

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION
 25 BEAVER STREET
 NEW YORK, NY 10004

(Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi
 Email: mceppi@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

PER RFB SPECIFICATIONS

Bid Number: OCA/RM-175A	Commodity Group:
Opening Date: February 28, 2011 Time: 3:00 P.M. Issue Date: 01/31/2011	Commodity Name: Micrographics and Digital Imaging Services - NYC County Clerks

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required (include quantities)</p> <p>UCS ATTACHMENTS I, III AND IV MADE PART AND INCORPORATED HEREIN.</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</p>
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NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email:	

DOCUMENTS ENCLOSURE CHECKLIST

___ Bid Response Form must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- ___ UCS Request for Bid FRM with original signature
- ___ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ___ Attachment I, p.4 - Corporate Acknowledgment
- ___ Attachment III - Vendor Responsibility Questionnaire
 - paper questionnaire
 - questionnaire file online via OSC VendRep System
- ___ Attachment IV - Procurement Lobbying forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
 - Termination Clause (UCS 423)
- ___ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications.
Please note: For proof of workers' compensation and disability benefits insurance coverage, ONLY the following forms will be accepted: Workers Compensation Board Form # C-105.2 (workers' compensation coverage) and Form # DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.) An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.
- ___ Disaster Recovery Program
- ___ Copy of bidder's standard manifest form
- ___ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ___ Original bid response + five (5) complete copies
- ___ Signed Documents Enclosure Checklist

NB: There is no Attachment II

To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

***** GENERAL SPECIFICATIONS *****

I. The RFB/RFP Process

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV - Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.tem or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the Office of the State Comptroller's Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Unified Court System or the Office of the State Comptroller's Help Desk for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RRB/RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

Online RFB/RFP Package : Disclaimer

Bidders accessing any Unified Court System/Office of Court Administration (hereafter “UCS/OCA”) solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under “Current Solicitations” shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Bid Response/Proposal: Original and Copies

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP FRM; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire and its Attachment A; Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder’s response.

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration/Office of Records Management (hereafter “OCA/RM”) provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Packaging, Identifying and Delivering of Bids/Proposals

Bidders may **not** submit their bid/proposal responses online.

Bids/Proposals must be **clearly addressed and submitted** to:

Marie-Claude Ceppi
Management Analyst
NYS Office of Court Administration
25 Beaver Street, R-823
New York, NY 10004

RFB# OCA/RM-175A
MICROGRAPHICS AND DIGITAL IMAGING
SERVICES - NYC COUNTY CLERKS

BID OPENING: FEBRUARY 28, 2011
3:00 PM

All envelopes/cartons must also be labeled with the following information on two sides:

“Deliver immediately to Marie-Claude Ceppi R-823”

“Sealed bid - Do not open”

”OCA/RM-175A due Monday, February 28, 2011 at 3:00 p.m.”.

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by **Monday, February 28, 2011 at 3:00 pm** at the latest or bids will be declared a “late bid” and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/RM-175A.

Estimated Quantities

Any requirements specified in this solicitation constitutes estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

Compliance with Laws

Awarded contractor(s) must be compliant with all applicable federal, state and local laws, rules and regulations prior to and during the provision of all services under the contract resulting from this RFB/RFP. Awarded contractor(s) must provide proof of workers compensation and disability benefits insurance coverage under NYS law with its proposal or, if it is exempt from such coverage, proof of exemption.

Independent Contractor Status

It is expressly understood and agreed that the awarded contractor’s status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers’ Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Rejected and Unacceptable Bids/Proposals

The OCA/RM reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA/RM may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts or who are found to be non-responsible based on any of the criteria specified in the section headed 'Responsible Bidder'.

References

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

Responsible Bidder

A bidder shall be defined as "responsible" in accordance with, but not limited to, references, past performance history, financial stability, compliance with, and the resources to meet the requirements of this RFB's general and detailed specifications, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire) and the criteria set forth in the paragraph headed "Rejected and Unacceptable Bids/Proposals" as well as any other criteria necessary and reasonable to establish the bidder's responsibility.

Insurance Requirements

Bidders shall be required to provide proof of the following insurance coverage, and awarded contractor shall be expected to maintain such coverages at all times during the term of the contract, at its own cost and expense:

Workers' compensation and disability benefit insurance coverage as required under NYS law (see Workers' Compensation Board website at www.wcb.state.ny.us for coverage requirements), or, if it is exempt from such coverage, proof of exemption.

Please note that ONLY the following forms will be accepted: Workers Compensation Board Form # C-105.2 (workers' compensation coverage) and Form # DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.) An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

All insurance coverages shall be obtained from commercial insurance carriers admitted to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

Confidentiality

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of the OCA/RM. Any breach of this confidentiality by the awarded contractor or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by the OCA/RM and may subject the bidder to further penalties.

Awarded contractor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records. User Agency shall store and maintain the records in a manner physically and electronically secure from access by unauthorized persons. User Agency may not copy, backup or otherwise archive the records for any purpose other than the permitted use herein, or maintain any such records in a mobile or portable device.

Subcontracting

The awarded contractor(s) shall not subcontract any portion of their work without the knowledge and prior written approval of the OCA/RM.

Subcontracting of any services described herein shall be subject to the following:

1. Bidder must identify each proposed subcontractor, type of service(s) to be performed, length and nature of bidder's relationship with proposed subcontractor and must provide any and all additional information regarding the proposed subcontractor as the OCA/RM considers reasonable and necessary.
2. All proposed subcontractors must be identified in bidder's proposal and any additions and/or changes shall be subject to the written approval of OCA/RM prior to engagement by contractor and any such approved subcontractor shall be held to the same performance standards as awarded contractor.
3. The OCA/RM will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance of any such subcontractor, its employees, agents, consultants or representatives. The names must be submitted in ample time to permit acceptance or rejection of each proposed subcontractor by OCA/RM without causing delay in the services required by this contract.

Pre-bid Conference

A pre-bid conference will be conducted at **2:00 PM sharp on Wednesday, February 16, 2011, at the Office of Court Administration, 25 Beaver Street, Room 1106, New York, NY 10004**. While this conference is not mandatory, bidders are strongly encouraged to attend to benefit most directly and immediately from any issues or clarifications presented. Bidders are urged to notify Marie-Claude Ceppi by email of their attendance and of the number of people in their party.

Questions

Any and all questions bidder may have in connection with this solicitation are to be directed **by email only** to the attention of

Marie-Claude Ceppi
mceppi@courts.state.ny.us

Please indicate in "Subject" field: OCA/RM-175A Question(s)

The deadline to submit questions is **Monday, February 14, 2011 at 5:00 pm**. **No questions will be entertained after this deadline**. All questions will be answered in writing. A written Questions & Answers (Q&A) listing all

the questions received and their answers will be distributed at the pre-bid conference. A revised Q&A reflecting the questions and answers from the pre-bid conference, will be posted on the UCS website and the bidders a couple of days after the pre-bid conference.

IMPORTANT: All questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA including the Office of Records Management in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Bidder's Proprietary Information

Information construed as proprietary by a submitting bidder must be marked as such and will be so regarded by the OCA/RM. If possible, such information should be submitted in a separate folder attached to the proposal to be valid; however, all information must be available for review. Viewing of information designated as proprietary will not be construed to violate the constraints of proprietary information.

Access to court facilities

Bidders shall be wholly responsible for familiarity with the physical layout and access to the courts and buildings in question, including but not limited to, roadways, overhangs, parking, security, elevators, required access permits or insurance certificates. **No special accommodations can or will be made by court staff with respect to security measures, access or parking.**

Financial Stability

Upon request by OCA, bidder shall provide its audited financial statements prepared in accordance with GAAP-Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

Termination

Early termination of the contract for cause may result in, among other consequences, including but not limited to all remedies available to UCS and New York State, the awarded contractor both being declared non-responsible by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the contractor's removal from the UCS/OCA's bidders list for future solicitations.

In addition to any other rights or remedies it may have, UCS may terminate an agreement with awarded contractor upon written notice to contractor: (i) in the event that any representation made by the contractor in connection with this RFB shall prove to be false or misleading in any material respect, (ii) upon a determination that Contractor is non-responsible or (iii) if Contractor defaults in the observance or performance of any of the terms and conditions of such agreement, and such default is not remedied within thirty (30) days after such notice has been delivered to contractor specifying the occurrence, omission, or failure giving rise to such default.

Implied Requirements

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of the Specifications

The apparent silence of the specifications contained as part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

II. RFB# OCA/RM-175A

Purpose & scope

The NYS Office of Court Administration/Office of Records Management (hereafter, OCA/ORM) is seeking sealed bids on behalf of the five (5) New York City county clerks (including, with respect to the administration of an awarded contract, their respective designees) (individually, "NYCC", collectively, "NYCC's") for microfilming and digital imaging of court records including, but not limited to, documents filed in connection with court litigation, which are maintained at the Records Locations as well as related services described in this solicitation.

Term of Award

A single contract shall awarded for three (3) years commencing on or about June 1, 2011. The UCS reserves the right to renew the contract for an additional two (2) one (1)-year periods at the same terms and conditions, except pricing, which for a renewal period, shall be determined in accordance with the paragraph below entitled, "Price Increases."

Method of Award

Bidder must bid on all Records Locations. A single contract will be awarded for all Records Locations. The award will be made to the lowest dollar cost, responsible bidder. Lowest dollar cost is defined as the lowest grand total cost for the initial three-year term of the contract. Please see the Bid Response Form.

Pricing

All pricing submitted pursuant to the solicitation shall be net and include all costs for the performance of the services described in this solicitation. Additionally, pricing shall be submitted only on, and in the format prescribed by, the bid response form. All prices shall remain unchanged during the initial contract term of three (3) years. Pricing must include delivery of micrographics materials to Records Locations and delivery of microfilm/fiche as required to current vendor in Boyers, PA, where requested, such deliveries to be made by the methods, and in the time frames set forth in the Detailed Specifications.

Price Increases

All prices shall remain unchanged during the initial three (3) year term of the contract. Reasonable, necessary and documented cost increases to the contractor for any renewal period will be considered subject to the following:

1. Only those increases applicable to materials and supplies, as the result of increases levied by the manufacturers/suppliers, will be considered. No increases associated with labor costs will be considered.
2. The price increase must not exceed the change in CPI between the beginning date of the initial term of the contract or the first renewal period and the date of the request for a price increase. In case of a request for a price increase, OCA apply the CPI-U - NSA, i.e the Consumer Price Index - All Urban Consumers - Not Seasonally Adjusted, Table 4.
3. The awarded contractor must submit a written request to Marie-Claude Ceppi for allowable increase(s) forty-five (45) days prior to the end of the initial contract period and/or its first renewal, accompanied by any/all supporting documentation showing price increases at the manufacturers/suppliers level including manufacturers/suppliers invoices at the time of the beginning of the awarded contract and/or its first renewal and at the time of the awarded contractor's request for a price increase.

Court personnel

Awarded contractor will be required to perform all services specified herein and to provide and maintain any and all material handling equipment to efficiently and safely deliver such services. Under no circumstances will court personnel perform or assist with any work required of contractor.

Bidder's/contractor's facility

The bidder shall have available a storage facility which is adequate in the opinion of the OCA/RM. Since the facility will be used to store the paper during the conversion process and prior to release for disposition, the facility must, as a minimum, have sufficient ambient controls to maintain humidity between 45% and 55% with daily fluctuation of +/- 2% and temperature at 70 degrees with daily fluctuation of +/- 02 degrees and maintain a working fire suppression system for paper storage satisfactory to UCS and in full compliance with all applicable laws, rules and regulations. Bidder's facility shall also be properly equipped to handle the proper storage of microfilm/fiche from the time of processing to shipping such materials to permanent storage.

The awarded vendor must have the capacity to store at its facility at least twenty five thousand (25,000) cartons of the type described in the Detailed Specifications at any given time during the pendency of the awarded contract.

For purposes of bid evaluation, **bidder's** proposed facilities shall be available for inspection. Subsequent to award, **contractor's** facilities shall be made available for periodic inspection upon request by OCA/RM or any appropriate staff of the respective county clerk(s).

Court/agency records

All records and materials described herein are the official and confidential records of the NYS Unified Court System and shall be immediately produced upon demand, **notwithstanding any issue which may be in dispute between OCA/RM or the respective contractor(s)**.

Disaster recovery

Bidder shall include with their proposal, a written description of a satisfactory, in-place disaster recovery program providing specifically for no cost restoration services in the event of water damage, or other recoverable damage, to the original records or processed work (micrographics or electronic media) while in contractor's possession. Records shall be deemed in contractor's possession beginning from the point of pickup at a Records Location until return to the Record Location or delivery to long term storage, as may be directed by a NYCC.

Contractor contact

Contractor shall designate a staff member to act as primary contact for the OCA/RM with respect to contract performance.

*** * * DETAILED SPECIFICATIONS * * * ***

The five (5) county clerks of the New York City area represent very diverse and immense operations. Accordingly, the generation of records, files and documents are voluminous in nature and require varying formats to assure that such records, files and documents are effectively and appropriately preserved and accounted for.

While the county clerks of New York, Kings, Queens, Bronx and Richmond counties maintain similarity of operations and documents and share common needs, each has unique applications and requirements with respect to maintenance and preservation of records.

Types of Files

Court records including, but not limited to, documents filed in connection with court litigation.

Estimated Quantities per County

The estimated quantities below are on a per year basis and for the initial three (3)-year term of the contract.

Images:

Queens	10,000,000 images ¹ per year	25,000,000 max over 2 ½ years (i.e. 10,000,000 images each year for the first 2 years, and 5,000,000 images the third year.)
New York	5,500,000 images per year	16,500,000 images over 3 years
Richmond	2,500,000 images per year	7,500,000 images over 3 years
Kings	5,000,000 images per year	15,000,000 images over 3 years
Bronx	3,900,000 images per year	11,700,000 images over 3 years

¹Each page of a document is one image.

Total estimated number of images:

26,900,000 per year, for year 1 and year 2 of the contract

21,900,000 per year, for year 3

Total estimated number of images for initial 3-year term of the contract: 75,700,000 images

Original Silver Master Microfilm:

For the Bronx County Clerk Record Location **only**, the awarded contractor will be required, in addition to the 3.9 million digital images per year, to provide these images on original silver master microfilm rolls. No diazo duplicate rolls are required.

Cartons:

The awarded contractor shall provide standard, one cubic foot cartons to each Record Location. Please see paragraph "Pick up of original files, records, documents".

It is estimated that each carton is capable of holding 5,500 images.

Queens	1,820 cartons per year, year 1 and year 2, and 910 cartons per year 3
New York	1,000 cartons per year
Richmond	455 cartons per year
Kings	910 cartons per year
Bronx	710 cartons per year, and

Total estimated number of cartons:

4,895 per year, for year 1 and year 2 of the contract

3,985 per year, for year 3

Total estimated number of cartons for the initial three (3) year term of the contract:

13,775 cartons

Turnaround time

Awarded contractor shall pick up records to be processed from each Record Location within two (2) weeks of request, and shall deliver to each Record Location fully processed materials within sixty (60) days of pickup unless otherwise agreed to **in writing** by UCS. All records must be imaged in original numerical and/or chronological order. All deliveries must be accompanied by a detailed manifest.

Any deviation from the above turnaround requirement shall be deemed a default and may result in termination of the awarded contract.

UCS Records Management Policies

The UCS Records Management Policy #3 and Policy # 9 are attached and incorporated herein and are available for download or printing at www.nycourts.gov/admin/recordsmanagement under Policy # 3 - Micrographics Guidelines - and Policy # 9 - Guideline for Electronic Records. **The awarded contractor will be required to comply with Policies #3 and #9, as well as with any of the other UCS Records Management policies as they may be applicable.**

Pick up of original files, records, documents

Transportation of all materials picked up and delivered under the awarded contract shall be by awarded contractor or by duly licensed and insured common carriers, and shall be via appropriately secure vehicles. The awarded contractor shall provide standard, 1 cubic foot cartons to each Record Location. The cost of the cartons shall be included in the price that bidder shall quote for pick-up and transportation. Records and files are currently stored in various formats (i.e. file cabinets, cartons, other). **The Record Locations shall box and label their files.** Individual arrangements for the pick-up and transportation of cartons will be made by each Record Location with the awarded contractor.

County clerk's manifest

All files, records and documents to be filmed or imaged will be noted in a manifest which will be provided by the county clerk to the contractor.

Contractor manifest

Contractor must provide a manifest of work completed with methylene blue test certification, before an order of destruction will be issued by a NYCC. Bidder must provide a copy of their standard manifest form with their bid response.

Emergency retrieval

It is occasionally necessary for a court to require immediate retrieval of records that are in the possession of awarded contractor. Upon request of a NYCC, retrieved documents must be returned to the requesting Record

Location by a nationally recognized overnight courier such as Fed Ex or UPS. Additionally, awarded contractor shall, upon request of a NYCC, transmit via e-mail as an image, or via facsimile transmission, any document in their possession, as requested. Awarded contractor must comply with a request by a NYCC for emergency retrievals and deliveries within twenty-four (24) hours of receiving the request. It is estimated that the number of images requested to be sent via fax or e-mail over a three (3) year period will be one hundred and fifty (150), and the number of requests for records in hard copy format requiring overnight delivery will be two hundred (200) images.

Downloadable inventory

Contractor will be required to provide, in a commonly decipherable format, a downloadable inventory /report of work-in-progress for each county clerk from contractor's secured website noting items to be processed, those that are in process, and those which have been processed. As a minimum, the following information should be addressed:

- a. File/docket number
- b. Index number with no papers on file
- c. Name of file, record
- d. Carton designation
- e. Date of pick up
- f. Status; pending processing, in process, processed
- g. Record activity (i.e. retrieved by clerk, outstanding, etc.
- h. Destruction date
- i. Number of cartons processed to date
- j. Number of cartons pending processing
- k. Number of cartons in process

Digital Language

Document conversion to digital format. Searchable (with two or three index fields) PDF: PDF/A-1b compliant; CCITT-4, Black and White images, minimum 240 native dpi. Portable hard drive/DVD-rom or DC-rom, upload to external drive. Files to be transferred to each Record Location on removable hard drives and on DVDs or CDs provided by the awarded vendor. Images will be stored on the awarded vendor's server until the Courts have compiled and verified the project; Courts will verify that the images match the paper records and that the images are uploaded and backed up on UCS servers. After completion by the Courts of the compilation and verification of the project, the awarded vendor shall be required to delete any and all such records stored or maintained in electronic format, as soon as practicable thereafter.

The Bronx County Clerk requires, in addition to the requirements stated above, records to be reproduced on halide 16 mm roll film (no diazo duplicates.)

Caption of DVD or CD

Awarded contractor shall provide labels on DVDs and CDs that will indicate the disc number, box number range, and the case index numbers that are included in the disc. This information must also be referenced and searchable in a spreadsheet supplied by the awarded vendor.

Destruction of documents

At the sole discretion and written direction of a NYCC, and subsequent to receipt and acceptance of respective film or digitized format by the county clerk, the contractor shall be responsible for the destruction of the original documents by cross shredding. Contractor shall be required to execute an appropriate affidavit as to the destruction of said documents. Bidders are to indicate cost per pound, if any, for this service.

No document, file or record may be destroyed unless and until the requesting NYCC has delivered to the awarded contractor a valid written order of destruction. The order of destruction will issued promptly (within fifteen (15) business days) so as not to increase storage time of the cartons thus burdening the contractor. **However**, no order of destruction will be issued until the NYCC is satisfied that all work required of the contractor with respect to the documents in question has been satisfactorily performed in accordance with the Detailed Specifications and the awarded contract.

In addition to the Detailed Specifications contained herein, awarded contractor shall also be required to comply with all applicable UCS Records Management Policies.

RFB# OCA/RM-175A
MICROGRAPHICS AND DIGITAL IMAGING
SERVICES - NYC COUNTY CLERKS

BID OPENING: FEBRUARY 28, 2011
3:00 PM

Schedule of Locations

Queen County Clerk
88-11 Sutphin Blvd.
Jamaica, NY 11435

New York County Clerk
60 Centre Street
New York, NY 10007

Richmond County Clerk
130 Stuyvesant Place
Staten Island, NY 10301

Kings County Clerk
360 Adams Street
Brooklyn, NY 11201

Bronx County Clerk
851 Grand Concourse
Room 118
Bronx, NY 10451

BID RESPONSE FORM:

Pick-up and transportation materials & services to contractor's facility

\$ _____/carton x 4,895 cartons = \$ _____/year 1
\$ _____/carton x 4,895 cartons = \$ _____/year 2
\$ _____/carton x 3,985 cartons = \$ _____/ year 3

Total 3 years: = \$ _____

Digital imaging (including prep time)

\$ _____/image x 26,900,000 im. = \$ _____/year 1
\$ _____/image x 26,900,000 im. = \$ _____/year 2
\$ _____/image x 21,900,000 im. = \$ _____/year 3

Total 3 years: = \$ _____

Preparation cost for images in poor condition:

Estimated at 5% of 75,700,000 images
\$ _____/image x 3,785,000

= \$ _____

Extraordinary Delivery (within 24 hours)

Fax/email scan \$ _____/ page x 150 pages x 3yrs = \$ _____

Overnight delivery \$ _____/record x 200 records x3years = \$ _____

Destruction by cross shredding

\$ _____/pound x 560,000 of lbs - 3 years = \$ _____
Based on a total of 14,000 cartons for 3 years at 40lbs/carton

Original camera microfilm (Bronx only)

\$ _____/roll x 4,680 rolls for 3 years = \$ _____

Delivery to Iron Mountain (Bronx only)

\$ _____/ctn x 2,127 ctns for 3 year = \$ _____

TOTAL COST FOR 3 YEARS = \$ _____

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BID RESPONSE FORM (CONT.)

Company Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____