

Boone County Purchasing

David Eagle
Office Specialist



613 E. Ash, Room 113
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390

November 28, 2012

U.S. Imaging, Inc.
ATTN: Brent Blankenship
400 S. Franklin
Saginaw, MI 48607

RE: Contract # 71-01DEC09 – Computer Output to Microfilm Service - Term and Supply

Dear Mr. Blankenship:

The County of Boone wishes to renew contract # 71-01DEC09 – Computer Output to Microfilm Service - Term and Supply.

Confirming our letter dated **November 20, 2012**, you agreed to renew the contract under the same terms and conditions.

The contract renewal period is **January 1, 2013 through December 31, 2013**.

Sincerely,

A handwritten signature in black ink that reads "David Eagle". The signature is written in a cursive style with a large initial "D" and a stylized "E".

David Eagle
Office Specialist

cc: Bettie Johnson, Nora Dietzel, Recorder
Bid File

Boone County Purchasing

David Eagle
Office Specialist



613 E. Ash St., Room 113
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390

November 20, 2012

U.S. Imaging, Inc.
ATTN: Brent Blankenship
400 S. Franklin
Saginaw, MI 48607

RE: Bid # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply

Dear Mr. Blankenship:

The County of Boone is interested in renewing the above referenced contract through **December 31, 2013**. Please return this renewal by **November 27, 2012**.

Please sign and date below if you agree to renew the contract under the same terms and conditions as set in the original bid for an additional year.

I, Keeda Olson of U.S. Imaging, Inc., agree to renew contract # # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply for an additional year under the same term and conditions.

Keeda Olson
Signature

11-26-12
Date

Please sign and date below if you do not wish to renew contract # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply

I, _____ of U.S. Imaging, Inc., do not wish to renew the above referenced contract.

Signature

Date

Please sign and return by fax or email. When received we will send you a confirmed contract renewal letter. Should you have any questions or need additional information, I may be reached at (573) 886-4394 or by email to: deagle@boonecounty.org.

Sincerely,

David Eagle

David Eagle
Office Specialist

cc: Bettie Johnson, Nora Dietzel, Recorder
Bid File

Note: The contractor's failure to complete and return this renewal shall not stop the action specified herein. If the contractor fails to complete and return this renewal prior to the return date specified or the effective date of the contract period stated above, the County may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

An Affirmative Action/Equal Opportunity Institution

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Saginaw

State of MI

My name is Ronda Olson I am an authorized agent of US Imaging Inc.

(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Ronda Olson 11-26-12
Signature Date
Ronda Olson
Printed Name

Subscribed and sworn to before me this 26th day of November, 2012

Joan L. Goetz
Notary Public

**Joan L. Goetz
Notary Public - Saginaw County
My Commission Expires
March 22, 2018**

71-01DEC09 - Computer Output to Microfilm Service - BAFO #1 Pricing - US Imaging

Renewal Pricing		U.S. Imaging, Inc.	Per roll of 1,000 images
1	Converting Computer Output to Microfilm (conversion of Group IV -TIF to 35mm film) - Price Per Image when Boone County submits data by CD, DVD or electronically quarterly. The price per image cost includes the cost of the film. Master Silver Halide roll, browntoned, sent for storage in pure vault.(off-site facility designated by County)	\$0.12	\$120.00
2	Create one (1) 35mm Silver Duplication per 100 foot roll, treated with Browntone, sent to County for local storage.	\$35.00	\$35.00
3	Cost for index at beginning of each microfilm roll	\$1.00	\$1.00
4	One time application of Browntone to pre-existing film for storage in pure vault.	\$8.00	\$8.00
2	Additional cost for transfer of film to County designated, off-site, storage vendor	\$0.00	\$0.00
TOTAL FOR 1 ROLL			\$164.00
TOTAL FOR 153 ROLLS			\$25,092.00
Are prices firm for renewal periods?		Yes	
First Renewal: January 1, 2011 - December 31, 2011		0%	\$25,092.00
Second Renewal: January 1, 2012 - December 31, 2012		0%	\$25,092.00
Third Renewal: January 1, 2013 - December 31, 2013		0%	\$25,092.00
Fourth Renewal: January 1, 2014 - December 31, 2014		0%	\$25,092.00
Total for 5 year contract			\$125,460.00

71-01DEC09

Client#: 59647

USIMA

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/12/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Table with 2 main columns: PRODUCER (Saginaw Bay Underwriters) and CONTACT NAME (Saginaw, MI 48605). Includes sub-sections for INSURED (US Imaging, Inc.) and INSURER(S) AFFORDING COVERAGE (Travelers Property Casualty, Hartford Ins. Group).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Boone County Missouri Recorder of Deeds is Additional Insured with respects to the General Liability.

Table with 2 columns: CERTIFICATE HOLDER (Boone County Purchasing) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions).

Search Results

Current Search Terms: U.S. Imaging

Your search for "U.S. Imaging " returned the following results...

Entity	U.S. IMAGING SOLUTIONS, LLC	Status: Active
DUNS: 073589397	+4:	CAGE Code: 3H3U2
Has Active Exclusion?: No		DoDAAC:
Entity	KONICA MINOLTA MEDICAL IMAGING U.S.A., INC.	Status: Active
DUNS: 069293090	+4:	CAGE Code: 4S405
Has Active Exclusion?: No		DoDAAC:

SAM | System for Award Management 1.0

IBM v1.409.20121121-1723

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



Boone County Purchasing

David Eagle
Office Specialist



613 E. Ash, Room 113
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390

September 22, 2010

U.S. Imaging, Inc.
ATTN: Brent Blankenship
400 S. Franklin
Saginaw, MI 48607

RE: Bid # 71-01DEC09 – Computer Output to Microfilm Service - Term and Supply

Dear Mr. Blankenship:

The County of Boone wishes to renew Contract # 71-01DEC09 – Computer Output to Microfilm Service - Term and Supply.

Confirming our letter dated **December 06, 2011**, you agreed to renew the contract under the same terms and conditions.

The contract renewal period is **January 1, 2012 through December 31, 2012**.

Sincerely,

A handwritten signature in black ink that reads "David Eagle". The signature is written in a cursive style with a large initial "D".

David Eagle
Office Specialist

cc: Bettie Johnson, Nora Dietzel, Recorder
Bid File

Boone County Purchasing

David Eagle
Office Specialist



613 E. Ash St., Room 113
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390

December 6, 2011

U.S. Imaging, Inc.
ATTN: Brent Blankenship
400 S. Franklin
Saginaw, MI 48607

RE: Bid # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply

Dear Mr. Blankenship:

The County of Boone is interested in renewing the above referenced contract through **December 31, 2012**. Please return this renewal by **December 12, 2011**.

Please sign and date below if you agree to renew the contract under the same terms and conditions as set in the original bid for an additional year.

I, Ronda Olson of U.S. Imaging, Inc., agree to renew contract # # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply for an additional year under the same terms and conditions.

Ronda Olson
Signature

12-6-11
Date

Please sign and date below if you do not wish to renew contract # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply

I, _____ of U.S. Imaging, Inc., do not wish to renew the above referenced contract.

Signature

Date

Please sign and return by fax to (573) 886-4390. Once received we will review your proposed price increase with the department. If approved, we will send you a confirmed contract renewal letter. Should you have any questions or need additional information, I may be reached at (573) 886-4394 or by email to: deagle@boonecounty.org.

Sincerely,
David Eagle

David Eagle
Office Specialist

cc: Bettie Johnson, Nora Dictzel, Recorder
Bid File

Note: The contractor's failure to complete and return this renewal shall not stop the action specified herein. If the contractor fails to complete and return this renewal prior to the return date specified or the effective date of the contract period stated above, the County may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

An Affirmative Action/Equal Opportunity Institution

71-01DEC09 - Computer Output to Microfilm Service - BAFO #1 Pricing - US Imaging

Renewal Pricing	U.S. Imaging, Inc.	Per roll of 1,000 images
1 Converting Computer Output to Microfilm (conversion of Group IV -TIF to 35mm film) - Price Per Image when Boone County submits data by CD, DVD or electronically quarterly. The price per image cost includes the cost of the film. Master Silver Halide roll, browntoned, sent for storage in pure vault.(off-site facility designated by County)	\$0.12	\$120.00
2 Create one (1) 35mm Silver Duplication per 100 foot roll, treated with Browntone, sent to County for local storage.	\$35.00	\$35.00
3 Cost for index at beginning of each microfilm roll	\$1.00	\$1.00
4 One time application of Browntone to pre-existing film for storage in pure vault.	\$8.00	\$8.00
2 Additional cost for transfer of film to County designated, off-site, storage vendor	\$0.00	\$0.00
TOTAL FOR 1 ROLL		\$164.00
TOTAL FOR 153 ROLLS		\$25,092.00
Are prices firm for renewal periods?	Yes	
First Renewal: January 1, 2011 - December 31, 2011	0%	\$25,092.00
Second Renewal: January 1, 2012 - December 31, 2012	0%	\$25,092.00
Third Renewal: January 1, 2013 - December 31, 2013	0%	\$25,092.00
Fourth Renewal: January 1, 2014 - December 31, 2014	0%	\$25,092.00
Total for 5 year contract		\$125,460.00

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of _____)
)ss
State of _____)

My name is Ronda Olson I am an authorized agent of US Imaging

_____ (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Ronda Olson 12-7-11
Affiant Date
Ronda Olson
Printed Name

Subscribed and sworn to before me this 7th day of December 2011.
Joan L. Goetz
Notary Public

JOAN L. GOETZ
NOTARY PUBLIC, SAGINAW CO.
STATE OF MICHIGAN
MY COMMISSION EXPIRES 3/22/12

An Affirmative Action/Equal Opportunity Institution

EPLS

Excluded Parties List System

**Search Results Excluded By
Firm, Entity, or Vessel : U.S. Imaging
State : MISSOURI
Country : UNITED STATES
as of 08-Dec-2011 3:53 PM EST**

Your search returned no results.

EPLS

Excluded Parties List System

**Search Results Excluded By
Firm, Entity, or Vessel : U.S. Imaging
State : MICHIGAN
Country : UNITED STATES
as of 08-Dec-2011 3:45 PM EST**

Your search returned no results.

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Saginaw Bay Underwriters Commercial Lines 1258 S. Washington P.O. Box 1928 Saginaw, MI 48605
INSURED: US Imaging, Inc. 400 S. Franklin Saginaw, MI 48607
CONTACT NAME: PHONE: 989 752-8600 FAX:
INSURER(S) AFFORDING COVERAGE: INSURER A: Travelers Property Casualty INSURER B: Hartford Ins. Group

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, Crime, and Professional Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Boone County Missouri Recorder of Deeds is Additional Insured with respects to the General Liability.

CERTIFICATE HOLDER: Boone County Purchasing 613 E. Ash Street, Room 113 Columbia, MO 65201
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

Boone County Purchasing

David Eagle
Office Specialist



601 E. Walnut, Room 205
Columbia, MO 65201
Phone: (573) 886-4394

September 22, 2010

U.S. Imaging, Inc.
ATTN: Brent Blankenship
400 S. Franklin
Saginaw, MI 48607

RE: Bid # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply

Dear Mr. Blankenship:

The County of Boone wishes to renew Contract # 71-01DEC09 – Computer Output to Microfilm Service Term and Supply. Confirming our letter dated **September 16, 2010**, you agreed to renew the contract under the same terms and conditions as set in the original bid.

The contract renewal period is **January 1, 2011 through December 31, 2011**.

Sincerely,

A handwritten signature in cursive script that reads "David Eagle".

David Eagle
Office Specialist

cc: Bettie Johnson, Nora Dietzel, Recorder
Bid File

SEP-16-2010 16:09

P.02

Boone County Purchasing

David Eagle
Office Specialist



601 E. Walnut St., Room 205
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390

September 16, 2010

U.S. Imaging, Inc.
ATTN: Brent Blankenship
400 S. Franklin
Saginaw, MI 48607

RE: Bid # 71-01DEC09 - Computer Output to Microfilm Service Term and Supply

Dear Mr. Blankenship:

The County of Boone is interested in renewing the above referenced contract through December 31, 2011. Please return this renewal by September 24, 2010.

Please sign and date below if you agree to renew the contract under the same terms and conditions as set in the original bid for an additional year.

Rhonda Olson
of U.S. Imaging, Inc., agrees to renew contract # 71-01DEC09 - Computer Output to Microfilm Service Term and Supply for an additional year under the same terms and conditions as set in the original bid.

Rhonda Olson 9-20-10
Signature Date

Please sign and date below if you do not wish to renew contract # 71-01DEC09 - Computer Output to Microfilm Service Term and Supply

I, _____ of U.S. Imaging, Inc., do not wish to renew the above referenced contract.

Signature

Date

Please sign and return by fax to (573) 886-4390. Once received we will review your proposed price increase with the department. If approved, we will send you a confirmed contract renewal letter. Should you have any questions or need additional information, I may be reached at (573) 886-4394 or by email to: deagle@boonecounty.org.

Sincerely,

David Eagle

David Eagle
Office Specialist

cc: Bettie Johnson, Nora Dierks, Recorder
Bid File

Note: The contractor's failure to complete and return this renewal shall not stop the action specified herein. If the contractor fails to complete and return this renewal prior to the return date specified or the effective date of the contract period stated above, the County may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

An Affirmative Action/Equal Opportunity Institution

SEP-16-2010 16:09

P.03

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMc
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of _____)

State of _____)

My name is Rhonda Olson I am an authorized agent of US Imaging

(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530 I, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Rhonda Olson 9-20-10
Signature Date
Rhonda Olson
Printed Name

Subscribed and sworn to before me this 20 day of Sept, 2010.

Karen K. Thomas
Notary Public

**KAREN THOMAS
NOTARY PUBLIC, SAGINAW CO.
STATE OF MICHIGAN
MY COMMISSION EXPIRES ON 8/18/2014**

An Affirmative Action/Equal Opportunity Institution

TOTAL P.03

E-Verify Employment Eligibility Verification

Case Administration
Initial Verification
View Cases

Company Information

Company Name: US Imaging
Company ID Number: 314539

[Redacted]

User Administration
Change Password
Pwd Challenge
Q&A
Change Profile

Physical Location:

Address 1: 400 S. Franklin St.
Address 2:
City: Saginaw
State: MI
Zip Code: 48607
County: SAGINAW

Mailing Address:

Address 1:
Address 2:
City:
State:
Zip Code:

Site Administration
Add User
View Users

Employer Identification Number: 4384177
Total Number of Employees: 20 to 99
Corporate / Parent Company: US Imaging

Organization Designation:

Employer Category: None of these categories apply

Maintain Company
Terminate Company
Participation

NAICS Code: 541 - PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES

[Redacted]

Reports
View Reports

Total Hiring Sites: 1

[Redacted]

Total Points of Contact: 3

[Redacted]



Company ID Number: 314539

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 US Imaging

Rhonda Olson

Name (Please Type or Print)

Title

Secretary / Proj Mgr.

Electronically Signed
Signature

Rhonda Olson

03/25/2010
Date

Department of Homeland Security - Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed
Signature

03/25/2010
Date



Excluded Parties List System

**Search Results Excluded By
Firm, Entity, or Vessel : U.S. Imaging
Classification : Entity
State : MICHIGAN
Country : UNITED STATES
as of 22-Sep-2010 3:22 PM EDT**

Your search returned no results.

**CONTRACT AMENDMENT NUMBER ONE
PURCHASE AGREEMENT FOR
COMPUTER OUTPUT TO MICROFILM SERVICE TERM AND SUPPLY**

The Agreement 71-01DEC09 dated May 25, 2010 made by and between Boone County, Missouri and U.S. Imaging, Inc. for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. **Add** to the contract the project cost and specifications for Conversion of Digital Images to ANSI Quality Microfilm for the Boone County Collector as detailed below:

Conversion of Digital Images to ANSI Quality Microfilm

Project Specifications

- State law requires human readable copy of digital information with a retention period of ten years or longer. Our service allows you to digitize your own records with low cost digital scanners and convert the digital images to microfilm images.
- Boone County will ship CD's or FTP a directory of images to US Imaging. US Imaging will provide you with a user name, password and directory on our secured FTP server if FTP is desired.
- US Imaging will review the digital images to ensure that there are no missing images.
- US Imaging will convert the digital images in the order received (typically Book and Page order or document number) to silver rollfilm at a 29x reduction ratio.
- US Imaging is a certified Kodak Lab and we will ensure that all film meets or exceeds all State and ANSI standards for resolution, density and archival quality.
- The original microfilm will be returned to your County via UPS delivery. Shipping is responsibility of county.
- County will provide images in batches of 1580 images.
- US Imaging will adhere to Missouri Secretary of State guidelines as provided by the county.
- One sample roll has been submitted and approved by the Secretary of States Office. All subsequent rolls will be delivered with the same format.

1,580 Images	@	1 roll of archival microfilm	=	1 roll
170,000 Images	@	1,580 Images/roll	=	108 rolls
170,000 Images	@	\$0.12 Per Image for Microfilming	=	\$20,400.00
108 Rolls	@	\$1.00 Per Roll for index labeling	=	\$108.00
108 duplicate roll	@	\$35.00 per duplicate	=	\$3,780.00
		estimated backfile investment	=	<u>\$24,288.00</u>
15,000 Images	@	1,580 Images/roll	=	10 rolls
15,000 Images	@	\$0.12 Per Image for Microfilming	=	\$1,800.00
10 Rolls	@	\$1.00 Per Roll for labelling	=	\$10.00
10 duplicate roll	@	\$35.00 per duplicate	=	\$350.00
		estimated annual investment	=	<u>\$2,160.00</u>

- 2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

U.S. IMAGING, INC.

by *Theresa Olson*
 title *Project Manager*

BOONE COUNTY, MISSOURI

by: Boone County Commission
Kenneth M. Pearson
 Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:

J. Adams
 County Counselor

ATTEST:

Wendy S. Noren
 Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

<u><i>Jane E. Pitchford</i></u>	<u><i>12/20/10</i></u>	<u>2110/71100 - \$24,288.00</u>
Signature <i>by cjt</i>	Date	Appropriation Account

**PURCHASE AGREEMENT
FOR
COMPUTER OUTPUT TO MICROFILM SERVICE - TERM AND SUPPLY**

THIS AGREEMENT dated the 25 day of May 2010 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and U.S. **Imaging, Inc.**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Computer Output to Microfilm Service Term and Supply**, County of Boone Request for Proposal number **71-01DEC09**, Addendum Number One, Addendum Number Two, Best and Final Offer Number One, as well as the Contractor's proposal response dated December 1, 2009 and executed by Brent Blankenship on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Proposal, Addendums Number One and Number Two, and the Best and Final Offer shall prevail and control over the Contractor's proposal response.

2. Contract Duration - This agreement shall commence on the date written above and continue through **December 31, 2010**, subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for four (4) additional one-year periods. After the completion of the final renewal term, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County Computer Output to Microfilm Service as identified and responded to in the Contractor's Response Form. Pricing shall remain firm through the end of the fourth renewal period.

Converting Computer Output to Microfilm (Conversion of TIF to 35mm microfilm) \$0.12/image
Price Per Image. Boone County submits data by CD, DVD, or electronically quarterly. 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 (off-site facility designated by County).

Create one (1) 35mm Silver Duplication per 100 foot roll (automatically treated with Browntone), then sent to County for local storage.	\$35.00/roll
Cost for index at beginning of each microfilm roll	\$1.00/roll
One time application of Browntone to pre-existing film for storage in pure vault	\$8.00/roll
Cost for transfer of film to County's designated, off-site storage in pure vault	\$0.00

4. Billing and Payment - All billing shall be invoiced to the Boone County Recorder, and may only include the prices as identified in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts

offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

U.S. IMAGING INC.

by Ronda Olson
 title Secretary / Proj Mgr.
 address 400 S. Franklin St.
Saginaw, MI 48607

BOONE COUNTY, MISSOURI

by: Boone County Commission
Kenneth M. Pearson
 Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:

J. P. Jones
 County Counselor

ATTEST:

Wendy S. Noren KS
 Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 55.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising by this contract. (Note: Certification of this contract is not required if the terms of the contract do not create a measurable county obligation at this time.)

Jim E. Pitchford
 Signature by ejf

5/19/10
Date

2800-23020 - Term and Supply
No Encumbrance Required
 Appropriation Account

BOONE COUNTY - MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: 71-01DEC09 - Computer Output to Microfilm Service

BEST AND FINAL OFFER FORM #1

This BAFO is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents.

Offeror is reminded that receipt of this BAFO must be acknowledged and submitted on or before 2:00 p.m. Tuesday, January 5, 2010 by e-mail or United States mail.

E-mail: mhobbitt@boonecountymo.org

U.S. Mail: Boone County Purchasing
601 E. Walnut St., Room 208
Columbia, MO 65201

1. BEST AND FINAL OFFER #1

1. Pricing Information -

- a. Complete Best and Final Offer pricing for Base Bid - Microfilming.

ITEM	DESCRIPTION	UNIT PRICE
	<u>Base Bid</u>	
BASE BID	1. Converting Computer Output to Microfilm (Conversion of TIF to 35mm microfilm) - Price Per Image. Boone County submits data by CD, DVD, or electronically quarterly. The price per image cost includes the cost of the film. This is the Master Silver Halide roll which is browned and sent for storage in pure vault (off-site facility designated by County).	\$ <u>.12</u> /image
	2. Create one (1) 35mm Silver Duplication per 100 foot roll (automatically treated with Brownone), then sent to County for local storage.	\$ <u>35.00</u> /roll
	3. Cost for index at beginning of each microfilm roll:	\$ <u>1.00</u> /roll
	4. One time application of Brownone to pre-existing film for storage in pure vault.	\$ <u>8.00</u> /roll

2. Is there an additional cost for transfer of film to County designated, off-site, storage vendor? If yes, what is that cost? \$ NC /roll

3. Renewal Pricing:

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 X No _____

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

First Renewal: January 1, 2011 - December 31, 2011	+ ___ %	- ___ %
Second Renewal: January 1, 2012 - December 31, 2012	+ ___ %	- ___ %
Third Renewal: January 1, 2013 - December 31, 2013	+ ___ %	- ___ %
Fourth Renewal: January 1, 2014 - December 31, 2014	+ ___ %	- ___ %

The Offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The Offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with Offeror's proposal.

By: Melinda Bobbitt
Melinda Bobbitt, CFPB
Director of Purchasing

Company Name US Imaging
Address 400 S. Franklin
Saginaw, MI 48607

Phone Number 989 753 7933 Fax Number: 989 753 7933

E-mail Address: bblankenship@us-imaging.com

Authorized Representative Signature Brent Blankenship 1-5-10

Printed Name: Brent Blankenship Title: VP Business Dev.

E-Mail: rolson@us-imaging.com

Boone County Purchasing



Melinda Bobbitt, CPPB
Director

601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

December 28, 2009

Brent Blankenship
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

E-mail: bblankenship@us-imaging.com

RE: Best and Final Offer #1 to 71-01DEC09 – *Computer Output to Microfilm Service*

Dear Mr. Blankenship:

Following the initial evaluation of this Request for Proposal, **the County has decided to only negotiate and award for the Base Bid for microfilming.** Option One – Storage of Microfilm will be bid by the County at a later date. The initial period for this contract will be **January 1, 2010 through December 31, 2010, and there will be four (4) one-year renewal periods.**

In accordance with paragraph 4.1.2. of RFP number 71-01DEC09 – *Computer Output to Microfilm Service*, this letter shall constitute an official request by the County of Boone - Missouri to enter into competitive negotiations with **US Imaging.**

The attached Best and Final Offer Form for RFP # 71-01DEC09 – *Computer Output to Microfilm Service* includes any changes being made to the RFP as a result of this BAFO request. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed Best and Final Offer response.

As a result of this request for Best and Final Offer #1, you may now modify the pricing of your proposal and/or may change, add information, and/or modify any part of your proposal. Please understand that your response to this BAFO request may be your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other changes to pricing.

You are requested to respond to this BAFO by e-mail by **2:00 p.m. Tuesday, January 5, 2010** by mail or e-mail.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any

manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to the buyer of record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this BAFO request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,



Melinda Bobbitt, CPPB
Director of Purchasing

cc: Evaluation Team
Proposal File

Attachments: Best and Final Offer (BAFO) Form #1

BOONE COUNTY - MISSOURI

PROPOSAL NUMER AND DESCRIPTION: 71-01DEC09 – Computer Output to Microfilm Service

BEST AND FINAL OFFER FORM #1

This BAFO is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents.

Offeror is reminded that receipt of this BAFO must be acknowledged and submitted on or before **2:00 p.m. Tuesday, January 5, 2010 by e-mail or United States mail.**

E-mail: mbobbitt@boonecountymmo.org

U.S. Mail: Boone County Purchasing
601 E. Walnut St., Room 208
Columbia, MO 65201

I. BEST AND FINAL OFFER #1

1. Pricing Information –

- a. Complete Best and Final Offer pricing for Base Bid – Microfilming.

ITEM	DESCRIPTION	UNIT PRICE
	<u>Base Bid</u>	
BASE BID	1. Converting Computer Output to Microfilm (Conversion of TIF to 35mm microfilm) - Price Per Image. Boone County submits data by CD, DVD, or electronically quarterly . 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 (off-site 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

2. **Is there an additional cost for transfer of film to County designated, off-site, storage vendor? If yes, what is that cost? \$ _____/roll**

3. Renewal Pricing:

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:

First Renewal: January 1, 2011 – December 31, 2011	+ ___%	- ___%
Second Renewal: January 1, 2012 – December 31, 2012	+ ___%	- ___%
Third Renewal: January 1, 2013 – December 31, 2013	+ ___%	- ___%
Fourth Renewal: January 1, 2014 – December 31, 2014	+ ___%	- ___%

The Offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The Offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with Offeror's proposal.

By: 
Melinda Bobbitt, CPPB
Director of Purchasing

Company Name _____

Address _____

Phone Number _____ Fax Number: _____

E-mail Address: _____

Authorized Representative Signature _____ Date: _____

Printed Name: _____ Title: _____

E-Mail: _____

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal # 71-01DEC09 - Computer Output to Microfilm Services Terms and Supply receipt of which is hereby acknowledged:

Company Name: US Imaging, Inc.

Address: 400 S. Franklin St.
Saginaw, MI 48607

Phone Number: 972-358-6215 Fax Number: 989-753-7933

E-Mail: bblankenship@us-imaging.com

Authorized Representative Signature: Brent Blankenship Date: 11-30-09

Authorized Representative Printed Name: Brent Blankenship



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: US Imaging, Inc.

Address: 400 S. Franklin St.
Saginaw, MI 48607

Telephone: 972-358-6215 Fax: 989-753-7933

Federal Tax ID (or Social Security #): 04-3841775

Print Name: Brent Blankenship Title: 11-30-09

Signature: Brent Blankenship 11-30-09

E-Mail Address: bblankenship@us-imaging.com

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
	Base Bid	
BASE BID	1. Converting Computer Output to Microfilm (Conversion of TIF to 35mm microfilm) - Price Per Image. Boone County submits data by CD, DVD, or electronically quarterly . 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).	\$ <u>.12</u> /image
	2. Create one (1) 35mm Silver Duplication per 100 foot roll (automatically treated with Browntone), then sent to County for local storage.	\$ <u>35.00</u> /roll

- 3. Cost for index at beginning of each microfilm roll: \$ 1.00 /roll
- 4. One time application of Brownstone to pre-existing film for storage in pure vault. \$ 8.00 /roll

Option One

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

RETRIEVAL

	<u>Quantity</u>	<u>Retrieval</u>	<u>Refiles</u>
6.	1-5 items (box or roll)	\$ _____	\$ <u>N/A</u>
7.	6-10 items	\$ _____	\$ <u>N/A</u>
8.	11 +	\$ _____	\$ <u>N/A</u>
Retrieval of a specific image from a microfilm roll or aperture card.			
9.	Microform Hard copies (per print)		\$ <u>N/A</u>
10.	Photocopier		\$ <u>N/A</u>
11.	Fax		\$ <u>N/A</u>

- 5.2. Describe schedule of monitoring film stability:
N/A

- 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.
N/A

- 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:
N/A

- 5.5. Describe format needed for images to be sent electronically:
Group IV Tiff

- 5.6. Describe disaster recovery measures that Offeror has in place at storage facility:
N/A

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

N/A

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 X No

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

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

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?

 X Yes No



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: US Imaging, Inc.

Address: 400 S. Franklin St.
Saginaw, MI 48607

Phone Number: 972-358-6215 Fax Number: 989-753-7933

E-Mail: bblankenship@us-imaging.com

Authorized Representative Signature: *Brent Blankenship* Date: 11/30-09

Authorized Representative Printed Name: Brent Blankenship

Exhibit B

Microfilm Labels

The following is an example of the labels to be placed on the microfilm rolls for the Recorder of Deeds:

Label for Real Estate as follows:

Bettie Johnson, Boone County Recorder of Deeds, 801 E. Walnut, Room 132, Columbia, MO 65201 573-886-4345
Real Estate
Book 1900 through 1955 Microfilm Roll # _____ Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Marriage as follows:

Bettie Johnson, Boone County Recorder of Deeds, 801 E. Walnut, Room 132, Columbia, MO 65201 573-886-4345
Marriage
Filing Number 20010001 through 20011100 Microfilm Roll # _____ Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Tax Liens as follows:

Bettie Johnson, Boone County Recorder of Deeds, 801 E. Walnut, Room 132, Columbia, MO 65201 573-886-4345
Tax Liens
Filing Number 20010001 through 20010500 Microfilm Roll # _____ Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Plats/Surveys as follows:

Bettie Johnson, Boone County Recorder of Deeds, 801 E. Walnut, Room 132, Columbia, MO 65201 573-886-4345
Plats/Surveys Book 1950 through 1965
Microfilm Roll # _____ Film type: SILVER ORG. or DUPL. OR DIAZO

EXHIBIT C
(Please complete and return with Bid)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Brent Blankenship, VP Business Mgmt.

Name and Title of Authorized Representative



Signature

11-30-09

Date

RFP No. 71-01DEC09
for:

Computer Output to Microfilm Service Term and Supply

Presented to:

**Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director
601 E. Walnut Street, Room 208
Columbia, MO 65201**

Presented by:

**US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607**

Brent Blankenship
VP
972-358-6215

December 1, 2009

US★Imaging

December 1, 2009

Boone County
Purchasing Department
Melinda Bobbitt, CPPB, Director
601 E. Walnut St.
Columbia, MO 65201

US Imaging, Inc. is pleased to submit the following response to **RFP No. 71-01DEC09 for Computer Output to Microfilm Service** for Boone County. US Imaging agrees to meet the required specifications as listed in the Scope of Work, and we acknowledge receipt of Addendum #1 and #2. US Imaging is not bidding on the storage aspect of this RFP.

We have been converting images for over 32 years and have served over 170 Counties Nationwide. Our team will provide Boone County with an unparalleled combination of county expertise, proven processes and state of the art technology to provide the highest quality images possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals.

We are a Kodak certified InfoGuard Lab and a certified member of the RASN program (Reference Archive Services Network). US Imaging combines experienced staff, proven procedures and state of the art technology to provide Counties with superior quality, accuracy and value.

We appreciate the opportunity to present our solutions. If you have any questions, please contact me at (972) 358-6215 or by e-mail at bblankenship@us-imaging.com

Sincerely,



Brent Blankenship
VP
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 714-9700 • Fax: (989) 753-7933

3.3. Scope of Work:

- 3.3.1. **Option 1** – Detailed Specifications for CONVERTING COMPUTER OUTPUT TO MICROFILM – Service Contractor shall:
- 3.3.1.1. Recorder of Deed's Project: Receive TIFF version 6 images (Tagged Image File Format – Group IV multi-page TIFF images on CD or electronically transferred) (or other formats that may be accepted by County as the national standard format) from CD written by the Boone County Recorder of Deeds and convert to human readable images on 35mm roll microfilm. The images will be indexed with image marks that are compatible with the Recorder of Deed's imaging platform and automated 35mm microfilm retrieval units.
US Imaging can accept TIFF version 6 images from CD, DVD, or FTP at the County's preference. Images will be indexed according to Recorder of Deed's imaging platform and microfilm retrieval units.
 - 3.3.1.2. Have ability to receive CD or electronically submitted records.
Yes, US Imaging is able to receive records from CD, DVD, or electronically via FTP at the County's preference.
 - 3.3.1.3. Each roll of first-generation Silver Halide 35mm film (preservation master negative) shall be inspected frame by frame for visible defects and missing pages.
US Imaging inspects each first-generation roll frame by frame for missing pages and visible defects.
 - 3.3.1.4. Quote on a cost-per image basis with no additional charges.
See Pricing Sheet.
 - 3.3.1.5. Use equipment that is like or compatible to Kodak ImageGuard TM Processing Lab for the processing of the microfilm to archival standards as defined by AIIM/ANSI.
We are a Kodak certified InfoGuard Lab and a certified member of the RASN program (Reference Archive Services Network). All archival microfilm will meet or exceed standards defined by AIIM/ANSI.
 - 3.3.1.6. Accept images that were originally scanned between 100 and 600 dpi. The amount of file space an image takes up per page average is 75KB and 100KB.
US Imaging will accept images scanned between these ranges of dpi and file size.
 - 3.3.1.7. Scale the images to an image size on microfilm equivalent to that of a reduction ratio selective between 20:1 and 60:1.
US Imaging will utilize a 20x reduction ratio for land records. A larger reduction ratio may be used on larger documents such as oversized plats. We will ensure the greatest legibility and scale when deciding on reduction ratio.
 - 3.3.1.8. Write images in sequential order on microfilm that will be consistent with today's book/page and roll/frame numbering scheme.
Images will be written in sequential order, consistent with book/page, file number and/or roll/frame.
 - 3.3.1.9. The documents contained on a roll of microfilm will be determined by the Boone County Recorder of Deed's office.
Documents contained on a roll will be determined by the Boone County Recorder of Deed's Office.
 - 3.3.1.10. Label the outside of the microfilm so that should a roll of film have to be retrieved, a user will have a clear understanding of the information contained on a specific roll (a "from/to listing" will be used).
Labels will be created as specified and shown in Exhibit B of the RFP.

- 3.3.1.11. Conduct and document appropriate resolution, density and Methylene Blue tests at intervals sufficient to ensure microfilm products meet or exceed the requirements defined in State of Missouri Guidelines for Local Records Microfilming, and provide results to the County.
All tests will be performed at appropriate intervals to meet or exceed State of Missouri and Kodak guidelines.
- 3.3.1.12. Contractor must mark each roll as to original or duplicate, roll number and koa brief description of the records contained. Exhibit "B" is an example of prior labeling utilized by the County. Contractor shall place each reel in individual "acid neutral" boxes. Labels must be typewritten or computer generated. Permanent microfilm labels shall never be handwritten.
Labels will be created as specified and shown in Exhibit B of the RFP and will be typewritten or computer generated.
- 3.3.1.13. Group 4 – Multi-page tiff (or other formats that may be accepted by County as the national standard format) files are in book and page order or by file number.
This is an acceptable delivery format.
- 3.3.1.14. Microfilm roll should contain blip marks indicating beginning of each document and page.
Roll will contain Blip marks indicating the beginning of each document.
- 3.3.1.15. An index of all documents should be at the beginning of each microfilm roll. The index shall include the file names from the files put on the film. The index should state a date range from beginning to end.
An index of all documents will be at the beginning of each roll including file names on the film and a date range.
- 3.3.1.16. Approximate total number of images to be converted to microfilm rolls from January 1, 2009 through December 31, 2009.
35mm Roll Film holds approximately 2,250 images/roll. 231,500 images are estimated annually, this equates to approximately 102 rolls.
- 3.3.1.17. One duplicate Silver negative Halide 35mm rolls will be created and delivered to Boone County Recorder of Deeds.
One duplicate Silver negative Halide 35mm roll will be delivered to Boone County Recorder of Deeds.
- 3.3.1.18. One Silver Halide 35mm film negative will be stored offsite by the Contractor in an archival structure. That archival is specific to a separation between film that has been browntoned to be stored in a "pure" vault with only other browntoned film and film that has not been browntoned to be stored along with other like film.
One Silver Halide 35mm film negative will be sent to offsite vendor of County's choice.
- 3.3.1.19. 24" leader and trailer on microfilm rolls.
All rolls will have a 24" leader and trailer.
- 3.3.1.20. Files will be sent quarterly for conversion or at intervals to be determined.
Rolls will be created at the County's requested intervals.
- 3.3.1.21. Certified results for Resolution must accompany each roll of first generation film. Resolution test results should be no less than 110 lines/m for Planetary camera. Add a resolution and density target at the beginning of each roll.
Resolution and density targets will be included at the beginning of each roll. Resolution test results will accompany each roll of first generation film.

- 3.3.1.22. Certified results for Density must accompany each roll of first and second generation film. Add a resolution and density target at the beginning of each roll.
Certified Density results will accompany each roll of first and second generation film. Resolution and Density targets will be added to the beginning of each roll.
- 3.3.1.23. County will identify the pre-arranged order where the microfilm rolls will begin and end. (i.e. one (1) CD equals one (1) microfilm roll).
US Imaging will create roll film by order dictated by County.
- 3.3.1.24. Certified results of residual thiosulfate concentration must accompany each roll of first and second generation film. The Methylene Blue Test specified in ANSI PH4.8-1985 is used to verify film quality.
Certified residual thiosulfate concentration results will accompany each first and second generation roll.
- 3.3.1.25. Under no circumstances will microfilm have splices.
No splices will be utilized.
- 3.3.1.26. Sample of converted tiff image to microfilm roll must be provided upon request during the RFP process.
Samples will be provided upon request.
- 3.3.1.27. The dimensions of the original records for the Real Estate, Marriages, and Tax Liens are as follows: Images: The majority are 8 ½" x 11. Some are 8 ½" x 14" (less than 1%). DPI: 300 Dpi. The oversized Plats size is typically 18" x 24" (approximately 75%) and can be up to 24" x 36".
All dimensions listed can be accommodated.
- 3.3.1.28. One time application of Browntone shall be applied to all future film prior to storage in pure vault at no additional charge. If there is a charge, that shall be included on the Response Page, 4.7.1., #6.
Browntoning will be included in the pricing.

3.3.2 Option 2 – SPECIFICATIONS FOR STORAGE OF MICROFILM

NA – No Response for Storage of Microfilm.

4.1.4 Evaluation:

- 4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

US Imaging has 33 years of experience providing document conversion services:

1976-1996 as Micro Tec, Inc. (privately held)
1996-2006 as ImageMax, Inc. (publicly held)
2006-2009 as US Imaging, Inc. (privately held)

During the past 10 years, 40 of our staff have served over 170 Counties nationwide.

4.1.4.2. Qualifications Statement/References: The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP.

- a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their back ground, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.

Scott Robinson, CDIA+, President & CEO

Scott's grandfather started Micro Tec, a microfilm service bureau, in 1976. Scott worked in backfile conversion production from 1982-1988. In 1988, Scott graduated with a Business Management Degree from Northwood University and became Regional Account Manager for Michigan. In 1996, the company merged with 25 other companies nationwide to form ImageMax, a national document imaging service bureau. Scott focused on county government backfile conversion projects during this time and was consistently in the top 3 sales positions out of 60 sales people for 10 years. In 2004, Scott became National Account Manager for Government Services and began training the sales force on the land records backfile conversion projects for county government.

In March 2006, Scott formed US-Imaging, Inc. to focus exclusively on providing scanning, indexing, redaction, microfilming, and image archiving services for State and Local governments nationwide. Scott and his team have served 170 counties in 16 States and are now marketing their services in 22 States. Scott takes accountability for the success of each project.

Brent Blankenship, VP of Business Development

Brent began his career in the Land Records business as a system vendor. He worked with Eagle Computer Systems in their land and court records division as an account manager and sales consultant. He was instrumental in helping develop new business across the Nation and also maintained existing accounts. Brent led Eagle Computer Systems in new accounts for his duration. When Tyler Technologies acquired Eagle Computer Systems, Brent was asked to join the AmCad team as the Manager of Western Business Development.

He was successful in bringing 6 additional states to the AmCad client list. While working as a system vendor, Brent worked with many conversion vendors across the country. The team at US Imaging impressed Brent with their "standard of excellence" and he began to use this team exclusively. Brent was asked to join the team and bring his extensive system knowledge as well as his exuberance. Brent brings over 12 years of experience in State and Local government to the team.

Tina Arundel, Production Manager and COO

Tina has been with us 11 years. She has been Production Manager for the past 8 years. Tina has overseen the conversion of over 155 million images for over 250 clients and typically manages 60-80 employees. She has been trained and is proficient with every scanner and software program and has been instrumental in developing custom software programs that allow us to enhance image quality. She has been trained and is proficient with paper scanners, rollfilm scanners, fiche scanners, and aperture card scanners. Tina also has an excellent working knowledge of Windows, Microsoft Office Suite (including Access), PCs, Servers, FTP Servers, 16mm and 35mm microfilm cameras, processors, duplicators and Kodak Image Archiving equipment. Tina has managed projects in-house and onsite and works extremely well with customers and IT staff. Tina will act as overall project manager for this project.

Rhonda Olson, Project Coordinator

Rhonda has been with us for 25 years. She has "hands on" experience with every aspect of our business and was Production Manager for 7 years. Rhonda now coordinates proposals, document pickups, retrievals, project tracking, compares estimated totals to actual totals, document returns, satisfaction follow up. All questions regarding transportation, retrievals and projects can be handled by Rhonda.

Jody Roach, Lab Manager

Jody has been with us for 25 years and is an expert with microfilm. Jody maintains stringent testing to comply and maintain with Kodak Lab Certification. All image archiving services will be directed through Jody. He has supervised archival capture of over 500 million images.

Michael Haiss, Chief Technology Officer

Mike has been with us 8 years. He is certified by Microsoft, FileBound and Digitech. He is a graduate of the University of Michigan and has a bachelors degree in Computer Science. He programs in C++, Visual Basic and .net.. Mike has successfully integrated images with over 50 systems including Fidlar, Manatron, Hart, ACS, Tyler, Cott and AmCAD

- b. Name other businesses or preferable any government agencies/municipalities for which you have provided similar services in the last three (3) years and provide a current contact name, e-mail address and phone number for each account.

Jackson County - MI
Mindy Reilly, ROD
120 W. Michigan Ave.
Jackson, MI 49201
(517) 788-6682
mreilly@co.jackson.mi.us

McLean County – IL
Lee Newcom, Recorder
115 E. Washington St.
Bloomington, IL 61702
(309) 888-5171
Lee.newcom@mcleancountyil.gov

Kosciusko County – IN
Deborah Wright, Recorder
100 West Center St.
Warsaw, IN 46580
(574) 372-2362
recorder@kcgov.com

Upon request, we can provide 65 other county recorders that we provide these services to.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

Kodak Info Guard certification is attached. Kodak Info Guard certifications meets or exceeds all requirements for the archival microfilm quality for the State of Missouri.

4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

Project Specifications

- State law requires human readable copy of digital information with a retention period of ten years or longer. Our service allows you to digitize your own records with low cost digital scanners and convert the digital images to microfilm images.
- Boone County will ship CDs or FTP a directory of images to US Imaging. US Imaging will provide you with a user name, password and directory on our secured FTP server if FTP is selected.
- US Imaging will review the digital images to ensure that there are no missing images. US Imaging will convert the digital images in the order received (consistent with book/page, file number and/or roll/frame) to 35mm silver rollfilm at a 20x reduction ratio.
- US Imaging is a certified Kodak Lab and we will insure that all film meets or exceeds all State and ANSI standards for resolution, density and archival quality.
- Completed microfilm will be returned via UPS regular ground.
- Each roll of microfilm will be duplicated to ANSI quality, 100' 35mm silver microfilm.

US Imaging requires a signed agreement and purchase order be provided prior to start of project.

US Imaging will not reproduce or distribute Boone County images and/or indexes to any other entity except Boone County.

ACCEPTANCE AND AUTHORIZATION:

Boone County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Boone County agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1 1/2 percent per month on the unpaid balance.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

Accepted by:

Boone County
Purchasing Department
Melinda Bobbitt, CPPB, Director
601 E. Walnut St.
Columbia, MO 65201

Signature: _____

Date: _____

Accepted by:

Brent Blankenship
VP Business Development
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: 

Date: December 1, 2009

KODAK Residual Thiosulfate Analysis

Nov 2009

US Imaging, Inc.

Customer Number: 4370-1

Saginaw MI

Your sample film strip has been tested for archival quality (residual thiosulfate concentration), in terms of micrograms/cm² S₂O₃ = as defined by ANSI Standard IT 9.1.

A concentration of less than (<) 1.4 micrograms/cm² indicates archival quality. Greater than (>) 1.4 micrograms/cm² indicates non-archival quality.

Actual test readings are provided below, as well as "pass/fail" check marks.

Actual Concentration: <04 Micrograms/cm²

- Meets ANSI Standard (< 1.4 micrograms/cm²)
- Does not meet ANSI Standard (> 1.4 micrograms/cm²)

Comments:

Kodak QA Lab Technician:



KODAK Quality Monitoring Test
Nov 2009

Date Processed: 11/3/2009

US Imaging, Inc.

Customer Number: 4370-1

Saginaw MI

Processor Model: *Prostar 1* Processor Speed (ft/min): *10*
Customer Aim Standard: *0.8* PCE/Pre-Exposed #: *8114*
Developer Temperature (Deg F/C): *96*

	Reference Step No.	D-Min
Customer's Control Strips Average Reading:	<i>0.81</i>	
KODAK Laboratory Average Readings:	<i>0.81</i>	<i>0.03</i>
Densitometer Correlation (limits +/- .05):	<i>0.00</i>	
Process Activity Level (Difference from KODAK Processor's Aim Point):		<i>-0.12</i>
Process Level (limits +/- .12) (Difference from Customer Aim Standard):		<i>0.01</i>

Great Job! The sample you submitted passed for the month.

The sample you submitted did not meet the requirements.

Action Items:

Kodak QA Lab Technician:





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, 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
	Base Bid	
BASE BID	1. Converting Computer Output to Microfilm (Conversion of TIF to 35mm microfilm) - Price Per Image. Boone County submits data by CD, DVD, or electronically quarterly . 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

- 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:

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.

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:

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

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

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

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:

First Renewal: January 1, 2010 – December 31, 2010	+ ___%	- ___%
Second Renewal: January 1, 2011 – December 31, 2011	+ ___%	- ___%
Third Renewal: January 1, 2012 – December 31, 2012	+ ___%	- ___%
Fourth Renewal: January 1, 2013 – December 31, 2013	+ ___%	- ___%

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



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

ADDENDUM #1 - Issued November 20, 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 questions and has provided the following responses:

Question 1: Will the over-size drawing be put together on separate reel of film?

Response: No. There are some plat book series that are only oversized documents. However, there are also oversized exhibits that are presented with our regular documents and they are not to be segregated to a separate roll of film. That is one of the components of specifying 35mm.

Question 2: Clarify if it is acceptable to store silver halide film along with silver halide film that has been brown toned. (Page 7, Paragraph 3.3.1.18)

Response: No. Film that has not been brown toned is to be stored separately from the film that has been treated with the brown toning.

Question 3: Note that equipment used to create this type of 35mm film is not a planetary camera (Page 7, Paragraph 3.3.1.21)

Response: You can specify equipment to be used.

Question 4: Do you want a detailed list of what "the contractor" has in storage for Boone County on an on-going basis? (Page 8, Paragraph 3.3.2.6)

Response: Yes.

Question 5: The County is requesting permanent storage of all microfilm rolls and aperture cards. Will you have aperture cards that you want a price to store as well? Please explain. (Page 9, Paragraph 3.3.2.11)

Response: Additional rolls of film and aperture cards are currently stored at another facility. We are requesting a price quote to determine if it is feasible to relocate everything to a combined location.

Question 6: Did you mean to say "permanent archival storage of microfilm from January 1, 2010? Or do you intend on having us store the past year as well (2009)? (Page 9, Paragraph 3.3.2.12)

Response: Yes, it should be January 1, 2010. However, because of contract timing, there may be some overlap of 2009. It is meant to cover all rolls that are generated under this contract and any renewals.

Question 7: Samples. Please provide sample images (1 or 2 days of records) so that we can send a sample film along with our RFP to help facilitate the process. (Page 10, Paragraph 3.3.5)

Response: Reference Page 10, Paragraph 3.3.4. County may request samples after review of proposals submitted.

Question 8: Please clarify. Are you asking for one (1) silver duplicate? (Page 18, Item #2)

Response: One master silver halide to be stored and one duplicate silver halide to be provided to the county.

Question: Please clarify. Are you requesting the master Silver Halide and another Silver duplicate here? (Page 18, Item #3)

Response: One master silver halide to be stored and one duplicate silver halide to be provided to the county.

Question 9: Would it be acceptable to microfilm to 16mm instead of 35mm?

Response: No.

Question 10: Do you anticipate sending approximately 50,000 images at a time?

Response: Per 3.3.1.20, files will be sent quarterly or at intervals to be determined. Images for a quarter currently total approximately 50,000. However, that number is based on the number of documents recorded and processed, so it will increase and decrease accordingly.

Question 11: Will the turnaround time be four (4) months?

Response: The duplicate roll of silver halide should be returned to the county within four (4) weeks for inspection.

Question 12: What is the required density?

Response: Refer to the State of Missouri Microfilm Guidelines which states: 'The acceptable range for density is 0.80 to 1.30. ' The guidelines also refer to the consistency of density. Include the variance between images you will provide.

By: Melinda B. D.
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 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: _____

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
COMPUTER OUTPUT TO MICROFILM SERVICE
TERM AND SUPPLY**

**RFP # 71-01DEC09
Release Date: October 30, 2009**

**Submittal Deadline:
December 1, 2009
not later than 10:30 a.m. CST**

**Boone County Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

RFP #: 71-01DEC09 – Computer Output to Microfilm Services Term and Supply

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, December 1, 2009** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director of Purchasing

Insertion: Monday, November 2, 2009
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M.**, Central Time on Tuesday, December 1, 2009 to:

Boone County Purchasing Department
Melinda Bobbitt, CPPB, Director
601 E. Walnut Street, Room 208
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and seven (7) copies of the proposal (total of eight). Proposals will be opened publicly but only names of Offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person or firm who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for sealed proposals for **Computer Output to Microfilm Services Term and Supply** as set forth herein.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Proposal Submission Information
- 5) Response/Pricing Page
- 6) Attachment – “No Bid” Response Form

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 p.m., Wednesday, November 24, 2009 (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

- a. Melinda Bobbitt, CPPB
601 E. Walnut Street, Room 208
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.



SCOPE OF SERVICES

3.1. Project Description:

The County of Boone - Missouri, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for converting and storage of **Computer Output to Microfilm Services** for various departments at the County. One project described within includes records management for the Recorder of Deeds. Other projects from County departments may be added throughout the contract term. The proposed amounts specified herein are for fixed price work which includes all prices for equipment, labor and material required to perform the work specified in this Request for Proposal.

3.2. Background Information:

Boone County is situated in Central Missouri and includes nine communities: six cities and three towns. The County has a population of approximately 132,000 and contains 685 square miles.

The Boone County Recorder of Deeds is an elected official who serves as a repository for public records relating to real estate, Uniform Commercial Code, marriage licenses, tax liens, servicemen's discharges, and other miscellaneous documents. The service function of the office includes verification of documents presented for record, a cross-referencing retrieval system, and the permanent retention and preservation of records for public use.

The Recorder of Deed's current image system software has been written in-house. Our original imaging system was with Lanier. We then changed to Emedia then upgraded to Iscan. Approximately 20,000 images are scanned on a monthly basis. Imaging Solutions Company of Wichita, Kansas is the current contractor for Boone County. The contract expires on December 31, 2009.

3.2.1. Introduction and Purpose:

The purpose of this Request for Proposal (RFP) is to obtain a contractor to provide Computer Output to Microfilm Services and possible storage of such records. The ultimate goal is to increase efficiency, improve customer service, preserve vital records from further damage, and effectively archive and manage the records inventory.

Included in RFP are the Base Bid and Option One. The Base Bid is for ongoing conversion of multi-page tiff files (or other formats that may be accepted by County as the national standard format) to 35mm microfilm rolls. Option One is storage of microfilm. The Base Bid and Option One are described in greater detail herein. Offerors are invited to propose on the Base Bid and Option One, or Option One only. Boone County plans to award the Base Bid and Option One. Boone County may award to multiple Offerors or an "all or none" award, whichever is in the best interest of Boone County.

3.3. Scope of Work:

The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

3.3.1. OPTION 1 - DETAILED SPECIFICATIONS FOR CONVERTING COMPUTER OUTPUT TO MICROFILM – Service Contractor shall:

3.3.1.1. **Recorder of Deed's Project:** Receive TIFF version 6 images (Tagged Image File Format – Group IV multi-page TIFF images on CD or electronically transferred) (or other formats that may be accepted by County as the national standard format) from CD written by the Boone County Recorder of Deeds and convert to human readable images on 35mm roll microfilm. The images will be indexed with image marks that are compatible with the Recorder of Deed's imaging platform and automated 35mm microfilm retrieval units.

3.3.1.2. Have ability to receive CD or electronically submitted records.

3.3.1.3. Each roll of first-generation Silver Halide 35mm film (preservation master negative) shall be inspected frame by frame for visible defects and missing pages.

3.3.1.4. Quote on a cost-per-image basis with no additional charges.

3.3.1.5. Use equipment that is like or compatible to Kodak ImageGuard TM Processing Lab for the processing of the microfilm to archival standards as defined by AIIM/ANSI.

3.3.1.6. Accept images that were originally scanned between 100 and 600 dpi. The amount of file space an image takes up per page average is 75KB to 100KB.

3.3.1.7. Scale the images to an image size on microfilm equivalent to that of a reduction ratio selective between 20:1 and 60:1.

3.3.1.8. Write images in sequential order on microfilm that will be consistent with today's book/page and roll/frame numbering scheme.

3.3.1.9. The documents contained on a roll of microfilm will be determined by the Boone County Recorder of Deed's office.

3.3.1.10. Label the outside of the microfilm so that should a roll of film have to be retrieved, a user will have a clear understanding of the information contained on a specific roll (a "from/to listing" will be used).

3.3.1.11. Conduct and document appropriate resolution, density and Methelyne Blue tests at intervals sufficient to ensure microfilm products meet or exceed the requirements defined in State of Missouri Guidelines for Local Records Microfilming, and provide results to the County.

3.3.1.12. Contractor must mark each roll as to original or duplicate, roll number and koa brief description of the records contained. Exhibit "B" is an example of prior labeling utilized by the County. Contractor shall place each reel in individual "acid neutral" boxes. Labels must be typewritten or computer generated. Permanent microfilm labels shall never be handwritten.

3.3.1.13. Group 4 – Multi-page tiff (or other formats that may be accepted by County as the national standard format) files are in book and page order or by file number.

3.3.1.14. Microfilm roll should contain blip marks indicating beginning of each document and page.

3.3.1.15. An index of all documents should be at the beginning of each microfilm roll. The index shall include the file names from the files put on the film. The index should state a date range from beginning to end.

3.3.1.16. Approximate total number of images to be converted to microfilm rolls from January 1, 2009 through December 31, 2009:

Department	Approximate # Images Per Year
Real Estate	228,000
Marriage	3,280
Oversized plats/surveys	220

3.3.1.17. One duplicate Silver negative Halide 35 mm rolls will be created and delivered to Boone County Recorder of Deeds.

3.3.1.18. One Silver Halide 35mm film negative will be stored offsite by the Contractor in an archival structure. That archival is specific to a separation between film that has been browntoned to be stored in a “pure” vault with only other browntoned film and film that has not been browntoned to be stored along with other like film.

3.3.1.19. 24” leader and trailer on microfilm rolls.

3.3.1.20. Files will be sent quarterly for conversion or at intervals to be determined.

3.3.1.21. Certified results for Resolution must accompany each roll of first generation film. Resolution test results should be no less than 110 lines/m for Planetary camera. Add a resolution and density target at the beginning of each roll.

3.3.1.22. Certified results for Density must accompany each roll of first and second generation film. Add a resolution and density target at the beginning of each roll.

3.3.1.23. County will identify the pre-arranged order where the microfilm rolls will begin and end. (i.e. one (1) CD equals one (1) microfilm roll).

3.3.1.24. Certified results of residual thiosulfate concentration must accompany each roll of first and second generation film. The Methylene Blue Test specified in ANSI PH4.8-1985 is used to verify film quality.

3.3.1.25. Under no circumstances will microfilm have splices.

3.3.1.26. Sample of converted tiff image to microfilm roll must be provided upon request during the RFP process.

3.3.1.27. The dimensions of the original records for the Real Estate, Marriages, and Tax Liens are as follows:

Images: The majority are 8 ½ x 11. Some are 8 ½ x 14 (less than 1%).

DPI: 300 dpi

The oversized Plats size is typically 18 x 24 (approximately 75%) and can be up to 24 x 36.

3.3.1.28. One time application of Browntone shall be applied to all future film prior to storage in pure vault at no additional charge. If there is a charge, that shall be included on the Response Page, 4.7.1., #6.

3.3.2. OPTION 2 - SPECIFICATIONS FOR STORAGE OF MICROFILM

3.3.2.1. Provide secure microfilm storage in a free standing, concrete or masonry structure of Type 4 protected, non-combustible heavy resistant construction as specified by the Standard Building Code, SBCCI. Facility shall meet or exceed the recommendations of the State of Missouri Guidelines for Local Records Microfilming and shall be equipped with intrusion and fire alarms, monitored 24 hours by UL approved agencies.

3.3.2.2. Microfilm must be placed on peroxide-free plastic reels.

3.3.2.3. Microfilm must be placed in a non-corroding material such as acid-free box, or peroxide-free plastic container with no rubber bands around the microfilm

3.3.2.4. Provide computer indexing.

3.3.2.5. Provide requested copy within 24 hours of request. This should cover all requests. The County needs to know time and cost for either a silver or diazo duplicate roll of film. This would apply in cases where we are requested to provide multiple years of records to a third party. Secondly, it applies to a specific document that the contractor would need to pull the film and make a copy to be faxed or scanned and e-mailed. This would also apply in cases where we were missing specific pages that needed replaced. If there is an additional cost involved for demand retrieval copies from stored microfilm, Offeror must state this cost on the Response Page as an additional line item. (Please write in cost).

3.3.2.6. Provide a written, quarterly index of record holdings.

3.3.2.7. Facility shall be equipped with inert gas fire suppression equipment.

3.3.2.8. Fully climate controlled.

3.3.2.9. Entire security and fire protection system protected by uninterrupted power supply.

3.3.2.10. All records will remain the sole property of Boone County. Contractor shall never reproduce records for anyone without written consent from Boone County.

- 3.3.2.11. Provide permanent archival storage of all microfilm rolls and aperture cards. 1774 rolls of microfilm are for *storage only* at this point in time.
- 3.3.2.12. Permanent archival storage of microfilm rolls from January 1, 2009 through current time and thereafter if contract is renewed.
- 3.3.2.13. Describe schedule of monitoring film stability on *Response Form*, item #8.
- 3.3.2.14. Must meet ARMA standards.
- 3.3.2.15. Describe access policy for retrieval of microfilm rolls or aperture cards on *Response Form*, item #9 or attach pages that describe process.
- 3.3.2.16. If permanent archival storage is contracted, Offeror must describe provider information as well as data regarding policies, rules, and standards for storage on *Response Form*, item #10.
- 3.3.2.17. Provide the capability to produce a high quality copy from microfilm for any necessary replacement pages in the Recorder of Deed's books.
- 3.3.2.18. Provide duplicate diazo or Silver copies of microfilm rolls upon request by the County.

3.3.3. CONTRACTOR RESPONSIBILITIES:

- 3.3.3.1. Contractor must treat all records in a confidential manner.
- 3.3.3.2. Contractor shall provide microfilming services in compliance with the State of Missouri records guidelines which are based on regulations of the American National Standards Institute (ANSI). For a complete copy of the State of Missouri Guidelines for Local Records Microfilming, Offerors can call (573) 751-2798 for a free copy of this publication.
- 3.3.3.3. Upon request by Boone County, Contractor must return all records to the County or other designated storage facility at the County request in the original condition and arrangement. Please attach a page describing this return process.
- 3.3.3.4. Contractor shall re-film any product not meeting quality or standards at no additional cost to the County.
- 3.3.3.5. Contractor must provide a copy of any requested record within 24 hours notice by an authorized County representative. Each document shall be indexed by "book page" in the TIFF (or other format that may be accepted by County as the national standard format) image.
- 3.3.3.6. **Sub-Contractors:** The Contractor shall not employ subcontractors without the advance written permission of the County. If Offeror proposes a multi-vendor or subcontracted approach, the responsibilities of each party and the assurances of performance offered shall clearly be identified.

- 3.3.3.7. Contractor shall allow inspection of process at the request of the County.
- 3.3.3.8. Contractor shall provide a final product that does not require any additional equipment (other than a reader or reader/printer) in order to use the film.
- 3.3.3.9. Contractor shall maintain the chronological order of all County records handled. Images shall be returned in the same sequence as received by the Contractor.
- 3.3.4. **Samples:** Boone County reserves the right to request samples after RFPs are opened and before the award is made. Boone County will provide data electronically and the Offeror shall convert to microfilm and return to County for inspection. When samples are called for, they must be furnished free of expense and will not be returned by Boone County.
- 3.3.5. **Invoices:** shall be submitted to each individual County office. Payment will be made within 30 days from receipt of an accurate monthly statement. Contractor shall provide **each department** with invoices and statements of account on a monthly basis noting any amounts and invoices past due. Billing addresses: Boone County Recorder of Deeds, 801 East Walnut, Room 132, Columbia, MO 65201.
- 3.3.5.1. Contractor invoices, packing slips and delivery tickets must contain the County contract number.
- 3.3.6. **Warranty:** The Contractor warrants that the work including equipment and materials provided shall conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects or errors. Whenever required by the specifications of the Request for Proposal, the Contractor warrants that all equipment and materials provided shall be new. If the Contractor is notified in writing of a fault, deficiency or error in the work provided within one (1) year from completion of the work, the Contractor shall, at the County's option, either re-perform such portions of the work to correct such fault, defect or error, at no additional cost to the county, or refund to the County, the charge paid by the County, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for re-performance of the work provided by other Contractors.
- 3.3.7. **Correction of Work:** The Contractor shall promptly correct all work rejected by the County as faulty, defective, or failing to conform to these specifications whether observed before or after substantial completion of the work, and whether or not fabricated, installed or completed. The Contractor shall bear all costs of correcting such rejected work.
- 3.3.8. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 3.3.8.1.** The Contractor shall purchase and maintain in force, at its' own expense, property insurance covering any loss or damage of the county owned records.
- 3.3.8.2.** Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 3.3.8.3. Compensation General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 3.3.8.4. Owner's Contingent or Protective Liability and Property Damage** - The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. It is preferred that this policy includes a provision for **damage, recovery, and cost of effort to replace damaged records**. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Should any work be subcontracted, these limits will also apply.
- 3.3.8.5. Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 3.3.8.6. Indemnity Agreement** - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or

otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

3.4. Contract Terms and Conditions:

3.4.1. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

3.4.2. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

3.5. Contract Period:

The Term and Supply Contract period shall be from **January 1, 2010 through December 31, 2010**. The contract shall have four, one-year renewal periods following the completion of the initial contract term. After the completion of the final renewal term, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.

3.6. Cancellation Agreement:

The County reserves the right to cancel the contract without cause by giving not less than thirty (30) days prior notice to the Contractor in writing of the intention to cancel, or with cause, if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the Contractor to comply with any of the provisions of this contract may be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow Contractor reasonable opportunity to cure material breach, but is not required to do so.

3.7. Fiscal Non-Funding Clause:

In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the provider of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

3.8. Estimated Usage:

All orders for Base Bid and Option One will be placed by the respective County office on an "as needed" basis. The services specified herein are estimates based on past usage and anticipated future requirements and as such; do not constitute a guarantee on the part of the County.

3.9. Pricing - Contract will be awarded on a firm price for the initial period ending on December 31, 2010. Prices are subject to adjustment thereafter, effective on the renewal date and must remain firm through the end of the renewal period.

3.9.1. Price Increase - It shall be the responsibility of the Contractor to notify the County sixty (60) days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and seven (7) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director
601 E. Walnut Street, Room 208
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on December 1, 2009**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all

of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. Evaluation:

- 4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.1.4.2. **Qualifications Statement/References:** The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP
- a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
 - b. Name other businesses or preferably any government agencies/municipalities for which you have provided similar services in the last three (3) years and provide a current contact name, email address and phone number for each account.
- 4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Offeror's final response rating.
- 4.1.4.6. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Offeror's final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and

page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

4.1.5. Rejection / Withdrawal of Proposals Response:

Rejection of Proposals The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with Offerors and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

4.1.6. Validity of Proposal Response:

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

4.1.7. Confidentiality:

The Contractor shall be responsible for maintaining the confidentiality of the County records and data, which cannot be sold, shared or otherwise disclosed to other companies or individuals without written permission from the County Employee Benefits Plan officials.



5. 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
	Base Bid	
BASE BID	1. Converting Computer Output to Microfilm (Group IV TIF to 35mm film) - Price Per Image when Boone County submits data by CD or electronically quarterly . The price per image cost includes the cost of the film.	\$ _____ /image
	2. Create one (1) 35mm Silver Duplication per 100 foot roll (automatically treated with Browntone) for storage in pure vault (outsourced by ISC to Underground Vaults & Storage or other facility designated by County).	\$ _____ /roll
	3. Create One (1) 35mm Silver Halide per 100 foot roll (automatically treated with Browntone) and submit to Boone County for local storage:	\$ _____ /two rolls

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

Option One

Option One

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

RETRIVAL

	<u>Quantity</u>	<u>Retrieval</u>	<u>Refiles</u>
7.	1-5 items (box or roll)	\$ _____	\$ _____
8.	6-10 items	\$ _____	\$ _____
9.	11 +	\$ _____	\$ _____
Retrieval of a specific image from a microfilm roll or aperture card.			
10.	Microform Hard copies (per print)		\$ _____
11.	Photocopier		\$ _____
12.	Fax		\$ _____

5.2. Describe schedule of monitoring film stability:

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.

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:

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

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

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

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:

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

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

Exhibit B

Microfilm Labels

The following is an example of the labels to be placed on the microfilm rolls for the Recorder of Deeds:

Label for Real Estate as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

Real Estate

Book 1900 through 1955

Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Marriage as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

Marriage

Filing Number 20010001 through 20011100

Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Tax Liens as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

Tax Liens

Filing Number 20010001 through 20010500

Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Plats/Surveys as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

**Plats/Surveys
Book 1950 through 1965**

Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO



"No Bid" Response Form

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A RESPONSE TO THE REQUEST FOR PROPOSAL**

If you do not wish to respond to this RFP request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

RFP: 71-01DEC09 – Computer Output to Microfilm Service

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

EXHIBIT C

(Please complete and return with Bid)

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Melinda Bobbitt, CPPB
Director



Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling. The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of _____)
)ss
State of _____)

My name is _____. I am an authorized agent of _____
_____ (Bidder). This business is enrolled and participates in a federal work
authorization program for all employees working in connection with services provided to the
County. This business does not knowingly employ any person that is an unauthorized alien in
connection with the services being provided. Documentation of participation in a federal work
authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in
writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter
be in violation and submit a sworn affidavit under penalty of perjury that all employees are
lawfully present in the United States.

_____ Date
Affiant

Printed Name

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
- _____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Bidder (Option #2))

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

COUNTY OF BOONE - MISSOURI
WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of _____)

State of _____) ss
)

My name is Ronda Olson am an authorized agent of US Imaging

(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Ronda Olson 4-21-10
Affiant Date

Ronda Olson
Printed Name

Subscribed and sworn to before me this 21 day of April, 2010.

Karen K. Thomas
Notary Public
KAREN THOMAS
NOTARY PUBLIC, SAGINAW CO.
STATE OF MICHIGAN
MY COMMISSION EXPIRES ON 9/16/2014

E-Verify Employment Eligibility Verification

Case Administration Initial Verification View Cases User Administration Change Password Pwd Challenge Q&A Change Profile Site Administration Add User View Users Maintain Company Terminate Company Participation Reports View Reports	Company Information <hr/> Company Name: US Imaging View / Edit Company ID Number: 314539 Physical Location: <hr/> Address 1: 400 S. Franklin St. Address 2: City: Saginaw State: MI Zip Code: 48607 County: SAGINAW Employer Identification Number: 4384177 Total Number of Employees: 20 to 99 Corporate / Parent Company: US Imaging Organization Designation: <hr/> Employer Category: None of these categories apply NAICS Code: 541 - PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES View / Edit Total Hiring Sites: 1 View / Edit Total Points of Contact: 3 View / Edit	Mailing Address: <hr/> Address 1: Address 2: City: State: Zip Code:
---	---	--

Company ID Number: 314539

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 US Imaging

Rhonda Olson

Name (Please Type or Print)

Title

Secretary / Pay Mgr.

Electronically Signed
Signature

Rhonda Olson

03/25/2010
Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed
Signature

03/25/2010
Date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/19/2010

PRODUCER Saginaw Bay Underwriters Commercial Lines 1258 S. Washington P.O. Box 1928 Saginaw, MI 48605	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED US Imaging, Inc. 400 S. Franklin Saginaw, MI 48607	INSURER A: Travelers Property Casualty	
	INSURER B: Progressive Casualty	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	TT02100189	02/03/10	02/03/11	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$250,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
B		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	064481923	11/21/09	05/21/10	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10000	TT02100189	02/03/10	02/03/11	EACH OCCURRENCE	\$1,000,000
						AGGREGATE	\$1,000,000
							\$
							\$
							\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	HHUB9443C324	02/03/10	02/03/11	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	
		YES				E.L. EACH ACCIDENT	\$500,000
						E.L. DISEASE - EA EMPLOYEE	\$500,000
						E.L. DISEASE - POLICY LIMIT	\$500,000
A		OTHER Transit Cov.	TT02100189	02/03/10	02/03/11		\$200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Boone County Missouri Recorder of Deeds is Additional Insured with respects to the General Liability.

CERTIFICATE HOLDER Boone County Missouri Recorder of Deeds 801 East Walnut Street Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---	--

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



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Partial Name : imaging
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EPLS Search Results

Search Results for Parties Excluded by

**Partial Name : imaging
State : MISSOURI**

**As of 26-May-2010 11:06 AM EDT
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