes ____ No
7. Any retakes required are at vendor's expense. Any splices required shall be made with the use of an ultrasonic splicer. The film will be labeled to provide adequate information concerning its contents. ____ 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 microfilmed 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. The vendor is to provide evidence of necessary insurance coverage on delivery personnel and on the department's records for general liability and worker's compensation. ____ Yes ____ No
Exceptions: _____

11. The successful vendor shall supply one negative diazo duplicate copy of each roll of film along with the master roll. The duplicate shall be returned on an M-type cartridge. Leaders shall be of sufficient thickness to be readily usable in City's cartridge reader. ____ Yes ____ No
Exceptions:
12. 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:
13. In addition to providing normal preparation service, i.e. removing staples, placing in chronological order, or repairing torn documents, the vendor shall provide for the following services regarding the handling and preparation of the documents for microfilming:
- B. Provide for a secure environment for the records in its possession.
 - C. Work must be supervised at all times.
 - D. Microfilming facility must have a halon fire suppression system.
 - E. The vendor must provide a one million (\$1,000,000) insurance policy covering the documents while in its possession.
 - F. All ANSI targets must be supplied by vendor.
 - G. Each roll of microfilm must contain: Title, resolution, density, certificate of authenticity, and other ANSI targets.
 - H. Documents of poor quality due to paper, ink, type or copy, etc. must be stamped with a "POOR ORIGINAL" stamp.
 - I. City officials have the right to inspect vendor facilities unannounced at any time.

We can meet or exceed this specification (Item #13) ____ Yes ____ No

We take exception to this specification:

14. Planetary microfilming will be at 24x up to 32x reduction ratio, so that it will match our present microfilm. ____x up to ____x reduction ratio.

15. Each original and security roll will be labeled with "from-to" index, as well as roll number, and an electronic log will be provided listing the property addresses on each roll. 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 box.

NOTE: Estimate is based on approximately 50 (12" x 15") boxes of records. It is estimated that each box contains approximately 2,400 microfilm images.

50 boxes at 2,400 images = 120,000 estimated images.

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

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 December 30, 2007 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:

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>
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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 "Microfilming" 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

PHONE: _____ CONTACT PERSON: _____

FAX: _____ FEDERAL I.D. NUMBER _____

E-MAIL _____

RETURN THIS BID IN A SEALED ENVELOPE REFERENCING BID #000 TO THE DESK OF DEE LUMPKIN NO LATER THAN 2:00 P.M. TUESDAY, SEPTEMBER 25, 2007.

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