



Finance and Business Operations Division
Procurement and Contracts Services Section
 Department of Executive Services

CNK-ES-0340 206-263-9400 Ph
 3rd Floor 206-296-7676 Fax
 401 5th Avenue TTY Relay: 771
 SEATTLE, WA 98104 www.kingcounty.gov

CONTRACTOR:
IMAGENET LLC
 6411 S 216TH ST

KENT, WA 98032 United States
 Fax: (253) 3955423

BILL TO:
 KC DES FBOD ACCOUNTS PAYABLES
 401 5TH AVE, CNK-ES-0320
 SEATTLE, WA 98104

SHIP TO:
 KC DES FBOD ACCOUNTS PAYABLES
 401 5TH AVE, CNK-ES-0320
 SEATTLE, WA 98104

CONTRACT		
CONTRACT NO. 5472150	REVISION 0	PAGE 1 of 1
CREATION DATE 23-JUL-2012	BUYER VICTORIA NAKAMICHI	
DATE OF REVISION	BUYER	

CONTRACTOR NO	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA	CONFIRM TO
203993	2%20DAYS/NET45DA YS	N/A	N/A	N/A	Telephone: (253) 395-0110

DESCRIPTION

Furnish scanning and imaging services as requested by various King County Departments, Divisions and Agency personnel, during the period August 1, 2012 through July 31, 2017, in accordance with King County Invitation to Bid #1201-12 VZN and responding bid of Imagenet, LLC, both incorporated by reference as if fully set forth herein.

Individual standard purchase orders referencing this contract agreement number will be issued by King County to authorize the purchase and payment of goods and/or services. All invoices must reference the individual standard purchase order number to avoid delay in payment.



 Authorized Signature

Invitation to Bid



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-263-9400 TTY Relay: 711

ADVERTISED DATE: JUNE 12, 2012

Invitation to Bid (ITB) Title: Scanning and Imaging Services

ITB Number: 1201-12-VZN

Due Date: June 28, 2012 - 2:00 p.m.

Buyer: Victoria Nakamichi, vicki.nakamichi@kingcount.gov, 206-263-9299

Alternate Buyer: Michelle Poste, michelle.poste@kingcounty.gov, 206-263-9303

Furnish scanning and imaging services as requested by various King County Department, Division and Agency personnel in accordance with the attached instructions, requirements and specifications.

TOTAL BID PRICE: \$ 102,067.50

NO PRE-BID CONFERENCE

Sealed Bids are hereby solicited and will only be received by:
King County Procurement Services Section
Chinook Building, 3rd Floor
401 Fifth Avenue
Seattle, WA 98104
Office Hours: 8:00 a.m. – 5:00 p.m.
Monday - Friday

BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW.

We acknowledge that all Addenda have been examined as part of the Contract documents. The submittal is signed by an authorized representative of the Bidder accepting all terms and conditions contained in the bid and any addenda. We acknowledge that attaching our terms and conditions or modifying the ITB terms and conditions may result in our bid being rejected.

Company Name

Imagenet, LLC

Address

6411 South 216th Street

City/State /Postal Code

Kent, WA 98032

Signature

Print name and title

Steve Strawn - CEO

Email

sstrawn@imagenetllc.com

Phone

253-395-0110

Fax

253-395-5423

SCS/DBE Certification Number

Upon request, this Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities.

SECTION 1 Instruction to Bidders

1.1 Introduction

The purpose of this Invitation to Bid is to establish a contract to provide goods or services on an as-needed basis. Any quantities listed herein are for bidding purposes only and represent King County's estimated annual requirements. The County will be neither obligated nor restricted to the quantities or locations indicated.

1.2 Bid Submittal Procedure

The **original and (1) copy** of this solicitation document shall be completed, signed and submitted. Failure to return the solicitation document may result in disqualification of the Bidder. The original shall be noted or stamped "original". Bids and modifications thereof shall be enclosed in a sealed envelope, with the "Bid Opening Label" completed and affixed.

Bidders are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed bids shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this ITB or as amended. The bidder shall show the title and number, the due date specified, and the name and address of the bidder on the face of the envelope. Bidders are cautioned that failure to comply may result in non-acceptance of the bid. The Bidder accepts all risks of late delivery of mailed bids or of mis-delivery regardless of fault. Bids properly and timely submitted will be publicly opened.

Bids will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one bid for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a bid, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this ITB and state reason they did not submit a bid.

1.3 Electronic Commerce and Correspondence

King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Proposal, and Requests for Qualifications as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.kingcounty.gov/procurement>. Current bidding opportunities and information are available by accessing the "Solicitations" tab in the left hand column.

King County Procurement Services features an Online Vendor Registration (OVR) program that permits vendors, consultants and contractors to register their business with the County. This OVR system allows interested parties to either directly register their firm by creating a unique User ID, or to visit the website as a guest. Information regarding bid documents will be available to all users; however, site visitors accessing the site as a guest will not be able to document their interest in a project or add their name to the document holder's list. They will receive no automatic notification of issued addenda. As such, the County encourages full registration in order to directly communicate with document holders regarding any issued addenda or other important information concerning the solicitation.

After submittals have been opened in public, the County will post a listing of the businesses submitting proposals, and later, any final award determination.

Full information on vendor registration is available at the website.

1.4 Alterations to Document

Any addition, limitation or provision made or attached to the bid may render it non-responsive and/or irregular and be cause for its rejection.

Bidders may be required to submit additional documents as part of the bid package. Any alteration of such documents by erasure or interlineations shall be explained or noted and initialed by the Bidder.

1.5 Late Bids

Bids, modifications of bids, and withdrawal of bids received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

1.6 Cancellation of ITB or Postponement of Bid Opening

The County reserves the right to cancel the ITB at any time.

The County may change the date and time for submitting bids prior to the date and time established for submittal.

1.7 Addenda

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the ITB, the County will issue a written Addendum to the ITB.

1.8 Questions and Interpretation of the ITB

No oral interpretations of the ITB will be made to any Bidder. All questions and any explanations must be requested in writing and directed to the Buyer no later than seven (7) days prior to the due date specified in the solicitation. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all bidders by an addendum.

Days, as referenced in this document, are calendar days unless otherwise specified.

Communications concerning this bid, with other than the listed Buyer may cause the Bidder to be disqualified.

1.9 Examination of Bid Documents

The submission of a bid shall constitute an acknowledgement upon which the County may rely that the Bidder has thoroughly examined and is familiar with the ITB, including any work site identified in the ITB, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Bidder to comply with above requirement shall in no way relieve the Bidder from any obligations with respect to its bid or to any Contract awarded pursuant to this ITB. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this ITB.

1.10 Modifications of Bid or Withdrawal of Bid Prior to Bid Due Date

At any time before the time and date set for submittal of bids, a Bidder may submit a modification of a bid previously submitted to the County. All bid modifications shall be made in writing, executed and submitted in the same form and manner as the original bid.

Bids may be withdrawn by written notice received prior to the exact hour and date specified for receipt of bids. A bid also may be withdrawn in person by a Bidder or authorized representative provided their identity is made known and they sign a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. All requests for modification or withdrawal of bids, whether in person or written, shall not reveal the amount of the original bid.

1.11 Bid Withdrawal After Public Opening

Except for claims of error granted by the County, no Bidder may withdraw a bid after the date and time established for submitting bids, or before the award and execution of a Contract pursuant to this ITB, unless the award is delayed for a period exceeding the period for bid effectiveness.

Requests to withdraw a bid due to error must be submitted in writing along with supporting evidence for such claim for review by the county. Evidence must be delivered to the county within two (2) business days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a bid and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other bid error or mistake, and the sole liability for any bid error or mistake rests with the Bidder.

1.12 Cost of Bid and Samples

The County is not liable for any costs incurred by Bidder in the preparation and evaluation of bids submitted. Samples of items required must be submitted to the location and by the time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the bidder's request and expense.

1.13 Collusion

By signing this bid, the Bidder certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the County determines that collusion has occurred among Bidders, none of the bids from the participants of such collusion will be considered. The County's determination will be final.

1.14 Bid Effective Date

All bids submitted shall be a firm bid for a minimum period of ninety (90) days after the bid opening date, unless otherwise stated in writing in the bid. The County may request a Bidder grant an extension of the bid effective period.

1.15 Bid Price and Tax

The bid price shall include everything necessary for the prosecution and completion of the Contract, except as may be provided otherwise in this ITB.

Bid Prices shall include all freight charges, FOB to the designated delivery point(s).

Taxes: Sales/use taxes and Federal excise taxes shall not be included in the bid price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The Bidder is cautioned that taxes may be a factor in evaluating the total cost of bid.

The County is exempt from Federal excise and Transportation taxes. All other government taxes, duties, fees, licenses, permits, royalties, assessments and charges shall be included in the bid price. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.

1.16 Protest Procedures

King County has a process in place for receiving protests based upon invitation to bid or contract awards. The protest procedures are available at <http://www.kingcounty.gov/procurement/faq>, Suppliers web page.

SECTION 2 Bid Evaluation and Contract Award

2.1 Evaluation of Bids

Bids will be evaluated by the County to determine which bid, if any, may be deemed to be the low responsive bid from a responsible bidder, and should be accepted in the best interest of the County.

The King County Contracting Opportunities Program is incorporated in this ITB. The determination of lowest responsive, responsible bidder will include the application of the five (5) percent incentive factor for Small Contractors and Suppliers (SCS).

King County may use prompt payment discount terms in evaluation of this ITB; however, discounts terms of less the twenty (20) days will not be considered. Minimum acceptable payment terms by the County without benefit of twenty (20) day discount will be net 30 days.

In the event of a discrepancy between the unit price and the extended amount for a bid item, the unit price will govern.

2.2 Responsive and Responsible

Responsive

The County will consider all the material submitted by the Bidder, and other evidence it may obtain otherwise, to determine whether the Bidder is in compliance with the terms and conditions set forth in this ITB.

Responsible

In determining the responsibility of the bidder, the County may consider the ability, capacity and skill to perform the Contract or provide the service required (inspection of the bidder's facility may be required prior to award); the character, integrity, reputation, judgment and efficiency; financial resources to perform the Contract properly and within the times specified; the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims; compliance with federal, state and local laws and ordinances relating to public contracts; other information having a bearing on the decision to award the Contract.

Failure of a bidder to be deemed responsible or responsive may result in the rejection of a bid.

2.3 Financial Resources and Auditing

If requested by the County, prior to the award of a contract, the bidder shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

2.4 King County Contracting Opportunities Program

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Contractors and Suppliers (SCS) through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods or services.

The Program is open to all SCS firms certified by King County's Business Development and Contract Compliance Office. To learn more about this program, or becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County Contracting Opportunities Program Web-site at <http://www.kingcounty.gov/BDCC> or contacting the Program office at 206-263-9734.

2.5 Forms Required Before Contract Award

The Bidder shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award. Failure by the Bidder to submit required documents may result in rejection of the bid.

- [Equal Benefit Worksheet and Declaration Form](#)
- [Internal Revenue Service Form W-9](#) *
- **Certificate of Insurance and Endorsement** * – Have Insurance Agent e-mail or Fax to Buyer evidence of insurance from insurer(s) satisfactory to the county certifying to the coverage of insurance set forth in this ITB.

*If not on file with the County

2.6 Rejection of Bids

The County reserves the right to reject any bid for any reason or to waive informalities and irregularities in bids.

In consideration for the County's review and evaluation of its bid, the Bidder waives and releases any claims against the County arising from any rejection of any or all bids, including any claim for costs incurred by Bidders in the preparation and presentation of bids submitted in response to this ITB. In addition, Bidders waive the costs of providing additional information requested.

2.7 Single Bid Receipt

If the County receives a single responsive, responsible bid, the County may request an extension of the bid acceptance period and/or conduct a price or cost analysis on such bid. The Bidder shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single bid; the County reserves the right to reject such bid or any portion thereof.

2.8 Public Disclosure of Bids

This Contract shall be considered a public document and will be available for inspection and copying by the public in accordance with the Public Records Act, Chapter 42.56 RCW (the "Act").

If the Contractor considers any portion of any record provided to King County under this Contract, whether in electronic or hard copy form, to be protected under law, the Contractor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the Act. If the County determines that the material is subject to disclosure, the County will notify the Contractor of the request and allow the Contractor ten (10) business days to take whatever action it deems necessary to protect its interests. If the Contractor fails or neglects to take such action within said period, the County will release the portions of record(s)

deemed by the County to be subject to disclosure. King County shall not be liable to the Contractor for inadvertently releasing records pursuant to a disclosure request not clearly identified by the Contractor as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET."

2.9 Contract Award

Contract award, if any, will be made by the County to the low, responsive, responsible Bidder. The County will have no obligations until an award is made and an order placed with the Contractor. The County reserves the right to award one or more contracts as determined to be in the County's best interest. The County may accept any individual item, or group of items, or schedules of any bid, unless otherwise stated herein.

A written award mailed or otherwise furnished to a Contractor within the time for acceptance shall be a binding contract.

SECTION 3 Standard Contractual Terms and Conditions

3.1 Administration

This Contract is between the County and the Contractor who shall be responsible for providing the goods or services described herein. The County is not party to defining the division of work between the Contractor and its Subcontractors. The Contractor represents that it has or shall obtain all duly licensed or qualified personnel, materials and equipment required to perform work hereunder.

The Contractor's performance under this Contract may be monitored and reviewed by a Project Manager appointed by the County. Reports and data required to be provided by the Contractor shall be delivered to the Project Manager or Buyer. Questions by the Contractor regarding interpretation of the terms, provisions and requirements of this Contract shall be addressed to the Buyer or Project Manager for response.

3.2 Contract Amendments

No oral order or conduct by the County shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the County. The County reserves the right to amend the contract to add or delete goods or services within the intended scope of this contract. This may include, but is not limited to approval of replacements for discontinued items, add items of like function, or similar in nature or purpose to the originally listed products; the provision of ancillary services in response to minor changes in County needs; extend the contract to include optional terms.

Cost or Price Analysis may be required by the County for the evaluation of contract modifications, terminations, revision to contract requirements or other circumstances as determined by the County.

3.3 Invoices and Payment

The Contractor shall submit properly certified invoices to King County. The invoice(s) shall contain the following information: The purchase order/contract number, item numbers, description of supplies or services, quantities, unit prices, extended totals, and discounts, if applicable. For services, identify specific deliverables, and/or hourly rates, hours worked, total hours or related fees.

The Contractor shall bill to the address on the purchase order. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if the invoice is returned for credit or correction.

When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery accepted by the County.

Failure to comply with these requirements or to provide an invoice in conformance with the contract may delay payment.

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

King County will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If a price increase has not been accepted in writing by King County, the invoice may be rejected and returned to the Contractor for a correction.

3.4 Rejection of Goods Or Services

After award, the Buyer or authorized County representative shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of the specification and the bid. All rejected goods or services shall be promptly replaced or re-performed and be subject to approval by the County. All replacement goods and services shall be provided at the Contractor's own expense.

3.5 Re-procurement Costs

When a Contractor fails to furnish goods or services in accordance with the terms of this Contract, and the County must purchase at a price greater than the contract price, the difference may be charged to the Contractor. The County may exercise this charge as a credit against invoices due the Contractor.

3.6 Termination For Convenience/Default/Non-appropriation

A. Termination for Convenience

The County for its convenience may terminate this Contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Contractor. After receipt of a Notice of Termination ("Notice"), and except as directed by the County, the Contractor shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Contractor will be paid its costs, including necessary and reasonable Contract close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the notice. The Contractor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Contractor has any property in its possession belonging to the County, the Contractor shall account for the same and dispose of it in the manner the County directs. All termination payment requests may be subject to Cost or Price Analysis to determine reasonableness and compliance with the Contract and applicable laws and regulations.

B. Termination for Default

If the Contractor does not deliver work in accordance with the Contract, or the Contractor fails to perform in the manner called for in the Contract, or the Contractor fails to comply with any material provisions of the Contract, the County may terminate this Contract, in whole or in part, for default as follows:

A Notice to Cure will be served on the Contractor by certified mail (return receipt requested) or a delivery service capable of providing a receipt. The Contractor shall have ten (10) Days from the date the Notice to Cure was served to cure the default or provide the County with a detailed written plan, which indicates the time and methods needed to bring the work into compliance and cure the default.

If the Contractor has not cured the default or the plan to cure the default is not acceptable to the County, the County may terminate the Contract. Termination shall occur by serving a Notice of Termination by certified mail (return receipt requested) or delivery service capable of providing a receipt on the Contractor setting forth the manner in which the Contractor is in default and the effective date of termination.

The Contractor will only be paid for work delivered and Accepted, or work performed in accordance with the manner of performance set forth in the Contract less any damages to the County caused by or arising from such default. All termination payment requests are

subject to Cost or Price Analysis to verify compliance with the Contract and applicable laws and regulations.

The termination of this Contract shall in no way relieve the Contractor from any of its obligations under this Contract nor limit the rights and remedies of the County hereunder in any manner.

C. Termination for Non-Appropriation

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth in this Contract or in any amendment hereto, the County may, upon written notice to the Contractor, terminate this Contract in whole or in part.

In accordance with King County Code 4.04.040B.6, payment shall not exceed the appropriation for the year in which termination is effected. If this Contract is terminated for non-appropriation, the County shall be liable only for payment in accordance with the terms of this Contract for performance rendered prior to the effective date of termination; and, the Contractor shall be released from any obligation under this contract or a related Purchase Order to provide further work pursuant to the Contract as are affected by the termination.

Funding under this Contract beyond the current appropriation year is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, the Contract shall terminate at the close of the current appropriation year. The appropriation year ends on December 31 of each year.

3.7 Force Majeure

The term force majeure shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, fire, accidents shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract. If any party is rendered unable, wholly or in part, by a force majeure event or any event cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination for Default.

Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less priority in respect to such allocation than any of the Contractor's other customers.

3.8 Taxes, Licenses, and Certificate Requirements

This Contract and any of the work provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to provide the specified goods or services consistent with applicable federal, state or local laws and regulations. If, for any reason, the Contractor's required compliances are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing.

The Contractor and subcontractor(s) shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as applicable to the work under this Contract.

3.9 Assignment

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party. This provision shall not prevent the Contractor from pledging any proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee, and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

3.10 Indemnification and Hold Harmless

To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County, the Contractor shall indemnify and hold harmless the County, its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incident to the goods and/or services Provided by or on behalf of the Contractor. In addition, the Contractor shall assume the defense of the County and its officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such goods and/or services: shall pay all defense expenses, including reasonable attorney's fees, expert fees and costs incurred by the County on account of such litigation or claims. This indemnification obligation shall include, but is not limited to, all claims against the County by an employee or former employee of the Contractor or its Subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects the County only, under any industrial insurance act, including Title 51 RCW, other Worker's Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In the event that the County incurs any judgment, award and/or cost including attorney's fees arising from the provisions of this subsection, or to enforce the provisions of this subsection, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor. In the event of litigation between the parties to enforce the rights under this subsection, reasonable attorney fees shall be allowed to the substantially prevailing party.

In the event the County incurs attorney fees and/or costs in the defense of claims under this provision such attorney fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.

Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

3.11 Applicable Law and Forum

Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington, including, but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract shall only be filed in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle.

3.12 Conflicts of Interest and Non-Competitive Practices

By entering into this Contract to perform work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the work required to be performed under this Contract. The Contractor shall not employ any Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

By entering into this Contract to perform work, the Contractor represents that no Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Contractor or any of its agents; employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

3.13 Disputes, Claims and Appeals

The Contractor shall address questions or claims regarding the Contract in writing to the Buyer and Project Manager, within ten (10) Days of the date on which the Contractor knows or should know of the question or claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. No claim shall be allowed for any costs incurred more than ten (10) Days before the Contractor gives written notice, as required in this section. The Buyer and Project Manager shall ordinarily respond to the Contractor in writing with a decision, but absent such written response, the question or claim shall be deemed denied upon the tenth (10th) Day following receipt by the Buyer and Project Manager.

In the event the Contractor disagrees with the determination of the Buyer and Project Manager, the Contractor shall within five (5) Days of the date of such determination, appeal the determination in writing to the Procurement and Contract Services Section Manager. Such written notice of appeal shall include all information necessary to substantiate the appeal. The Procurement and Contract Services Section Manager shall review the appeal and make a determination in writing, which shall be final. Appeal to the Procurement and Contract Services Section Manager shall be a condition precedent to alternative dispute resolution or litigation.

Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the Buyer or Project Manager. Failure to comply precisely with the time deadlines under this subsection as to any claim shall operate as a waiver and release of that claim and an acknowledgement of prejudice to the County.

3.14 Maintenance of Records/Audits

The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial, and programmatic records and such other records as may be deemed necessary by the County to ensure proper accounting for all contract funds and compliance with this Contract. All such records shall sufficiently and

properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.

All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.

The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the State and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract.

The Contractor agrees to cooperate with County or its designee in the evaluation of the services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.56.

If the Contractor expended a total of \$500,000.00 or more in federal awards during its fiscal year, and is a non-profit organization, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted in accordance with OMB Circular A-133, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Government Audit Standards and OMB Circular A-133, as amended and as applicable. Contractors expending federal awards from more than one source shall be responsible for determining if the combined financial awards are equal to or greater than \$500,000.00. The Contractor shall provide one copy of the audit report to each County division providing federal awards to the Contractor no later than nine (9) months subsequent to the end of the Contractor's fiscal year.

3.15 Other Public Agency Orders

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

3.16 Environmental Purchasing Policy

Bidders able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in bids and proposals.

The Bidder and Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the contract and shall, whenever practicable, use both sides of the paper. (Reference: KCC 10.16 & King County Executive Policy CON 7-1-2).

3.17 Industrial and Hazardous Waste

The Contractor shall comply with all applicable local ordinances, state and federal statutes, and supporting rules and regulations governing the discharge of industrial waste to public sewer, private sewer, or side sewer tributary to the metropolitan sewer system.

Contractor shall handle and dispose of all hazardous wastes in compliance with all applicable local, state and federal laws and regulations, including the Resource Conservation and Recovery Act, the Washington Hazardous Waste Management Act, and applicable rules and

regulations of the Environmental Protection Agency and the Department of Ecology governing the generation, storage, treatment, transportation or disposal of hazardous wastes.

3.18 Patents and Royalties

The Contractor is responsible for paying all license fees, royalties or the costs of defending claims for the infringement of any intellectual property that may be used in performing this Contract.

3.19 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your bid. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-263-9061.

3.20 Nondiscrimination and Equal Employment

- A. Nondiscrimination in Employment - During performance of this Contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.
- B. Equal Employment Opportunity Efforts - The Contractor will undertake equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. The Contractor's equal employment opportunity efforts shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth this nondiscrimination clause. In accordance with KCC 12.16.010.J, "equal employment opportunity efforts" shall mean active efforts to ensure equal opportunity in employment that is free from all forms of discrimination.
- C. Equal Benefits To Employees With Domestic Partners - Pursuant to Ordinance 14823, King County's "Equal Benefits" (EB) ordinance, and related administrative rules adopted by the County Executive, as a condition of award of a contract is valued at \$25,000 or more, the Contractor agrees that it shall not discriminate in the provision of employee benefits between employees with spouses, and employees with domestic partners during the performance of this Contract. Failure to comply with this provision shall be considered a material breach of this Contract, and may subject the Contractor to administrative sanctions and remedies for breach.

When the contract is valued at \$25,000 or more, the Contractor shall complete a Worksheet and Declaration form for County review and acceptance prior to Contract execution. The EB Compliance forms, Ordinance 14823 (which is codified at KCC

Chapter 12.19) and related administrative rules are incorporated herein by reference. They are also available online at <http://www.kingcounty.gov/procurement/forms>, Equal Benefits web page.

- D. Nondiscrimination in Subcontracting Practices - During the term of this Contract, the Contractor shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractor and suppliers, the Contractor shall not discriminate against any person because of their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.
- E. Compliance with Laws and Regulations - The Contractor shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit discrimination. These laws include, but are not limited to, RCW Chapter 49.60, Titles VI and VII of the Civil Rights Act of 1964, the American with Disabilities Act, and the Restoration Act of 1987. In addition, King County Code chapters 12.16, 12.17 and 12.18 are incorporated herein by reference and the requirements in these code sections shall specifically apply to this contract. The Contractor shall further comply fully with any equal opportunity requirements set forth in any federal regulations, statutes or rules included or referenced in the contract documents.
- F. Small Contractors and Suppliers and Minority and Women Business Enterprises Opportunities. King County encourages the Contractor to utilize small businesses, including Small Contractors and Suppliers (SCS) and minority-owned and women-owned business enterprises certified by the Washington state Office of Minority and Women's Business Enterprises (OMWBE) in County contracts. The County encourages the Contractor to promote open competitive opportunities for small businesses, including SCS firms and minority-owned and women-owned business enterprises. Program information is available at <http://www.kingcounty.gov/bdcc>.
- G. Sanctions for Violations - Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of contract, for which the Consultant may be subject to damages, withholding payment and any other sanctions provided for by contract and by applicable law.

3.21 Non-Waiver of Breach

No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

3.22 Severability

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal, or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid, and enforceable and have the intent and economic effect as close as possible to the invalid, illegal, and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Contract. The invalidity, illegality or unenforceability of any provision shall not affect the

validity, legality or enforceability of any other provision of this Contract, which shall remain valid and binding.

3.23 Certification Regarding Debarment, Suspension and Other Responsibility Matters

If this Contract is a covered transaction for purposes of 49 CFR Part 29, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting this Contract, the Contractor certifies as follows:

The certification in this clause is a material representation of fact relied upon by King County. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to King County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

3.24 Incorporation of Documents

The contract between the awarded bidder and King County shall include all documents mutually entered into at the time of contract award, specifically including the contract document, the solicitation, and the response to the solicitation. The contract must include, and be consistent with, the specifications and provisions stated in this solicitation. King County shall not be bound nor obligated to enter into or sign additional agreements and or documents other than those required by law.

SECTION 4 Specific Contractual Terms & Conditions

4.1 Contract Value

The estimated annual value of this contract is approximately **\$125,000.00**. King County will not be limited, restricted or bound by this dollar value, nor shall the County be obligated to purchase any items contained in this ITB.

4.2 Contract Term

The term of this Contract will be **five (5) years**, subject to the termination clauses contained herein. King County reserves the right to extend the term if determined to be in the best interest of the County.

Contracts or purchase orders will be issued by the County. Contract amendments or change orders issued by the County may reflect modification(s) of contract terms, funding or other matters.

King County reserves the right to purchase the goods or services described herein from other sources. The Contractor does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity, or any quantity contained in this Contract.

4.3 Contract Administrative Fee

This contract is subject to an Administrative Fee (Fee), of 1% (.01), when used by political subdivisions outside of King County's Departments, Divisions, or Agencies. The Fee shall be based on total sales made to each governmental entity, less sales/use tax, freight and any credit(s), (if applicable), in accordance contract terms and conditions. The Fee shall be paid by the contractor, payable and remitted to King County Procurement and Contract Services Section on July 31st and January 31st of each year and cover sales for the first and second half of the calendar year respectively. Fees submitted shall reference its respective contract number and include a sales report for the payment period showing the total sales to each governmental entity, excluding King County. The contractor shall not invoice the Fee to any contract user as an item on a sales invoice or by any other means.

4.4 Price Revisions

Prices shall remain firm for the duration of the Contract period. The Contractor may request price changes, and shall supply documentation satisfactory to King County such as changes to the Producers Price Index for the commodity, the Consumer Price Index for the Seattle-Tacoma-Bremerton area, or a manufacturer's published notification of price change(s). Reasonable price changes based on market conditions and price/cost analysis may be approved by King County.

King County will evaluate this information to determine if revising the pricing is considered fair and reasonable to the satisfaction of King County. Requests for any such change are to be made in writing to the Buyer in the Procurement Services Division office. A written change order issued by the County will institute the price adjustment, provide the new prices and establish the effective date for the new prices.

The Contractor shall endeavor to give the King County Procurement Services Section thirty (30) days but not less than fourteen (14) days written notice prior to the effective date of the price increase. The County may cancel the contract if the price increase request is not approved.

All price reductions at the manufacturer's or distributor's level shall be reflected in a reduction of the contract price(s) to King County retroactive to the effective date of the price reductions.

4.5 Use Report

The Contractor shall, if requested, submit to the Buyer a report of sales made to King County under this Contract. The report, in a format acceptable to King County, shall identify the detail required by the Buyer, which may include but is not limited to, delivery location, the item description, whether it's a Contract or non-Contract item, quantity, price and discount.

4.6 Warranty

The Contractor warrants that the work performed under this Contract shall be free from defects in material and workmanship, and shall conform to all requirements of this Contract, for a period of at least twelve (12) months from date of acceptance of such work by the County. Any work corrected shall be subject to this subsection to the same extent as the work initially provided.

The bidder shall provide, upon request by the County, their standard warranty. The warranty shall be specific for all components of the equipment regardless of whether these components were built by the original equipment manufacturer or outside suppliers. King County may avail itself of the bidder or manufacturer's standard warranty if more beneficial to the County.

Conducting of tests or inspections, acceptance, or the processing of payment(s) by the County shall not constitute a waiver of any rights under this Contract or in law. The termination of this Contract shall in no way relieve the Contractor from its warranty responsibility.

The Contractor shall ensure that the warranty requirements of this Contract are enforceable through and against the Contractor's suppliers, vendors, distributors and Subcontractors. The Contractor shall cooperate with the County in facilitating warranty related work by such suppliers, vendors, distributors and Subcontractors.

Contractor warrants that the Services shall in all material respects conform to the requirements of this Contract. Contractor warrants that qualified professional personnel with in-depth knowledge shall perform the Services in a timely and professional manner; and that the Services shall conform to the standards generally observed in the industry for similar Services. Contractor warrants that the Services shall be in compliance with all applicable laws, rules and regulations.

4.7 Warranty Remedies

Whenever possible, the contractor shall provide "on the spot" settlement of warranty claims or disputes, and authorize local representatives to act on the equipment manufacturer's behalf.

If at any time during the twelve (12) Month period immediately following acceptance of any work covered by this Contract, Contractor or the County discovers one or more material defects or errors in the work or any other aspect in which the work materially fails to meet the provisions of the warranty requirements herein Contractor shall, at its own expense and within thirty (30) Days of notification of the defect by the County, correct the defect, error or nonconformity.

The County shall give written notice of any defect to the Contractor. If the Contractor has not corrected defect within thirty (30) Days after receiving the written notice, the County, in its

sole discretion, may correct the defect itself. In the case of an emergency where the County believes delay could cause serious injury, loss or damage, the County may waive the written notice and correct the defect. In either case the County shall charge-back the cost for such warranty repair to the Contractor.

The Contractor is responsible for all costs of repair or replacement in order to restore the work to the applicable Contract requirements, including shipping charges, for work found defective within the warranty period, regardless of who actually corrects the defect.

4.8 Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) of 1996, requires health information about an individual to remain secure and private. The Contractor shall comply with all HIPAA regulations in full. Information on this Act can be found at the Office of Civil Rights website: <http://www.hhs.gov/ocr/hipaa/>.

4.9 Compliance with Section 504 of the Rehabilitation Act of 1973, as amended (Section 504) and the American with Disabilities Act of 1990 as amended (ADA)

Pursuant to Title II of the ADA, and Section 504, King County must not discriminate against people with disabilities in providing services, programs or activities even if those services, programs or activities are carried out by contractors. The Contractor agrees that it shall provide all programs, services, and activities to County employees or members of the public under this Contract in the same manner as King County is obligated to under Title II of the ADA, and Section 504 and shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with this section shall be a material breach of, and grounds for the immediate termination of, this Contract.

The Contractor agrees to provide to persons with disabilities access to programs, activities and services provided under the Contract or agreement, as required by the disability access laws as defined by KCC 12.16; and:

The Contractor shall not discriminate against persons with disabilities in providing the work under the Contract. In any subcontracts for the programs, activities and services under their Contract or agreement with the County, the Consultant shall include the requirement that the subcontract provide to persons with disabilities access to programs, activities and services provided under the Contract or agreement, as required by the disability access laws as defined by KCC 12.16, that the subcontractor shall not discriminate against persons with disabilities in providing the work under the Contract and that the subcontractor shall provide that the County is a third party beneficiary to that required **provision**.

4.10 Independent Status of Contractor

In the performance of this Contract, the parties shall be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent contractor relationship shall be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Contractor shall not make any claim of right, privilege or benefit, which would accrue, to an employee under chapter 41.06 RCW or Title 51 RCW.

4.11 Non-Disclosure Obligation

Data provided by the County either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize nor distribute the County data in any form without the express written approval of the County.

While performing the work under this Contract, the Contractor may encounter personal information, licensed technology, Software, Documentation, drawings, schematics, manuals, data and other materials described as "Confidential", "Proprietary" or "Business Secret". The Contractor shall not disclose or publish the information and material received or used in performance of this Contract. This obligation is perpetual. The Contract imposes no obligation upon the Contractor with respect to confidential information which the Contractor can establish that: a) was in the possession of, or was rightfully known by the Contractor without an obligation to maintain its confidentiality prior to receipt from the County or a third (3rd) party; b) is or becomes generally known to the public without violation of this Contract; c) is obtained by the Contractor in good faith from a third (3rd) party having the right to disclose it without an obligation of confidentiality; or, d) is independently developed by the Contractor without the participation of individuals who have had access to the County's or the third (3rd) party's confidential information. If the Contractor is required by law to disclose confidential information the Contractor shall notify the County of such requirement prior to disclosure.

SECTION 5 Technical Specifications

5.1 Mandatory Requirements for all Scanning Services

Each item in this section describes a requirement or condition, which shall be satisfied. Failure to provide the requested information or comply affirmatively with any of the requirements may result in disqualification of the bidder or cancellation of the contract after award.

King County reserves the right to inspect the Contractor's site to insure compliance with these conditions.

Work and skills required for all scanning services for King County.

- A. The Contractor shall take proper care in the preparation, contents, and arrangement of original records for scanning or filming to see that a true, accurate, and complete reproduction is made.
- B. The Contractor shall perform full document preparation which includes, but is not limited to:
 - 1. Remove staples, clips, bindings and prongs;
Mend tattered or torn documents prior to filming/scanning to eliminate camera malfunctions and filming/scanning errors, and to protect the original records against further damage. Do not use pressure sensitive tape. Restoration or repair of documents determined to be of historical value will be in accord with procedures established by the King County and/or Washington State Archives and can be found at the Washington State Archives website <http://www.sos.wa.gov/archives>.
 - 2. Eliminate creases or folds in the documents by pressing or flattening, either mechanically or manually, to prevent shadows, risk of damage to the document, or camera/scanner malfunction;
 - 3. Pages of post-bound volumes may be removed for filming/scanning provided the pages are replaced without damaging the book. Sewn volumes of historical value must be filmed/scanned in such a manner so as not to break or destroy the bindings;
 - 4. Separate documents from large format drawings;
 - 5. Insert separator sheets between documents;
 - 6. Un-roll and straighten documents—curled documents shall be curled in opposite direction and hand-fed;
 - 7. Provide document counting and boxing;
- C. When documents are prepped, the Contractor shall keep them in the paper clipped groups throughout the process to ensure documents are returned in same groups.
- D. The Contractor shall arrange and film/scan documents in a manner consistent with their customary reference and use, or as specified by the agency of record.
- E. The Contractor shall deliver the finished product, as requested, to a designated King County representative for viewing. The random viewing process is to ensure that the data imaging process has been completed and authentically represents the original document to the satisfaction of King County.
- F. The Contractor shall scan the original document and inform King County, within twenty-four (24) hours, in writing of all documents that cannot be successfully scanned before completion of the job.

- G. The Contractor shall return material to King County in the same boxes and in the order it was received.
- H. The Contractor shall handle paper, microfilm, transparencies, and oversized documents.
- I. The Contractor shall provide output in PDF, TIF, JPEG, or GIF with optical character recognition (OCR) or Optical Word Recognition (OWR).
- J. The Contractor shall provide PDF file conversion including hidden text applications.
- K. The Contractor shall provide small format document scanning at least 200 or better dpi resolution.
- L. The contractor shall provide large format document scanning up to 42" at 200 or better dpi resolution.
- M. The Contractor shall provide quality control—image by image/page by page per the following accuracy rate.
 - 1. Good
 - Approximately 98% OWR
 - Approximately 92% OCR
 - 2. Bad
 - Approximately 90% OWR
 - Approximately 70% OCR
 - 3. Dirty
 - Approximately 60% OWR
 - Approximately 30% OCR
- N. The Contractor shall provide indexing and coding services.
- O. The Contractor shall provide Web hosting, document libraries and database integration which includes the following.
 - 1. custom image hierarchy with point and click navigation;
 - 2. full searching and browsing;
 - 3. download to TIF or PDF;
 - 4. fully secure (user and group authentication, IP checking);
 - 5. document printing support;
 - 6. no client applications required;
 - 7. integration with third party applications out of the box;
 - 8. state-of-the-art Web server infrastructure and mass storage device;
 - 9. unlimited disk space;
 - 10. full system administration which includes;
 - a. daily backups and restores as necessary
 - b. full system monitoring and problem escalation
 - c. 24x7x365 support

- 11. class 5 data center hosting that is defined as follows;
 - a. total uptime approximately 95% of the time
 - b. files backed up every 24 hours
 - c. backup files stored in location other than primary site
 - d. awarded contractor shall supply disaster recovery plan within 30 days of award
- P. The Contractor's Data Servers shall be located in highly secured facilities. King County users will be able to access the County's data via secure web browser interface.
- Q. The Contractor shall provide backfile conversions.
- R. The Contractor shall provide FTP file transfer and submissions.
- S. The Contractor shall have the ability to pickup documents within a minimum of one (1) hour after receipt of request. Pick up times shall be in accordance with Section 6.3 pricing.
- T. The Contractor shall have the ability to turn-around jobs within a minimum of twenty-four (24) hours after pickup of documents. Pick up times shall be in accordance with Section 6.3 pricing.
- U. The Contractor shall have the ability to store physical documents for a period up to ninety (90) days. Contractor shall provide (60) days storage at no charge. Storage past sixty (60) days shall be for a maximum of ninety (90) days. After ninety (90) days, boxes shall be destroyed or returned at the instruction of King County.
- V. The Contractor shall convert film type 16mm rolls blipped by image not by documents and convert film to single page TIF images and combine these into a multipage TIF and broken into CD/DVD size and burned.
- W. The Contractor shall copy Polaroid photographs prior to scanning.
- X. The Contractor shall copy any file folder fronts or thick binder pages prior to scanning.
- Y. The Contractor shall scan from bound books and materials.
- Z. The Contractor shall transport all documents, media and microfilm in a secured, enclosed vehicle.
- AA. Storage of documents, when not in productions, shall be locked and secured by a monitored alarm system at the contractor's facility.
- BB. The Contractor shall take precautions, such as background checks, in the hiring and assignments of employees to safeguard King County's documents.

5.2 Mandatory Requirements for Scanning to Microfilm

- A. The Contractor shall prepare the images on 16mm or 35mm roll film and the documents shall be kept in groups and be stapled at the camera site. The Contractor shall return clips to customer.
- B. The Contractor shall individually inspect the processed images to ensure the data imaging process authentically represents the original document.
- C. The Contractor shall reprocess the original document if the County determines the processed image is not complete or accurate at no additional charge to King County.
- D. The Contractor shall index all processed images using King County's filing system.

- E. The Contractor shall reassemble the original documents to the original packet configuration and re-box. If not done in accordance with specifications, the Contractor shall rebind until correct at no additional cost to King County.
- F. The Contractor shall deliver the entire collection of boxes and microfilm with indexing scheme back to King County's storage facility.
- G. Film reduction shall be 25X.
- H. Film shall have single level blip and be numbered.
- I. Documents shall be filmed within their "FACILITY & MATRIX" groups. The Contractor shall start a new roll when starting a box that is not of the same Facility or Matrix group.
- J. Roll numbers shall be consistent within each Facility & Matrix group. A new group shall start with Roll 1, etc.
- K. To re-prepare, the Contractor shall staple each paper clipped group. The staple shall be in the upper left corner of each completed group.
- L. One (1) Diazo duplicate shall be made upon request and returned to King County. Original shall be returned to store in vault.
- M. Microfilm imaging shall be produced with ANSI/AIIM Standards MS48-1990 (American National Standard for Information and Image Management—Recommended Practice for Microfilming Public Records on Silver-Halide Film), including relevant standards for Quality Assurance and in compliance with the Washington State Standards for the Production and Use of Microfilm as adopted by the State Archivist. The Contractor shall produce microfilm with an error rate not to exceed industry standard of 0.5% per completed reel of film. Any reel of film with errors due solely on the part of the Contractor's performance and in excess of industry standard, shall be re-filmed at no charge to King County.

5.3 Mandatory Requirements for Microfilm

Note to prospective microfilm service providers: Washington State set the minimum requirements for microfilming the permanent and essential public records of Washington State. Prospective vendors should be prepared to guarantee in writing that the technical standard will be met for the production, processing, inspection, storage, and handling of microfilm intended to serve as a copy of essential records secured against loss of the original or a legal copy of public records required to be kept permanently. The Washington State Standards for the Production and Use of Microfilm as adopted by the State Archivist in accordance with the provisions of RCW 40.14 listed below.

- A. The Contractor shall include direct film roll film identification with eye-readable targets filmed at the beginning and end of each roll of film as follows:
 1. "Beginning of Roll" and "End of Roll" Targets, before the first and after the last image on each roll.
 2. Density Target, 3 sheets of 8 ½ X 11 white paper just after the "Beginning of Roll" target and just before the "End of Roll" target.
 3. "Certificate of Authenticity", depending upon the legal requirements as set forth by the office for which the records are being filmed.
 4. "Information" or "Guide Sheet", describing the records series or inclusive portions thereof found on the roll of film, the beginning and ending index numbers or letters,

- date filmed, the type of camera, the film and reduction ration, Disposition Authority Number, the name of the camera operator, and if necessary, the Contractor's name.
5. Resolution Test Chart
 6. Flash Targets, at appropriate places in the film, as required for reference point, i.e., for each file folder, each change of alphabetical category, etc., or as specified by the agency.
- B. The Contractor shall label the roll film containers with labels that clearly identify:
1. The office of record
 2. Record series
 3. Inclusive files numbers or alphabetical range
 4. inclusive dates
 5. date filmed
 6. roll number
 7. Disposition Authority Number (DAN)
 8. inspection results for density and resolution
 9. the reduction used for filming the roll
 10. generation number
 11. reels containing varying reductions must also include the height of the representative lower case "e" as described in ANSI/AIIM MS-23.
- C. The Contractor shall apply the following production, inspection, and quality control standards to both camera originals and duplicate copies of all microfilm.
1. Reduction Ratios
 - a. Reduction ratios for simplex cine or comic mode will vary with the size of the documents and the size of the film. Legal- or letter-size documents on 16mm microfilm should be within the 20:1 to 32:1 reduction range, ideally 24:1. For 35mm microfilm the recommended reduction ration range is 8:1 to 14:1, ideally 12:1.
 - b. Unburst computer printouts may be filmed simplex cine at 32:1
 - c. Reduction rations for duplex modes should not exceed 32:1 when using 16mm film.
 - d. Reduction ratios employed in the filming of oversized documents, exclusive of engineering drawings, may be adjusted consistent with retrieval needs for either 16mm or 35mm film.
 - e. Engineering drawings will be filmed at 15:1, 16:1, 24:1, or 30:1 reductions, depending on drawing size. Filming with a 4- to 6- inch scale to enable reproduction from the original negative to full scale.
 2. Resolution
 - a. Each roll of film will contain a photographic image of the standard resolution test card or chart. International Organization for Standardization (ISO) Test

chart No. 2 as specified by ANSI/AIIM MS51-1991 (American National Standard for Microcopying—ISO Test Chart No.2—Description and Use in Photographic Documentary Reproduction), or National Bureau of Standards Form 1010A, or their equivalent for rotary cameras, must be filmed at the beginning and ending of each roll.

- b. These chart images will be used to monitor resolution as filming progresses. The line patterns must be read in each corner and in the center of each chart (or on a diagonal for rotary cameras) and the lowest resolution reading must be posted to the film container and to the guide sheet or other laboratory record.
- c. Substandard results must be reported immediately to the office of record or to the camera station. The cause of the substandard resolution must be identified and corrected prior to further production filming. All substandard film shall be corrected before the film and/or source material is returned to King County.
- d. For films with a consistent reduction throughout the reel, a minimum of 120 lines per millimeter shall be obtained regardless of the reduction ration type of camera used.
- e. Reels with varying reductions must attain a quality index of 5 or higher using the Quality Index Method of evaluation resolution as described in ANSI/AIIM MS23-1991 (American National Standard for Information and Image Management – Practice for Operational Procedures/Inspection and Quality Control of First Generation Silver-Gelatin Microfilm of Documents). This does not refer to the number 5 line-pair reading on standard resolution charts.

3. Density

All camera film must be optically inspected for density using a transmission type densitometer designed to measure diffuse density. Test results must be posted to the film carton and to the guide sheet or other laboratory record. The film production or processing laboratory will immediately advise the office of record of substandard test results. Corrections of unacceptable material should be filmed at the earliest possible time. All substandard film shall be corrected before the film and/or source material is returned to King County.

4. Density Standards

- a. Processed security or preservation negative films with capacity to produce three or more print generations:
D-Min: no greater than 0.10
Background Density: 1.1 ± 0.1
- b. Process working copy films with the capacity to produce two or more print generations:
D-Min: no greater than 0.10
Background Density: 1.2 ± 0.3

Note: Step tests should be taken and hard copy reproductions made from the step test images before filming **paper photostats** or other **reverse-image documents**. The densities of the best of these reproductions should be established as the filming criteria.

- D. The Contractor shall apply the following film processing, treatments and inspection criteria:
1. Film will be processed as expeditiously as possible to insure that images meet density standards.
 2. Chemical testing of processed film will be required in order to comply with the standards set forth in ANSI/NAPM IT9.17-1993, ANSI/ISO 417-1993 (American National Standard for Photography--Determination of Residual Thiosulfate and Other Related Chemicals in Processed Photographic Materials--Methods Using Iodine-Amylose, Methylene Blue and Silver Sulfide). The Methylene Blue Test will be used to meet this requirement. Microfilm failing to meet the following minimum standards will be deemed to be unacceptable for its respective intended purpose (security, preservation, or working copy).
 - a. For Security or Preservation Microfilm, the film will be washed to reduce the amount of residual Thiosulfate ion (hypo) to something greater than 0 and less than 0.014 g/m².
 - b. For working copy microfilm, the allowable maximum limit of hypo is 0.014 g/m².
 3. All silver-halide film must undergo chemical treatment for the conversion of silver images against oxidation, referred to as the polysulfide treatment, or "brown-toning." The effectiveness of this conversion process must be tested daily using the dichromate bleach test, as set forth in ANSI/NAPM IT9.15-1997 (American National Standard for Imaging Materials –Methods for the Evaluation of the Effectiveness of Chemical Conversion of Silver Images Against Oxidation), and the solution decomposition test.
 4. The film will be processed to the minimum acceptable conversion rate of metallic silver into silver sulfide via the polysulfide treatment of 65% when using the dichromate bleach test (or 40% if using a visual density measurement), as outlined in ANSI/NAPM IT9.15-1997. When using a density measurement, it is necessary to use a process control strip with six or more density levels between 0.1 and 1.2.
 5. All polysulfide treated film will have a Methylene Blue test done to insure that the polysulfide solution has been washed out of the film. The test needs to be conducted daily, if not at the end of each run or batch to verify that the above requirements are met. Testing for residual polysulfide solution may be conducted at the same time as testing for residual Thiosulfate.
 6. The film production or processing laboratories will test the processes for limiting residual Thiosulfate and for conversion of silver images (polysulfide treatment) and to provide customers proof of testing upon demand.
 7. The Contractor shall perform the following post-filming inspections
 - a. Content Quality As soon after processing as possible, all camera film shall be inspected on a light box for content quality, including inspection for correct targets and target sequence, missing pages/documents/files, incorrect page/document/file order, etc.
 - b. Physical Quality Additionally, all camera film shall be inspected on a light box for physical quality, including inspection for image orientation/skew, fog, stretched or overlapping documents, scratches, chemical or water stains, finger prints, and other faults as described in ANSI/AIIM MS23-1991.

- c. Inspection reports shall be prepared detailing defects and errors, if any, and any corrections which need to be made. Said reports will accompany the film when it is delivered to the customer.
8. When an error in the film sequence has been detected, the decision must be made as to whether or not the contents will allow for splicing corrections into the film. The criteria for splicing is as follows:
 - a. There should be no splicing into the camera-original film to correct file content errors with documents of legal significance. For example: if an entire legal case file has been filmed and documents are missing, blurred, etc., on the original film, then the entire case file should be re-filmed. Anything less than this could affect court admissibility.
 - b. If splicing is permitted, an ultrasonic splice is required. Security or preservation microfilm shall not be spliced with tapes, rubber cement, glues, or any other adhesives. Splicing should be done in accordance with guidelines established in ANSI/AIIM MS23-1991 and ANSI/AIIM MS18-1992 (American National Standard for Information and Image Management--Splices for Imaged Microfilm--Dimensions and Operational Constraints). Matching densities of the original roll of camera film with the correction is essential for duplication.

5.4 Digital to Microfilm Conversion

The Contractor shall adhere to the following guidelines when producing microfilm copies of permanent records that have been digitally created (born digital) or imaged from paper to provide the necessary controls to ensure reasonable quality control for digital-to-film technology. The format of the microfilm shall be such that people with access to microfilm readers can readily find items on the film by using the index, in the same way they do now with microfilm created from paper systems.

A. Quality Monitoring of Scanner

All operations using the digital-to-film process follow procedures outlined in ANSI/AIIM MS44 Recommended Practice for Quality Control of Image Scanners. The AIIM Scanner Test Chart #2 is scanned weekly on each scanner and included on the front and rear of rolls. The scan chart at the beginning shall correspond to the week of the earliest scanned record on the roll, and the one at the end shall be scanned during the week of the last scanned record on the roll. The date that each chart was scanned must be displayed on the film. Additionally, a control scanned image of AIIM Scanner Test Chart #2 will be created once as a control image and placed directly preceding the weekly test chart on each roll of film. The purpose will be to easily compare variations in quality over long periods of time. It is vital that the test charts being used are scanned on the same equipment that processed the source documents on the film. Charts scanned on one piece of equipment should never be used on reels with images from another scanner.

B. Quality Monitoring of Images

Each image will be visually compared against its corresponding original document in order to identify and correct the following defects:

1. Missing pages
2. Page skew
3. Text cutoff at edges

4. Double-page feeds
 5. Contrast problems
 6. Images in a different order than originals
- C. Resolution Test Targets
- Computer output microfilm (COM) of scanned or born digital images should include resolution charts as recommended in ANSI/AIIM MS 44 1993 Recommended Practice for COM Recording Systems Having an Internal Electronic Forms Generating System—Operational Practices for Inspection and Quality Control.
- D. Density
- The minimum background density on microfilm output must be within the ranges prescribed for the Archive Writer or COM within the ANSI/AIIM MS 1-1996 ANSI/ISO 5/2 recommended standard.
- E. Print Test
- King County reserves the right to periodically “test” the quality of any given roll of microfilm from scanned or born digital images provided by vendors and service providers. This will be done through film duplication to the generation required for the records schedule application.
- F. Microfilm Type
- The microfilm produced must conform to ANSI/AIIM MS 23-1998 standard, and ISO 18901:2002 and ISO 18906:2000 Imaging materials -- Processed silver-gelatin type black-and-white films -- Specifications for stability, which defines physical and chemical properties leading to LE 500 certification.
- G. Reduction Ratio
- The reduction chosen for the microfilm output should be consistent with recommended practices for microfilm of records of permanent retention. Space savings should be secondary to the goal of providing good clarity, sufficient detail, and reproducibility in the duplication process, and in paper prints. As a general rule, lower reductions serve to provide a better quality image.
- H. Indexing
- A printed index shall be included at the end of the film. The content of all index fields associated with the images on individual rolls will be provided, in a microfilm format, and will be a part of the microfilmed series.
- I. Document Grouping
- All images will be annotated on the film with corresponding image marks (a.k.a. “blips”) and folder level indexing (Exhibit A).
- J. Order of the Images
- The prevailing method accepted by the user community (book and page for recorded instruments) shall be used. Only one record series will be placed on a roll of microfilm.
- K. Film Polarity
- Microfilm used in conventional cameras produces “negative appearing” images (clear characters on a black background) from “positive appearing” source pages (black

characters on a white background). For this reason, this first generation camera film has been called the “camera negative”. Raster image recorders are capable of accepting positive or negative appearing digitized images and producing positive or negative appearing images on microfilm. Unless there is a compelling reason to produce positive appearing microfilm, negative is preferred. Negative film more effectively hides dust and other foreign material that can become attached to the film and it does a better job of hiding base side film scratches. Because of this, pages scanned from negative film produce cleaner looking images with smaller file sizes.

L. Page Size vs. Film Size

Documents that include letter/A size (8.5”X11”), legal (8.5”X14”) and tabloid/B size (11”X17”) pages are suitable for recording on 16mm film. Larger formats such as C size (17”X22”), D size (34”X22”) or, E size (35”X44”) are best preserved on 35mm film.

M. Image Resolution

300 dpi resolution is preferred because it produces sharper lines. Smaller fonts or fonts that contain detailed serifs require resolution in the 400 to 600 dpi range depending on the characteristics in the font that are to be preserved.

N. Image Contrast

Sufficient contrast between character and background density is important to producing film that will print or scan clearly. The exposure level in the image writer’s software should be set to produce a 0.95 – 1.05 background density for 300 dpi scanning. Background density is measured in the dark areas of the image using a properly calibrated transmission densitometer.

O. Blip Coding

Critical to an effectively organized microfilm file is the use of a multi-level blip coding strategy. Blips are rectangular marks exposed by the film recorder under each page as they are written on the film. These marks can be programmed to appear in different sizes to identify file level, document level, page level, etc. images. Applying this sequence to recorded documents, a large blip would indicate the beginning of a book, a midsized blip would then indicate the first page of a document within the book, and a small blip would indicate a supporting page within that document.

If a document number rather than book and page system is used, a two-level blipping scheme is sufficient. A large blip designates the first page of a document while small blips indicate supporting pages within the document.

P. Image Annotation

Whenever practicable, image annotations should be used to provide an extra measure of organization and document reproducibility. Exhibit A provides several examples of image annotations.

Q. Page Orientation

Pages can be recorded on microfilm in two ways. In “cine mode” where the text on a page runs perpendicular to the length of the film and in “comic mode” where the text on a page runs parallel to the length of the film. Unless a lower reduction ratio is needed for acceptable image quality, recording letter and legal sized pages in comic mode is preferable. This is accomplished by rotating the images 90° prior to recording or feeding the page “sideways” through the scanner. The advantage of comic mode recording is

that more pages can be written on each roll of film saving storage space and promoting more efficient scanning in the event that the film needs to be used to recover lost image data.

R. Skew

Skew is defined as having an oblique direction or position; slanting. Images that are tilted to the left or right of perpendicular are said to be "skewed". Prior to recording on the film, digitized images should be de-skewed to permit maximum packing density on the film and to produce an easily read page when rescanned and displayed on a monitor.

S. Page Spacing

Pages need to have sufficient separation to allow a film scanner to reliably differentiate adjacent pages on the film. There should be a minimum separation of 0.06" (1.5mm) between adjacent pages. Pages that touch each other at any point may preclude them from being captured separately by a microfilm scanner. If splicing must occur within a film roll, additional space between frames will be required to accommodate the splicing process.

Important Note: Although maximizing packing density improves scanning efficiency, documents recorded on film should not span rolls.

T. Splicing

The convergence of document scanning and raster image recording has created a unique opportunity to abandon the practice of splicing. When all legibility/completeness checks and edits are done on the electronic image file, any problems found are easily corrected prior to creating film. When this practice is followed, microfilm is not only capable of preserving the documents it holds but it can also add a measure of insurance against document fraud. Because of the reasons stated above, it is strongly recommended that the practice of splicing be eliminated in favor of digitized image file editing as the preferred process for correcting mistakes. If splicing cannot be avoided, splicing procedures should follow the recommendations found in ANSI/AIIM MS18-1992 (R1998)

U. Targets

The following targets must be eye-readable (without magnification) and included on each reel in the order below:

Beginning Targets

1. Beginning of Roll
2. Control Resolution Chart
3. Week Resolution Chart
4. Density Sheets (3x)

Ending Targets

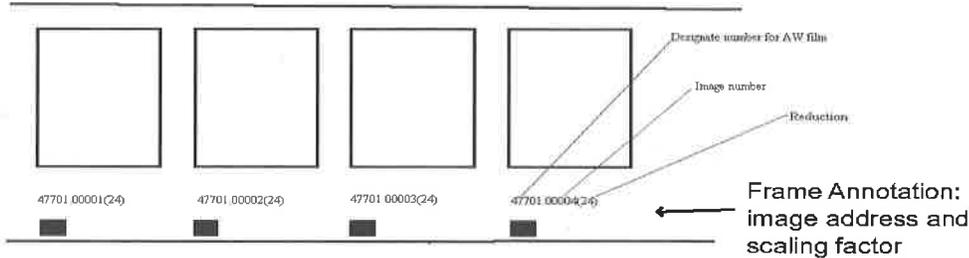
1. Control Resolution Chart
2. Weekly Resolution Chart
3. Density Sheets (3x)

4. The Certificate of Authenticity shall be signed by the scanner operator, and included at the end of each roll. This document must include the following information:
 - a. Name of agency/office
 - b. Name of scanner operator
 - c. Records series title
 - d. Date span of records
 - e. Date scanned
 - f. Disposition Authority Number (DAN)
 - g. End of Roll

Exhibit A – Document Grouping

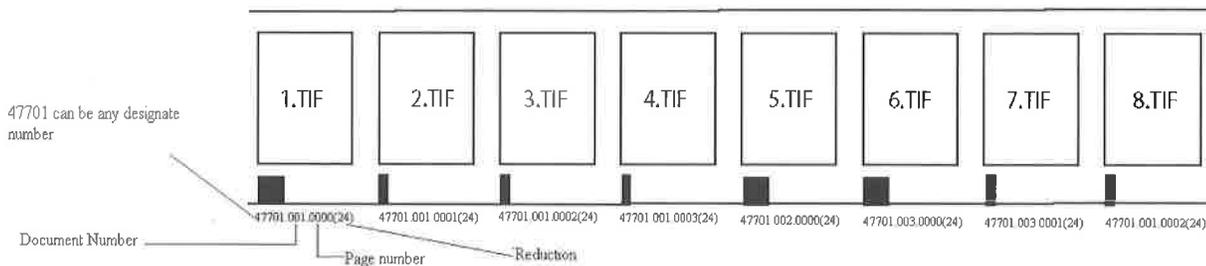
Page-level: Images are not grouped. Every frame is written with a small image mark.

Example 1: One channel, 24X reduction with frame annotation.



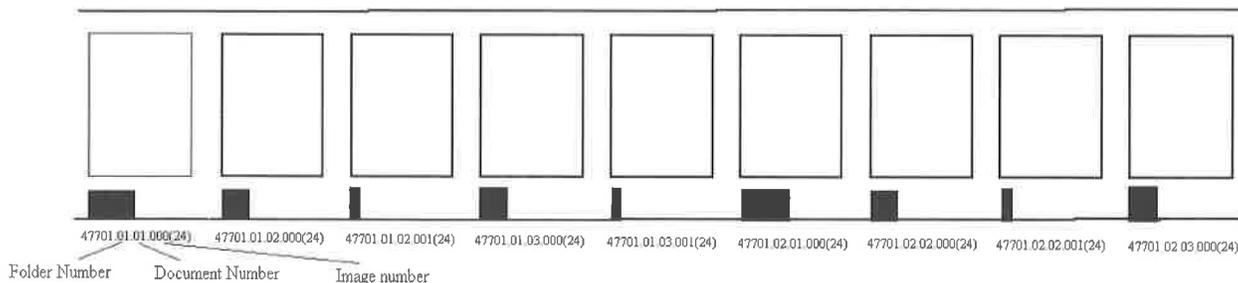
Document-level: Images are grouped using a document level hierarchy. The first frame within each group is written with a medium image mark.

Example 2: 2 level offset on film



Subsequent frames within the group are written with a small image mark. Retrievals can be made of an entire group or individual images.

Folder-level: images are grouped using a folder-level hierarchy. The first frame within each group is written with a large image mark. Subsequent frames within the group are written with a medium or small image mark depending on the image level specified via the input method. Retrievals can be made of an entire group, document-level subgroup, or individual



SECTION 6 Bid Response

6.1 Rules of Price Evaluation

Bids meeting all requirements of this ITB will be evaluated on price. Bids stating price in effect at the time of shipment will not be accepted.

6.2 Prompt Pay Discount

Prompt payment discounts offered by Contractors shall be used to calculate the low bid provided the discount offered allows a minimum of twenty (20) days for payment. The number of days is calculated from the date of acceptance of goods or services or from the date a complete invoice is date stamped as received by King County, whichever event occurs last, and the check/warrant date. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if:

- The date printed on the invoice is more than three days earlier than the invoice receipt date;
- The delay is caused awaiting a credit memo, invoice correction, adjustment or reissue;
- An invoice is received prior to receiving goods ordered.

Prompt pay discount offered 2 % - 20 Days, Net 45

6.3 Pricing

ITEM NO.	EST QTY	UNIT	DESCRIPTION	UNIT PRICE
Paper/Microfilm to CD				
1.	2,500	Hour	Document Preparation	\$ 10.00
2.	425,000	Image	8.5" X 11", (A size drawings and documents), One (1) week turn around	\$ 0.019
3.	12,000	Image	8.5" X 11", (A size drawings and documents), Twenty-four (24) hour turn around	\$ 0.02
4.	230,000	Image	8.5" X 14", (Legal size documents), One (1) week turn around	\$ 0.019
5.	2,900	Image	8.5" X 14", (Legal size documents), Twenty-four (24) hour turn around	\$ 0.02
6.	60,000	Image	11' X 17", (B size drawings), One (1) week turn around	\$ 0.022
7.	1,000	Image	11' x 17", (B size drawings), Twenty-four (24) hour turn around	\$ 0.023
8.	2,000	Image	18" X 24", (C size drawings), Black & White, One (1) week turn around	\$ 0.22
9.	300	Image	18" X 24", (C size drawings), Black & White,	\$ 0.23

ITEM NO.	EST QTY	UNIT	DESCRIPTION	UNIT PRICE
			Twenty-four (24) hour turn around	
10.	10	Image	18" X 24", (C size drawings), 140 DPI Color, One (1) week turn around	\$ 1.10
11.	10	Image	18" X 24", (C size drawings), 140 DPI Color, Twenty-four (24) hour turn around	\$ 1.10
12.	27,000	Image	24" X 36", (D size drawings), Black & White, One (1) week turn around	\$ 0.38
13.	1,000	Image	24" X 36", (D size drawings), Black & White, Twenty-four (24) hour turn around	\$ 0.40
14.	10	Image	24" X 36", (D size drawings), 140 DPI Color, One (1) week turn around	\$ 1.05
15.	10	Image	24" X 36", (D size drawings), 140 DPI Color, Twenty-four (24) hour turn around	\$ 1.10
16.	1,100	Image	30" X 42", (E size drawings), Black & White, One (1) week turn around	\$ 0.50
17.	10	Image	30" X 42", (E size drawings), Black & White, Twenty-four (24) hour turn around	\$ 0.52
18.	10	Image	30" X 42", (E size drawings), 140 DPI Color, One (1) week turn around	\$ 0.50
19.	10	Image	30" X 42", (E size drawings), 140 DPI Color, Twenty-four (24) hour turn around	\$ 1.00
20.	270	Image	36" X 48", (F size drawings), Black & White, One (1) week turn around	\$ 0.60
21.	10	Image	36" X 48", (F size drawings), Black & White, Twenty-four (24) hour turn around	\$ 0.61
22.	10	Image	36" X 48", (F size drawings), 140 DPI Color, One (1) week turn around	\$ 1.00
23.	10	Image	36" X 48", (F size drawings), 140 DPI Color, Twenty-four (24) hour turn around	\$ 1.10
24.	10	Frame	16MM roll of film (Microfilm), Approximately 2,500 Frames Per Reel One (1) week turn around	\$ 0.01
25.	10	Frame	16MM roll of film (Microfilm), Approximately 2,500 Frames Per Reel	\$ 0.01

ITEM NO.	EST QTY	UNIT	DESCRIPTION	UNIT PRICE
			Twenty-four (24) hour turn around	
26.	10	Frame	35MM roll film (Microfilm), 500 – 1000 frames per Roll, One (1) week turn around	\$ 0.06
27.	10	Frame	35MM roll film (Microfilm), 500 – 1000 frames per Roll, Twenty-four (24) hour turn around	\$ 0.06
28.	15	CD	Create an original CD	\$ N/C
29.	15	CD	Create a duplicate CD	\$ N/C
30.	10	CD	Create and maintain additional set of CD's, off-site	\$ N/C
31.	40	DVD	Create an original DVD	\$ N/C
32.	40	DVD	Create a duplicate DVD	\$ N/C
33.	75,000	File	Indexing of records	\$ 0.02
34.	25,000	MBS	Internet FTP Delivery	\$ N/C
35.	20	Trip	Pick Up/Delivery, 1-HOUR response, per trip	\$ N/C
36.	50	Trip	Pick Up/Delivery, 4-HOUR response, per trip	\$ N/C
37.	50	Trip	Pick Up/Delivery, NEXT BUSINESS DAY response, per trip	\$ N/C
38.	250	Box	Physical Storage of Box after initial sixty (60) day period	\$ N/C
39.	500	Box	Destruction of Records	\$ N/C
Web Hosting				
40.	20	Client	Web Hosting Set-up Fee	\$ N/C
41.	30	Users	Monthly fee, five (5) concurrent user (minimum) License.	\$ N/C
Microfilming				
42.	2,500	Hour	Document Preparation	\$ 10.00
43.	580,000	Image	16MM Planetary Microfilming, 8 ½" x 11"	\$ 0.022
44.	400,000	Image	16MM Planetary Microfilming, 8 ½" x 14"	\$ 0.022
45.	1,000	Image	16MM Planetary Microfilming, 11" x 17"	\$ 0.022
46.	200	Image	35MM Planetary Microfilming, 18" x 24"	\$ 0.38

ITEM NO.	EST QTY	UNIT	DESCRIPTION	UNIT PRICE
47.	50	Image	35MM Planetary Microfilming, 24" x 36"	\$ 0.38
48.	50	Image	35MM Planetary Microfilming, 30" x 42"	\$ 0.38
49.	10	Image	35MM Planetary Microfilming, 36" x 48"	\$ 0.38
50.	250	Roll	Indexing Services/Labeling	\$ 2.00
51.	10	Cartridge	ANSI Cartridges	\$ 10.00
52.	220	Cartridge	Diazo Duplicate Rolls	\$ 10.00
Digital Images to Microfilm				
53.	20	Image	Digital to 16mm Microfilm	\$ 0.20
54.	10	Image	Digital to 35mm Microfilm	\$ 0.45
			Total:	\$ 102067.50