

BID TABULATION - MICROFILM PRESERVATION

MICROFILM PRESERVATION BID OPENING 8-18-2015	MICROTEK DOCUMENT IMAGING SYSTEMS, INC.	MCM, INC.	RAYCOM DATA TECHNOLOGIES, INC.	XEROX GOVERNMENT SYSTEMS, LLC	TIPTON SYSTEMS	OPTITEK, INC.	PROGRIo	DOCUMENT NETWORK TECHNOLOGIES
	2282 WELDON PARKWAY ST LOUIS MO 63146	702 JULES ST ST JOSEPH MO 64501	1320 E. IMPERIAL AVENUE EL SEGUNDO CA 90245	8260 WILLOW OAKS CORPORATE DRIVE, 6TH FL. FAIRFAX VA 22031	5725 MANCHESTER AVE. ST LOUIS MO 63110	2001 S HANLEY RD SUITE 250 ST LOUIS MO 63144	1710 WHITTEMORE STREET ROCK ISLAND IL 61201	2275 CASSENS COURT #112 FENTON MO 63026
AVERAGE NUMBER OF MONTHLY DIGITAL IMAGES 22,500 WITH CD AND DELIVERY - COST PER PAGE	\$0.0347	\$0.05 PLUS \$35.00 PER CD/DVD	\$0.045	\$0.04	\$0.04	\$0.029	\$0.016	\$0.027 FOR 215' ROLLS & \$0.035 FOR 100' ROLLS
COMMENTS:	N/A	ALSO INCLUDED IN THIS PRICE IS BROWNTONE TREATMENT.	N/A	N/A	N/A	N/A	N/A	N/A
AVERAGE NUMBER OF YEARLY PAPER DOCUMENTS 60 WITH CD AND DELIVERY - COST PER PAGE	\$0.09	\$0.05 PLUS \$35.00 PER CD/DVD	\$0.18	\$0.24	\$0.04	\$0.87	\$0.062	\$0.49 FOR 100' ROLLS
COMMENTS:	OR \$50.00 MINIMUM CHARGE PER BATCH OF PAPER DOCUMENTS, WHICHEVER IS GREATER	N/A	N/A	N/A	N/A	N/A	N/A	N/A
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y	Y	Y	Y	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y	Y	Y	Y	Y	Y	N
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	N	LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY INCLUDED BUT NOT NOTARIZED	Y	Y	Y	Y	LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY INCLUDED BUT NOT NOTARIZED
COOPERATIVE BID FORM (Y/N)	Y	Y	Y	Y	Y	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y	Y	Y	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y	Y	Y	Y	N	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COMMENTS:	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED - SUBCONTRACTOR INFORMATION INCLUDED	SEE ATTACHED	SEE ATTACHED



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

Invitation for Bid: MICROFILM PRESERVATION

Date Issued: 7-21-2015

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, AUGUST 18, 2015 AT 2:00 P.M. LOCAL TIME.

Specification
Contact: DEBBIE DUNNEGAN-WATERS
Jefferson County Recorder of Deeds
636-797-5419
ddunegan@jeffcomo.org

Contract
Contact: VICKIE PRATT
Department of Administrative Services
636-797-5380

**Mail (3) Three
Complete Copies
With Vendor And
Bid Information As
Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

Contract Term:
10-01-2015
through
09-30-2017

**Vendor
Information:**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

MICROTEK DOCUMENT IMAGING MARK SANDKEWICH
Company Name SYSTEMS, INC. Authorized Agent (Print)

2282 WELDON PARKWAY Mark Sandk
Address Signature

ST. LOUIS MO 63146 PRESIDENT
City/State/Zip Code Title

314-872-3322 08-06-15 430911966
Telephone # Date Tax ID #

mlsands@microtekstl.com 314-872-3377
E-mail Fax #

BID SPECIFICATIONS

The Jefferson County, Missouri Recorder of Deeds Department (the County) is soliciting bids for the furnishing of monthly Archival Microfilm services.

1. This service involves the retrieval of digital images from an FTP site. Images are to be converted to 100 foot, 16mm, 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by month and year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of monthly digital images 22,500.

Average number of monthly digital images 22,500 with cd and delivery \$ 0.0347 cost per page

2. This service involves the converting of two-sided paper documents to Archival Microfilm. Images are to be converted to 16mm 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of yearly paper documents 60.

Average number of yearly paper documents 60 with cd and delivery \$ 0.09^{*} cost per page

*OR \$50.00 minimum charge per batch of paper documents, whichever is greater.

The County will review and accept or reject all digitized images. If the County determines that the quality of an image is insufficient to meet the needs of the County, the vendor will rework the image to provide it an acceptable quality at no extra cost the County. The final arbiter of all quality concerns is the County.

Pricing to be on a cost per page basis that will include setup, all materials required to complete microfilming and duplication on cd and delivery to County.



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VENDOR ADDRESS

CONTACT NUMBER

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**Vendor
Information:**

MCM, inc

Company Name

GLENN PATAKY

Authorized Agent (Print)

702 JUIES

Address

Glenn Pataky

Signature

ST. JOSEPH, MO. 64501

Pres.

Title

City/State/Zip Code

816-364-5200

8-4-15

43-1263149-3

Telephone #

Date

Tax ID #

GlennPmcm@stjodelive.com

Fax #

E-mail

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Average number of monthly digital images 22,500 with cd and delivery \$.05 cost per page
Please read info below! plus \$35.00 per CD/DVD

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Average number of yearly paper documents 60 with cd and delivery \$.05 cost per page
plus \$35.00 per CD/DVD

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ATTN: PLEASE NOTE THAT MCM, INC FILM HAS PROPER TARGETING PER LOCAL RECORDS GUIDELINES.

WE ALSO PROVIDE BROWNTONE TREATMENT AT NO ADDITIONAL COST. INCLUDED IN ABOVE PRICE. THE CHEMICAL TREATMENT IS RECOMMENDED FOR LONG-TERM STORAGE FILM. CONTACT LR IN JEFF. CITY ABOUT THIS!



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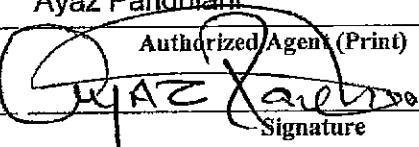
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**Vendor
Information:**

Raycom Data Technologies, Inc	Ayaz Pandhiani	
Company Name	Authorized Agent (Print)	
1320 E Imperial Ave		
Address	Signature	
El Segundo, CA 90245	President	
City/State/Zip Code	Title	
(310) 322-5113	8-18-15	95-3218920
Telephone #	Date	Tax ID #
info@raycomdtech.com	(310) 322-6025	
E-mail		Fax #

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Average number of monthly digital images 22,500 with cd and delivery \$.045 cost per page

2. This service involves the converting of two-sided paper documents to Archival Microfilm. Images are to be converted to 16mm 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of yearly paper documents 60.

Average number of yearly paper documents 60 with cd and delivery \$.18 cost per page

The County will review and accept or reject all digitized images. If the County determines that the quality of an image is insufficient to meet the needs of the County, the vendor will rework the image to provide it an acceptable quality at no extra cost the County. The final arbiter of all quality concerns is the County.

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Project Schedule and Work Plan

Scope of the Project

Jefferson County has the following items that need to be archived:

An estimated 22,500 digital images a month

An estimated 60 paper documents yearly

Pick up

Raycom employee(s) will coordinate with Jefferson County the transferring of the 22,500 images per month via SFTP. When the digital images are received they will be verified with the County and a log of what was received will be created prior to filming.

Filming

Once the files are received, Raycom will transfer to image filming machine. The images will be converted to 16mm 100 foot rolls using the specified reduction ratio determined by the County. A marker to indicate the start and end of the roll will be inserted. Blip marks can also be utilized as required by the County

When the rolls are full with images it will be processed to ANSI standards. At the same time of processing the roll(s) the images will be transferred to a CD.

Each roll created will be designated by year. The number of images per roll will be logged. When filming is complete the number of images filmed will be verified against the total number of images provided.

Quality Control

Raycom operations procedure at all times from receiving the items at Raycom to the very end of finalizing the delivery to the City is focused on quality.

- The Q/C operators will verify the directory structure and images quantity total against the production scanning log sheet.
- The Q/C Operator will document any changes, quality issues, and initial for confirmation of inspection on the production scan log sheet.
- The Q/C Operator will provide the production log sheet to the Project Manager when completed verifying the images.

Indexing Criteria

Upon completion of quality control check, the rolls will be placed in acid free black plastic storage boxes and labeled according to year and or other County specifications. The CD's will be labeled as determined by the County.

Delivery

When the rolls have been transferred to the boxes, they will be provided to the project manager for final approval prior to delivery to the County. Raycom will create a shipping ticket indicating the image totals, directory structures, and other information on Raycom production log system.

Raycom will provide the completed rolls and CD to the County within the same week.



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10-01-2015 through 09-30-2017

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Vendor Information:

Xerox Government Systems, LLC	Louis Schiavone, Jr.
Company Name	Authorized Agent (Print)
8260 Willow Oaks Corporate Drive, 6th FL	
Address	Signature
Fairfax, VA 22031	Vice President
City/State/Zip Code	Title
615-269-9812	08/14/2015 23-2154345
Telephone #	Date
Louis.SchiavoneJr@xerox.com	Tax ID #
	214-902-5058
E-mail	Fax #

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Average number of monthly digital images 22,500 with cd and delivery \$ 0.04 cost per page

2. This service involves the converting of two-sided paper documents to Archival Microfilm. Images are to be converted to 16mm 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of yearly paper documents 60.

Average number of yearly paper documents 60 with cd and delivery \$ 0.24 cost per page

The County will review and accept or reject all digitized images. If the County determines that the quality of an image is insufficient to meet the needs of the County, the vendor will rework the image to provide it an acceptable quality at no extra cost the County. The final arbiter of all quality concerns is the County.

Pricing to be on a cost per page basis that will include setup, all materials required to complete microfilming and duplication on cd and delivery to County.

Proposed Solution

Xerox will process your microfilm to meet ANSI/AIIM/ISO standards. Our certified facility is located in the United States, and is one of the industry's largest-capacity microfilm-to-electronic image conversion laboratories. *No work will be sent offshore, all work for this project will be performed in the US.*

Microfilm Services

Xerox will convert all digitally scanned documents to 16mm archival quality microfilmed images according to the stated micrographics laws and regulations. We will return all fully processed original microfilm to the County.

Processed film will be placed in acid-free microfilm, labeled storage boxes in sequential order. All microfilm records will remain the property of the County. Xerox will perform all the work without the use of subcontractors. Our team regularly performs these services and understands the importance of this project. Xerox will use the following process and provide the microfilm per the requirements of the County.

- Our imaging process begins with the extraction of files from the County on a mutually agreed upon schedule, via DVD, external HDD or the County secure FTP Internet site. The images will be downloaded into a specially configured computer system where Xerox proprietary software automatically rotates each image and ensures proper scaling and that each image is a Group IV single page TIFF file.
- Resolution target pages will also be inserted onto the files in the event that a resolution test must be performed. We will include targets and header and trailer pages per the county requirements.
- Images will be sorted by document number.
- The images will then be sent through Xerox's image conversion laboratory network to the computer system that drives our image to film conversion hardware systems. Here the image is further processed by another software program that ensures all images are correctly scaled for uniformity and optimal fit within each microfilm frame.
- Xerox uses our high-speed Digital Science Document Archive Writers, capable of converting over a million pages per month, to convert the digitized images to 16mm x 215' archival microfilm rolls at a reduction of 24X. Master silver original(s) will be produced for each roll.
- The film is then transferred to Xerox's microfilm laboratory for processing using Kodak film processors.
- The film is then quality tested to ensure that it meets or exceeds all ANSI/NMA/ISO and state standards for archival quality.
- Xerox will submit microfilm to the County. The microfilm roll containers will be labeled per the requirements of the County Specifications.

Quality Control Inspection

The following required tests are performed and tabulated on a daily basis:

- Quality Control Test to monitor for consistent microfilm processing
- Methylene Blue Analysis to analyze for proper archival washing of film and to ensure that the processing of film meets the standards set by the American National Standards Institute (ANSI) and State Archive Standards.
- Fixer Analysis to detect concentrations of silver and thiosulfate in the fixer
- Print Film Tests that analyze output films for slippage
- Image quality, exposure and physical quality
- Scratch Testing to eliminate scratches in processed microfilm.
- Density Test to monitor film contrast.
- Page by Page inspection of each roll.

As a part of the EPM Quality Control Program, the following additional procedures are in place to ensure that we continue to meet ANSI/AIIM standards:

- Lint-free, white cotton gloves are always worn during inspection and handling of film, eliminating the potential scratching of film or damaging acids produced from skin oils.
- Film is wound onto non-corroding plastic reels, and attached using an acid-free material. No contamination-causing rubber bands or tape is used. Care is also taken to make sure the reels are not overloaded or wound too tightly.
- Xerox also inspects film to identify flaws such as shortened images, double exposure, fogging, spotting, fingerprints, and frilling, mottling, streaking and water spots.

Any major defects are immediately brought to the attention of the camera operator. All divergences from the established standards are recorded.



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<u>Tipton Systems</u>	<u>Alan Bergfeld</u>
Company Name	Authorized Agent (Print)
<u>5725 Manchester Ave</u>	<u>AB</u>
Address	Signature
<u>St. Louis, MO 63110</u>	<u>Sales Manager</u>
City/State/Zip Code	Title
<u>314-781-7750</u>	<u>8-12-15</u>
Telephone #	Date
<u>alan@tiptonsystems.com</u>	<u>43-1573486</u>
E-mail	Fax #
	<u>314-781-2997</u>
	<u></u>

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Average number of monthly digital images 22,500 with cd and delivery \$ 0.04 (4 cents) cost per page

2. This service involves the converting of two-sided paper documents to Archival Microfilm. Images are to be converted to 16mm 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of yearly paper documents 60.

Average number of yearly paper documents 60 with cd and delivery \$ 0.04 (4 cents) cost per page

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Subcontractor

E-Verify



Company ID Number: 374658

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Image Express, Inc.

Rick Peck

Name (Please Type or Print)	Title
Electronically Signed	11/26/2010
Signature	Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)	Title
Electronically Signed	11/26/2010
Signature	Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	Image Express, Inc.
Company Facility Address:	10921 Valley View Rd.
	Eden Prairie, MN 55344
Company Alternate Address:	
County or Parish:	HENNEPIN
Employer Identification Number:	41189479



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09-30-2017**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
Information:**

Optitek, Inc

Chris E. Hair

Company Name

Authorized Agent (Print)

2001 S. Hanley Road, Suite 250

Signature

Address

Chief Operating Officer

St. Louis, MO 63144

City/State/Zip Code

Title

(314) 644-2880

43-1621508

8/14/2015

Telephone #

Date

Tax ID #

chris.hair@optitek.com

(314) 644-7727

E-mail

Fax #

BID SPECIFICATIONS

The Jefferson County, Missouri Recorder of Deeds Department (the County) is soliciting bids for the furnishing of monthly Archival Microfilm services.

1. This service involves the retrieval of digital images from an FTP site. Images are to be converted to 100 foot, 16mm, 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by month and year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of monthly digital images 22,500.

Average number of monthly digital images 22,500 with cd and delivery \$ 0.029 cost per page

2. This service involves the converting of two-sided paper documents to Archival Microfilm. Images are to be converted to 16mm 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of yearly paper documents 60.

Average number of yearly paper documents 60 with cd and delivery \$ 0.87 cost per page

Cost per image would be significantly lower if more images could be included on a roll.

The County will review and accept or reject all digitized images. If the County determines that the quality of an image is insufficient to meet the needs of the County, the vendor will rework the image to provide it an acceptable quality at no extra cost the County. The final arbiter of all quality concerns is the County.

Pricing to be on a cost per page basis that will include setup, all materials required to complete microfilming and duplication on cd and delivery to County.

\$ 16.50	100' Roll	2,500	Images/Roll	\$ 16.50	100' Roll	\$ 16.50	2,500	Images/Roll
\$ 5.74	Misc Material			\$ 5.74	Misc Material	\$ 5.74		
\$ 22.24				\$ 22.24		\$ 22.24		
\$ 27.00	Labor	22,500	Images	\$ 27.00	Labor	\$ 27.00		
\$ 49.24	Cost/Roll	9	Rolls	\$ 49.24	Cost/Roll	\$ 49.24		
\$ 443.16				\$ 49.24				
\$ 25.00	CD			\$ 25.00	CD	\$ 25.00		
\$ 50.00	Delivery			\$ 50.00	Delivery	\$ 50.00		
\$ 518.16	TOTAL COST			\$ 124.24	TOTAL COST	\$ 124.24		
\$ 647.70	TOTAL CHARGE			\$ 155.30	TOTAL CHARGE	\$ 155.30		
\$ 0.0288	Per Image			\$ 0.8628	Per Image	\$ 0.8628		



**JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG**

Invitation for Bid: MICROFILM PRESERVATION

Date Issued: 7-21-2015

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, AUGUST 18, 2015 AT 2:00 P.M. LOCAL TIME.

Specification Contact: **DEBBIE DUNNEGAN-WATERS**
Jefferson County Recorder of Deeds
636-797-5419
ddunegan@jeffcomo.org

Contract Contact: **VICKIE PRATT**
Department of Administrative Services
636-797-5380

Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:

SAMPLE ENVELOPE

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

Contract Term:

**10-01-2015
through
09-30-2017**

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Vendor Information:

Progrrio	Joshua Schwarzberg	
Company Name	Authorized Agent (Print)	
1710 Whittemore Street	Signature	
Address	CEO	
Rock Island, IL 61201	Title	
City/State/Zip Code		
309-786-5800	8/15/2015	47-2035996
Telephone #	Date	Tax ID #
josh@progrrio.com		309-786-5900
E-mail		Fax #

BID SPECIFICATIONS

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Average number of monthly digital images 22,500 with cd and delivery \$ 0.016 cost per page

2. This service involves the converting of two-sided paper documents to Archival Microfilm. Images are to be converted to 16mm 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a cd copy as well as delivery to the County. Average number of yearly paper documents 60.

Average number of yearly paper documents 60 with cd and delivery \$ 0.062 cost per page

The County will review and accept or reject all digitized images. If the County determines that the quality of an image is insufficient to meet the needs of the County, the vendor will rework the image to provide it an acceptable quality at no extra cost the County. The final arbiter of all quality concerns is the County.

Pricing to be on a cost per page basis that will include setup, all materials required to complete microfilming and duplication on cd and delivery to County.



Progrrio Pricing Assumptions:

Film Creation - 16mm

- Progrrio will receive approximately 22,500 images monthly (270,000 images annually) via FTP
- Images identified by a unique 10 digit instrument number and page number will be saved in single page TIF format in zip files by month and date order, and uploaded to the FTP site
- Monthly Images will be written onto 16mm x100' Kodak negative microfilm at 32X reduction in simplex mode and Comic (portrait) orientation using single level blips with approximately 2600 images per roll
- One silver original will be produced
- Images larger than 11' x 17' will be reduced to fit on 16mm film and may be hard to read
- Frames will be numbered sequentially
- No images for a document will be split among two (2) rolls. Progrrio will end each roll at the last page of a document and begin the next roll with the first image of the next document
- Images will be consistently placed on film with bottom of image always on bottom edge of film
- Standard heading and ending sheets will be included at beginning and end of each roll according to the Missouri State Standards
- Film will be delivered in white locking reels and will be packaged in white cardboard acid free boxes labeled by Instrument Number Range and Recorded Date range
- Images will be held month-to-month until complete rolls can be delivered

Paper Scanning and Film Creation - 16 mm

- Progrrio will receive approximately 60 Paper documents, varying in number of pages, annually for scanning
- Progrrio assumes the average document size is five (5) pages



- Images will be scanned at 300 dpi
- Images will be written onto 16mm x100' Kodak negative microfilm at 32X reduction in simplex mode and Comic (portrait) orientation using single level blips with approximately 2600 images per roll
- One silver original will be produced
- Images larger than 11' x 17' will be reduced to fit on 16mm film and may be hard to read
- Frames will be numbered sequentially
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- Images will be held month-to-month until complete rolls can be delivered

Additional Assumptions

* After reviewing original source media and determining that it does not fall under these assumptions or processes herein are changed, quoted Progrio pricing may be evaluated and modified.

* All pricing is valid for thirty (30) days from date of issue.

* Per-unit charges are based on the estimated quantities noted above.

* Prices may need to be re-evaluated in the event of a 2% or more change in total quantities.

* As part of our service and commitment, Progrio offers a thirty (30) day warranty of post conversion support that begins with each delivery. Post support means that we will correct any errors up to a 99.5% accuracy rate in the conversion for the thirty (30) day provided the errors are a result of Progrio's work.



JEFFERSON COUNTY
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Contract
Contact: VICKIE PRATT
Department of Administrative Services
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through
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<u>Document Network Technologies</u>	<u>Jarney Scherer</u>
Company Name	Authorized Agent (Print)
<u>2275 Cassens Court #112</u>	<u>J</u>
Address	Signature
<u>Fenton MO 63026</u>	<u>Imaging Account Executive</u>
City/State/Zip Code	Title
<u>314. 773 - 6000</u>	<u>01/11/15</u>
Telephone #	Date
<u>jscherer@dnftstl.com</u>	<u>43-1886460</u>
E-mail	Tax ID #
	<u>314. 771-6344</u>
	Fax #

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Average number of monthly digital images 22,500 with cd and delivery \$.027 cost per page

215' rolls

\$.035 100' rolls

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Average number of yearly paper documents 60 with cd and delivery \$.49 cost per page

100' rolls

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