



**BOONE COUNTY, MISSOURI**  
**Request for Proposal #: 71-01DEC09 – Computer Output to Microfilm Services**  
**Term and Supply**

**ADDENDUM #2 - Issued November 25, 2009**

This addendum is issued in accordance with the Introduction and General Information of Bidding in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response/ Pricing Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

**I. The County received the following question and has provided the following response:**

**Question 1:** On the Response / Pricing Page, is Item #1 and Item #3 the same thing?

**Response:** Replace the Response/Pricing Page in the RFP with the attached Revised Response/Pricing Page.

By: Melinda Bobbitt  
**Melinda Bobbitt, CPPB**  
**Director of Purchasing**

OFFEROR has examined copy of Addendum #2 to Request for Proposal # 71-01DEC09 – **Computer Output to Microfilm Services Term and Supply** receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_



5. Revised Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**5.1. Computer Output to Microfilm Services and Storage:** The Offeror, having examined carefully the terms and conditions herein, proposes to furnish all labor, materials, equipment and other items, facilities and services, without exception for the proper execution and completion of the contract, and if awarded the contract, to complete the said work within time limits as specified for the following prices:

ITEM	DESCRIPTION	UNIT PRICE
<b>Base Bid</b>		
<b>BASE BID</b>	1. Converting Computer Output to Microfilm (Conversion of TIF to 35mm microfilm) - Price Per Image. Boone County submits data by CD, DVD, or electronically <b>quarterly</b> . The price per image cost includes the cost of the film. This is the Master Silver Halide roll which is browntoned and sent for storage in pure vault (outsourced by ISC to Underground Vaults & Storage or other facility designated by County).	\$ _____ /image
	2. Create one (1) 35mm Silver Duplication per 100 foot roll (automatically treated with Browntone), then sent to County for local storage.	\$ _____ /roll

- 3. Cost for index at beginning of each microfilm roll: \$ \_\_\_\_\_/roll
- 4. One time application of Browntone to pre-existing film for storage in pure vault. \$ \_\_\_\_\_/roll

**Option One**

- Option One** 5. Storage of Microfilm in Pure Vault at UV & S or other facility designated by County (Browntoned Silver Duplication) \$ \_\_\_\_\_/year/box

**RETRIEVAL**

<u>Quantity</u>	<u>Retrieval</u>	<u>Refiles</u>
6. 1-5 items (box or roll)	\$ _____	\$ _____
7. 6-10 items	\$ _____	\$ _____
8. 11 +	\$ _____	\$ _____

**Retrieval of a specific image from a microfilm roll or aperture card.**

- 9. Microform Hard copies (per print) \$ \_\_\_\_\_
- 10. Photocopier \$ \_\_\_\_\_
- 11. Fax \$ \_\_\_\_\_

5.2. Describe schedule of monitoring film stability:

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5.3. Describe access policy for retrieval of microfilm rolls and aperture cards. Normal retrieval process will be for document replacement only. For disaster recovery, the complete roll(s) will be requested. Be sure to describe the Authorization Form(s) used to protect the records through access.

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5.4. If permanent archival storage is sub-contracted, Offeror must describe provider information as well as data regarding policies, rules, and standards for storage:

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5.5. Describe format needed for images to be sent electronically:

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5.6. Describe disaster recovery measures that Offeror has in place at storage facility:

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5.7. Describe process for transport of records upon termination and any fees associated with transfer.

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5.8. Attach additional page for other services offered with pricing. Also, attach any additional pricing not covered on this Response Page.

**5.9. Renewal Option:**

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

<b>First Renewal: January 1, 2010 – December 31, 2010</b>	+ _____ %	- _____ %
<b>Second Renewal: January 1, 2011 – December 31, 2011</b>	+ _____ %	- _____ %
<b>Third Renewal: January 1, 2012 – December 31, 2012</b>	+ _____ %	- _____ %
<b>Fourth Renewal: January 1, 2013 – December 31, 2013</b>	+ _____ %	- _____ %

Note: These renewal options will be used in the evaluation.

5.10. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

\_\_\_\_\_ Yes \_\_\_\_\_ No