



Back Scanning and Media Conversion

Invitation for Bids # AD-20-04

General Information		
Project Cost Estimate	Not Applicable	Not Applicable
Project Timeline	This contract shall be for an initial two year period with the option of two additional two-year renewal terms.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Non-Mandatory Pre-Bid Meeting	Not Applicable	See Section 1.8
Question Due Date	November 9, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on November 24, 2020	See Section 1.8

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020



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Attachment F: References Form



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # AD-20-04 Back Scanning and Media Conversion

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, November 24, 2020. Proposals must be **submitted electronically at www.BidSync.com**. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.1.1 VIRTUAL BID OPENING

At the time of writing of this notice, Florida Governor Ron DeSantis' Executive Order No. 20-69 (extended by EO 20-150, EO 20-179, EO 20-193, and EO 20-246) on the Coronavirus health alert, is due to expire on November 1, 2020. If the executive order is not extended then meetings may be a combination of in-person and virtual, all as provided by law, or as otherwise entered via an executive order of the governor. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



In addition, at the time of writing this notice, the City will not be opening up the physical location for public access as **City offices are closed to the public**, due to the COVID-19 Coronavirus Pandemic.

Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date**.

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedit, Procurement Department
City of Pembroke Pines
8300 South Palm Drive,
Pembroke Pines, FL 33025
954-518-9022
purchasing@ppines.com

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide a City-wide agreement of services for document scanning, indexing and media conversion on an as needed basis, in accordance with the terms, conditions, and specifications contained in this solicitation.

It is the intent of the City to award the contract to a pool of the most responsible and responsive Contractors responding to the IFB.



1.3 SCOPE OF WORK

The City is seeking a pool of qualified vendors (“Contractors”) to furnish all labor, materials, equipment, services and incidentals to provide document scanning, indexing and media conversion on an as needed basis for the City, which includes pickup and transportation, preparation, scanning, indexing, conversion and other related services. The City reserves the right to reject any and/or all Bids that do not contain all the necessary attachments, do not meet the qualifications outline in Section 1.3, and when such rejection is in the best interest of the City.

1.3.1 Digital Scanning Requirements

- a. The Contractor shall perform “Document Preparation” as necessary. This shall include, but is not limited to: removing all staples and paperclips, repairing all torn documents with non-reflective tape, straightening all folded plans, mounting any irregular sized memorandum on standard 8 1/2" x 11" paper, correcting orientation, and otherwise make the documents ready for processing.

For microfilm and microfiche, “Document Preparation” shall include the separation of multiple images into a single image.

- b. The Contractor shall have the capabilities to provide Optical Character Recognition (OCR) services for documents containing text. This process shall provide an accurate conversion of image data into a searchable .TIF format. OCR, however, shall be performed on an as needed basis.
- c. Services shall be in accordance with standard set by the American National Institute (ANSI) and Association for Information and Image Management (AIIM). Scanned files must be returned to the City with an index file (in the form of a .CSV file), adequate for OnBase Document Management ingestion.
 - The City requests the Contractor to have sufficient resources to be able to provide both Scanning and Media Conversion services in an efficient and accurate manner.
 - The City and the awarded Contractor will mutually develop a procedure to do this project on site and/or off site.
 - The City and the awarded Contractor will mutually develop a procedure as well as a pick-up and delivery schedule. The City encompasses approximately 35 square miles. The City Clerk’s Office will define and schedule a designated pick-up locations.



- d. Document scanning and conversion must be in accordance with Florida Administrative Code, Rule 1B-26.003 - <https://www.flrules.org/gateway/ruleNo.asp?id=1B-26.003>.
- e. The Contractor shall maintain optimum image quality with continual monitoring and adjustment of the imaging process to accommodate the varying characteristics of different document populations.
- f. Documents shall be scanned in the same order as they are physically batched, regardless of size and weight.
- g. Contractors shall scan media at a minimum resolution of 300 dpi but should have the capabilities to scan at a resolution of 400 dpi or higher for large format media and media that needs enhancement for readability.
- h. Documents shall be rotated to provide maximum readability (e.g., letters shall be in proper orientation when document is displayed without rotation).
- i. Images must not be skewed or distorted more than +/- 3 degrees. Image line widths and text thickness must match the original image as closely as possible, without the loss of legibility of any portion of the image.
- j. The scanning equipment's specified "scan accuracy" must fall within the range of less than +/- 0.040" over 36 inches for Engineering Drawings. Paper skew tolerances must fall within the range of less than +/- 0.1%.
- k. Software intelligence shall automatically delete blank documents.
- l. The scanned images produced should normally be done in black and white; however, some documents may require grayscale or color depending on the information contained within the documents. If grayscale/color conveys information, and producing black and white documents would cause the loss of information conveyed, adjustments must be made accordingly.
- m. If a document contains information on both sides of the document, both sides shall be scanned.



- n. Wide format documents (e.g., engineering drawings, etc.) shall be scanned in color or black and white depending on the information contained within the documents.
- o. Automatic contrast control for scanned documents is required.
- p. Frame/Border control and auto cropping on all sizing perimeters is required.
- q. Encryption will be requested on an as needed basis, thereby, contractors must have the capability to provide encrypted output to CD, DVD, flash drive, external hard drive, transfer to off-site repository, or other appropriate approved media to be returned to the City.
- r. Contractor shall provide automated daily, weekly, and monthly document imaging reports.

1.3.2 Handling and Receiving Requirements

- a. **Confidentiality, Accuracy and Security of Documentation:** It is critical that the Contractor understands the required security of the documents. These documents are irreplaceable and must be safeguarded. Once the Contractor receives the documents from the City, they are responsible for their safekeeping. Contractor must secure materials in a secure and dry location, and take care in handling of fragile originals.

Safeguards against theft, loss, and/or damage must be maintained at the highest levels.

For any lost, stolen, or damaged media in the contractors possession the contractor shall be fined up to \$100 for a records box, \$700 per set of large format drawings, \$700 per roll of microfilm, \$100 per piece of microfiche, and \$1,000 per record for documents classified as permanent retention.

In addition, the contractor shall be responsible if any confidential information such as medical records, home addresses of public safety staff, etc. is made public and shall be held responsible for any damages, costs, legal fees, fines, settlements, etc.



These documents contain sensitive security information such as building plans, intellectual property rights, and other sensitive information. Once the documents are in the hands of the Contractor, the Contractor becomes solely responsible for the security of the documents.

The Contractor may not duplicate or sell the information contained on CD's or any other media.

- b. **Tracking and Inventory of City Documents:** The Contractor will inventory and acknowledge the receipt of all items received. It is intended that the Contractor will maintain an automated tracking system to allow for the retrieval of any document that is in process.

Any discrepancies between the City Department's inventory transmittal and the items received by the Contractor are to be resolved within ten calendar days.

- c. **Quality Control:** After scanning/media conversion services have been completed, the contractor shall sight verify a random sampling of the resulting output for clarity and faithful reproduction.

The Contractor will also be required to perform a final quality control step that compares the final output to the manifest that City provided that Contractor to ensure that every document has been digitized and indexed. The Contractor will be required to provide to the City a report comparing the documents provided to the final output with each product delivery. The City will implement this process in conjunction with the contract, and is open to process re-engineering as suggested by the Contractor.

All documents and data that fail this quality assurance process are to be rescanned at no additional cost to the City until the prescribed quality is met.

- d. **Pick-up and Turnaround Time:** The Contractor will pick up all City documents that are to be scanned and/or have media conversion performed from designated City site defined by City Clerk's Office. The Contractor is responsible for the pickup of the City documents themselves. The City shall determine, on a case-by-case basis, whether it is in the City's benefit to have the media conversion performed on site.



The City and the awarded Contractor will mutually develop a procedure, as well as a pickup and delivery schedule. The City's plan is for bi-weekly pickups.

The City will determine the pickup locations and shall also require the Contractor to schedule a regular pick up of documents to be scanned and media conversion services performed.

The City requires that not only the work be done in an accurate manner, but also a timely manner.

- e. **Records Accessibility:** The City anticipates the need for occasional expedited retrieval of documents sent out for conversion.

In the event a document is needed, the City shall require designated City staff to have access to original documents supplied to the Contractor. The Contractor will provide the ability to locate and return to the City department any original document that is in the possession of the Contractor within twenty-four (24) hours from the time of request by an authorized City representative. In lieu of providing the original document, vendor may elect to provide a fully scanned version to the City within four (4) business hours.

After the City has fulfilled its need, the Contractor shall pick up these documents and return with them to the Contractor's site to either complete the scanning, indexing or conversion process, whichever is applicable.

- f. **Transportation of City Documents:** All City documents must be transported by ground transportation, in closed, preferably climate controlled, vehicles. If magnetic media is involved, all items must be placed in magnetic protection containers within the applicable vehicles.
- g. **Hard Copy Storage:** The Contractor will maintain the City's hard copy documents in a secure archival environment until completion of batch. The Contractor will then return all hard copies to the City.
- h. **Media Backup:** The contractor shall maintain a backups of all scanned documents for no less than 120 days.



1.3.3 Eligibility

- a. To be eligible to respond to this IFB, the proposing firm(s) must be a commercial entity licensed to do business in the State of Florida and perform the services identified herein and properly registered and licensed to provide the goods or services identified in the scope of work, by all applicable state and local agencies.
- b. Vendors must have a minimum of five years of experience in the conversion of hardcopy documents to digital images suitable for computer processing, and prior experience and expertise for the other services requested and in accordance with the proposal's specifications. Previous experience back scanning and media conversion for government entities is strongly desired but not required.
- c. Vendors must provide a minimum of three (3) verifiable references from similar scopes of work as identified in this IFB on the provided "Attachment A" form. Failure to provide references that verify required experience will cause the Vendor to be deemed non-responsive.
- d. Vendors must be able to demonstrate they have the sufficient resources to perform the work in accordance with the proposal's specifications. Resources shall include the facility, the transportation vehicles, and any other equipment to be used.
- e. Vendors must certify they can and will abide by the following **Security Standards**:
 - Vendors shall be in full compliance with Health Insurance Portability and Accountability Act (HIPPA) regulations relating to the handling of Protected Health Information (PHI). Contractor shall ensure that information is protected from disclosure from the time it is picked up until it is returned to the City.
 - All scanning work shall be performed by employees who possess appropriate credentials to handle PHI. This shall include preparation, capture, indexing, quality control and output.
 - Contractor shall be held responsible for lost, stolen and/or damaged original documents.
 - Documents in the Contractor's custody become the Contractor's sole responsibility and shall be secured in a manner to protect them from potential natural disasters, acts of theft, acts of burglary and any other criminal acts.



- While the City's documents are in the Contractor's custody, such media shall not be accessible to the general public, nor to anyone that is not directly associated with completing the scanning project.
 - Contractor shall not divulge any information present on the City's documents.
 - Contractor shall hold all information in strict confidence.
 - Contractor shall not use the confidential information for their own benefit or for the benefit of others.
 - No unauthorized reproduction or duplication of any media produced by the Contractor is permissible.
 - Vendor shall obtain any clearance necessary to handle sensitive files
- f. The Contractor's facility **must be located within the State of Florida**. Contractors must be able to pick up/drop off documents from one facility to the other in one nonstop trip. Documents may not be stored overnight at any location other than the designated facility.
- g. If at any point in time Contractor needs to transfer City documents (hard copy or electronic format) to another facility or network that is not the one appointed in the IFB response, Contractor will have to obtain prior approval from The City Clerk's Office.
- h. To maintain the City's **Scanning Facility Standard of Security** for the prevention of possible loss or theft of private, confidential and/or privileged information contained in documents which may be scanned, Contractor shall perform all scanning in a facility as follows:
- All scanning work is performed in a secure facility with twenty-four (24) hour surveillance and access control including a security system that is monitored and employs cameras, motion detectors, smoke detectors, security check-in area, inspected and tested fire suppression system, backup power generator, etc.
 - Facility shall meet National Fire Protection Association (NFPA) standard and shall be local code compliant.
 - Contractor must have formal security policies and procedures in place.
 - The City may require visiting the scanning center before and or throughout the contract term on mutually agreed dates and times. If during a visit the City finds a matter of concern, the City will notify the



Contractor. The city shall determine the resolution and timeframe for the Contractor to rectify the issue(s).

- The contractor shall have the ability to store a minimum of fifty (50) letter/legal boxes.

1.3.4 Media Type

- a. The City requires contractors to be able to handle the following media:
 - **Standard Media:** defined as paper media of Letter, Legal or Ledger size.
 - **Large Format Media:** defined as any media larger than 11x17 inches which can include but is not limited to Architectural Drawings, Engineering Drawings, Drawing Sheet or Plan Drawings
 - **Microfilm:** defined as a storage medium using film reels which are exposed and developed into photographic records using a photographic process which include film on cards, film on roll, film on jacket, etc.
 - **Microfiche:** thin photographic film, usually four by five inches, which is capable of storing information in miniaturized form.
 - **Sensitive and Confidential Media:** defined as any media type that needs conversion which is sensitive in content or time required to be processed.
 - **Audio Visual Media:** defined as an electronic media unit possessing a sound and a visual component, such as CDs, DVDs, VCRs, Cassette Tapes, Mini Cassettes, etc.

1.3.5 Estimated Quantity

The following quantities are estimates and the City reserves the right to adjust them (up or down) according to its workload and other factors:

- 1,200 cassette tapes
- 1,100,000 sheets of letter or legal sized paper.
- 440,000 microfiche images (jackets)
- 90,000 microfilm images (rolled film)

1.3.6 Pool Management

- a. Once the City has selected a pool of the most responsible and responsive Contractors, the city will use the vendor with the lowest pricing first, for the applicable media types. In the event, the vendor is not available, or does not have a sufficient turn-around time for the requested project, the City shall move on to the next lowest priced vendor. In the event the lowest priced vendor does not have the capacity or ability to accomplish a project in the requested time frame, the City may also award multiple vendors for the specific project at the time.



1.4 PROJECT TIMELINE

This contract shall be for an initial two year period with the option of two additional two-year renewal terms.

1.5 PROPOSAL REQUIREMENTS

The www.bidsync.com website allows for vendors to complete, scan and upload their documents as part of the bidder's submittal on the website. Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

1.5.1 Attachment A: Contact Information Form

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal.
- b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

1.5.2 Attachment B: Non-Collusive Affidavit

1.5.3 Attachment C: Proposer's Qualifications Statement



1.5.4 Attachment F: References Form

- a. Complete **Attachment F: References Form**, preferably where the team was the same. References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications.

1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project.

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

These forms will be found under the "Vendor Registration" group of "Qualifications" on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync website will automatically include it.

1.6.1 Vendor Information Form

1.6.2 Form W-9 (Rev. October 2018)

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

1.6.3 Sworn Statement on Public Entity Crimes Form



1.6.4 Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

1.6.5 Local Business Tax Receipts

1.6.6 Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

1.6.7 Equal Benefits Certification Form

1.6.8 Vendor Drug-Free Workplace Certification Form

1.6.9 Scrutinized Company Certification

1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.



1.8 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	October 27, 2020
Non-Mandatory Pre-Bid Meeting	Not Applicable
Question Due Date	November 9, 2020
Anticipated Date of Issuance for the Addenda with Questions and Answers	November 12, 2019
Proposals will be accepted until	2:00 p.m. on November 24, 2020
Proposals will be opened at	2:30 p.m. on November 24, 2020
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	TBD

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on November 24, 2020**.

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.



CONTACT INFORMATION FORM

IN ACCORDANCE WITH AD-20-04 titled “Back Scanning and Media Conversion” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Attachment A - Contact Information Form	Yes_____
Attachment B - Non-Collusive Affidavit	Yes_____



Attachment C - Proposer's Completed Qualification Statement	Yes_____
Attachment F - References Form	Yes_____

Did you make sure to update the following documents found under the "Vendor Registration" group of "Qualifications" on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes_____
Form W-9 (Rev. October 2018)	Yes_____
Sworn Statement on Public Entity Crimes Form	Yes_____
Local Vendor Preference Certification	Yes_____
Local Business Tax Receipts	Yes_____
Veteran Owned Small Business Preference Certification	Yes_____
Equal Benefits Certification Form	Yes_____
Vendor Drug-Free Workplace Certification Form	Yes_____
Scrutinized Company Certification	Yes_____

C) Sample Proposal Form

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

Base Option:

Item #	Item Description	Unit	Total Cost
1)	Standard Media Conversion	Per Sheet	Price to be Submitted Via BidSync
2)	Large Format Media Conversion	Per Sheet	Price to be Submitted Via BidSync
3)	Microfilm Conversion	Per Image	Price to be Submitted Via BidSync
4)	Microfiche Conversion	Per Image	Price to be Submitted Via BidSync
5)	Sensitive and Confidential Media – Standard Media Conversion	Per Sheet	Price to be Submitted Via BidSync
6)	Sensitive and Confidential Media – Large Format Media Conversion	Per Sheet	Price to be Submitted Via BidSync
7)	Audio Visual Media Conversion	Per Unit	Price to be Submitted Via BidSync
8)	Transportation Base Charge	Per Roundtrip	Price to be Submitted Via BidSync



9)	Transportation Charge	Per Mile	Price to be Submitted Via BidSync
10)	Index Coding	Per Field	Price to be Submitted Via BidSync
11)	OCR Processing	Per Image	Price to be Submitted Via BidSync
12)	Storage Device – CD – Master	Per CD	Price to be Submitted Via BidSync
13)	Storage Device – DVD – Master	Per DVD	Price to be Submitted Via BidSync
14)	Storage Device – USB/Flash Drive	Per Drive	Price to be Submitted Via BidSync
15)	Storage Device – External Hard Drive	Per Drive	Price to be Submitted Via BidSync
16)	Storage Device – Off-Site Repository	Per TB	Price to be Submitted Via BidSync
17)	Document Preparation	Per Hour	Price to be Submitted Via BidSync
18)	Expedited Record Retrieval	Per Request	Price to be Submitted Via BidSync